

Milton Heights Racing Club – Canteen Weekend Guidelines 2019 / 2020

Good Morning! Thank you for volunteering your time today.

Please check the calculated guidelines posted on the stand up freezer but the times and numbers are only estimates and may need to be adjusted due to temperatures (ex: cold days more soup and chili) and attendance (ex: how many people on site for training and race days).

- ★ Please sign in and out of the volunteer binder and if you have any questions or concerns ask a board member in the dining area
- ★ If there is no inside upkeep person please tidy the dining area, wipe tables and push in chairs

<u>WEEKEND/FULL DAY CANTEEN GUIDELINES</u>		
Time	Procedures	Notes
8:30am	<u>HOT CHOCOLATE & COFFEE</u> (see machine for instructions) <ul style="list-style-type: none"> ● Switch on the hot chocolate and check coffee machines 	<ul style="list-style-type: none"> ● Pull front of machine open from the right hand side ● Switch is below the chocolate hopper ● When serving use coffee cup and ONLY fill to $\frac{3}{4}$ full
8:30am	<u>SET-UP</u> <ul style="list-style-type: none"> ● Remove bars from canteen ● Set out account books ● Turn on walkie talkie ● Check cash box & Float 	<ul style="list-style-type: none"> ● Door to get in back should be unlocked ● Key for bars are in the drawer by hot chocolate machine ● Float is currently \$434
8:30am	<ul style="list-style-type: none"> ● Put out milk/cream ● Check to see if napkins, sugar, sweeteners and stir sticks are out ● Put out cutlery 	<ul style="list-style-type: none"> ● Wipe side counter and place on top ● Extra supplies are stored in the cupboards underneath the Erika Lamb picture
8:30am	<ul style="list-style-type: none"> ● Check menu and quantities sheets (on upright freezer) but be aware that weather affects these numbers ● Post today's menu/special items on drink cooler 	<ul style="list-style-type: none"> ● Price list is located beside the drink cooler and outside the canteen. ● Colder days may require more soup/chili ● Race days may require you increase food numbers

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8:30am	<p><u>FREEZER ITEMS</u></p> <ul style="list-style-type: none"> • Take out muffins and cookies from the freezer. • Take out buns for chili/soup and place in the warmer (watch they don't get hard) 	<ul style="list-style-type: none"> • Open cookie packages, separate and place muffins/cookies in labeled containers • Place on side counter • Place beside crock pots for serving
8:30am	<ul style="list-style-type: none"> • Take out hot dogs (if required – they might be in the fridge) and place in crockpot with HOT water set 	<ul style="list-style-type: none"> • Set crockpot on high to defrost and warm them on BBQ before serving
8:30am-9:00am	START SERVING	
9:00am	<p><u>WARMING DRAWERS</u></p> <ul style="list-style-type: none"> • Turn on warming drawers • Place metal trays inside <p><u>APPLIANCES</u></p> <ul style="list-style-type: none"> • All manuals can be found online 	<ul style="list-style-type: none"> • Set timer to continuous • Check top drawer again after 4 hours as TOP drawer will turn off
9:00am	<p><u>CHECK STOCK</u></p> <ul style="list-style-type: none"> • Stock up chips/chocolate bars/drinks/candy if needed • Check fridge for leftover soup/chili • Stack soup bowls beside pots & napkins (serve buns in napkins) 	<ul style="list-style-type: none"> • Food items are in blue rubbermaid bins labeled in upper shelf • Drinks are under microwave in main part of clubhouse • Candy is in the labeled cupboard • Keys are located in top drawer by hot chocolate
9:00am	<p><u>Soup</u></p> <ul style="list-style-type: none"> • Take out frozen soup (if required) check package for instructions (1 to 1 ratio= one container of soup to water) <p><u>Chili</u></p> <ul style="list-style-type: none"> • Chili is best if defrosted, heated and served from large pot on the hotplate • You need to add 1 can of beans to every package of chili 	<ul style="list-style-type: none"> • Witch's cauldron needs 1 ½ soup containers or 2cm of water in the outer pot • Set to 205 to start and turn down to 140 when ready • Turn hot plate to 2 and increase to 5 as chili defrosts- maintain at 2 when ready • Chili takes 1 1/2 hours to heat up
9:00am	<p><u>Grilled Cheese</u></p> <ul style="list-style-type: none"> • Turn on hot plates for grilled cheese • Put butter on the outside of bread, 1 slice of cheese and lightly grill (they will warm in trays). • Wrap in foil bags for warming tray 	<ul style="list-style-type: none"> • Set hot plate at about 250 • Cut cheese blocks into slices(3rds on red line)

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9:30am	<ul style="list-style-type: none"> • Check fridge for leftover tomatoes & pickles • Slice tomatoes & pickles 	<ul style="list-style-type: none"> • Containers are labeled with lids • Put lids on and place on the side counter under the Erika Lamb Wall
10:00am	<p><u>BBQ</u></p> <ul style="list-style-type: none"> • Start the BBQ to heat up and leave the lid open to start (***) Key to being able to start service on time) 	<ul style="list-style-type: none"> • Lighter and BBQ equipment in utensil drawer
10:00am	<ul style="list-style-type: none"> • Put out condiments (ketchup, mayo, mustard, BBQ sauce, tomatoes, pickles) 	<ul style="list-style-type: none"> • Side counter please (make a note if running low on anything)
10:00am	<ul style="list-style-type: none"> • Take out silver foil trays and load burgers in trays (see food estimates) 	<ul style="list-style-type: none"> • Make sure burgers are seperated • Get wrapping foil ready
10:30am	<ul style="list-style-type: none"> • BBQ volunteer should arrive and head outside right away to start BBQ burgers, etc... 	<ul style="list-style-type: none"> • Check warming drawers and reset the timer to continuous or 4 hours as TOP drawer will turn off
10:45am-12:30pm	<p><u>LUNCH IS SERVED! - Approximately</u></p> <ul style="list-style-type: none"> ★ Assign 2 people to take order and record cash flow in binders (1 person A-L and the other M-Z) ★ Other 3-4 people prepare/wrap food and pass it forward ★ Please ensure the BBQ is turned OFF at the tank first, and the BBQ second. 	<ul style="list-style-type: none"> • Teams should come in 10-15 min intervals but will get really busy • When the rush dies down, clean counters inside and outside the kitchen, wash/put away dishes and start restocking
1:00pm	<p><u>RESTOCK/NEXT DAY PREP</u></p> <ul style="list-style-type: none"> • Check numbers for the next day • Refill breads/buns from dining area freezer to kitchen upright freezer • Complete production sheets with today's totals on upright freezer • Refill candy, chips, chocolate, cold drinks • Check hot chocolate 	<ul style="list-style-type: none"> • Check blue Rubbermaid bins above if running low • When hot chocolate is ½ full will take a complete tub

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1:15-1:30	<p style="text-align: center;"><u>SECOND BREAK – Approximately</u></p> <ul style="list-style-type: none"> ★ Assign 1 person to take order and record cash flow in binders ★ Other 1-2 people prepare/wrap food and pass it forward 	<ul style="list-style-type: none"> • Teams should come in 10-15 min intervals but will get really busy • When the rush dies down, clean counters inside and outside the kitchen, wash/put away dishes and start restocking
1:30pm	<p><u>CLEANING</u></p> <ul style="list-style-type: none"> • Clean all kitchen surfaces • Unplug crockpots • Mop kitchen floors • Wash dishes and put away items in designated cupboards • Empty garbage bag in kitchen and replace liners 	
2:00pm	<p><u>Warming Drawer Sale & Production Count & Restock</u></p> <ul style="list-style-type: none"> • Please take a picture of REMAINING ITEMS in WARMING DRAWER & EMAIL: canteen@miltonheights.com • Restock bread & buns from outside freezer to inside fridge and freezer then please send pictures of both to: EMAIL: canteen@miltonheights.com 	<ul style="list-style-type: none"> • @ approximately 2:00pm – surplus food (Warming Trays ONLY) should be sold at half price – to help sell the items please mark what is left on white board • Refrigerate any leftover soups or chili and date container with Sharpie and Green Painters Tape
2:00pm – 2:30pm	<p><u>SHUT DOWN/LOCK-UP</u></p> <ul style="list-style-type: none"> • Turn off hot chocolate • Collect all items from side counter and put back in designated cupboards • Place items in the fridge (condiments/milk, etc...) • Ensure all appliances are off (hot plates, warming drawers, etc...) • Count float and cash out using sheet provided (place float in locked drawer near BBQ window) 	
2:30pm	<p><u>Canteen Closed</u></p> <ul style="list-style-type: none"> • Put bars back on front and lock • Make ensure upright freezer is locked • Make sure cash/technology drawer is locked • Close and ensure canteen is locked 	<ul style="list-style-type: none"> • ONLY if needed after bars are up can food that can't be reheated (burgers, grilled cheese) can be given away very quietly.