

**CENTRAL ALABAMA
EMMAUS COMMUNITY**

FOOD PREPARATION PROCEDURES

Revised - JANUARY 2013

THURSDAY

BREAKFAST

**GRITS
BACON
EGGS
BISCUITS
MILK**

LUNCH

**HAM AND CHEESE CROISSANTS
POTATO SALAD
SALAD
COOKIES
TEA**

DINNER

**CHICKEN
GREEN BEANS
RICE
GRAVY
FRUIT SALAD
CHERRY
CHRISP
ROLLS
TEA**

FRIDAY

BREAKFAST

**GRITS
PANCAKES
EGGS
SAUSAGE
COOKED
PEACHES
MILK**

LUNCH

**SPAGETTI
GARLIC BREAD
SALAD
BREAD PUDDING

TEA**

DINNER

**STEAK
POTATO
SALAD
ROLLS

LEMON PIE
TEA**

SATURDAY

BREAKFAST

GRITS

BACON

EGGS

BISCUITS

GRAVY

MILK

LUNCH

HAMBURGERS

POTATO CHIPS

ICE CREAM

TEA

Wednesday

Upon arrival at the camp everything needs to be put away. Follow the chart (see chart attachment) on where food is to be put in the frigerator. The right side of frig is for refreshments only. The first section on left is for Camp Alamisco. If there is anything that belongs to the camp on the next two seconds that belong to Camp Alamisco it will need to be moved to the left side or front section. The back top two shelves are also for our use.

Once area is ready our food delivery (which will be on floor) will need to be put on shelves. Then will need to get the following out of freezer and put on shelves in frig.

- 2 case Crossaints**
- 1 case orange juice**
- 2 case sausage**
- 4 – 5 case of steaks (open boxes and put steaks in 3 large flat pans)**
- 6 containers of cool whip**
- 5 frozen minuemaide lime ade**

Sysco dry delivery items will also need to be put away in kitchen. Items for meal service will need to be taken up front.

Check the ice machine to insure that it is working. Ice is crucial and Food Service as well as other Divisions requiring ice should be made aware of this and be conservative in ice use.

Make sure that the two plastic bins (one marked serving bowls and one marked serving platters) is next to the ice machine. Will needs these to serve the food on.

Make orange juice for morning meal

**Make the orange juice in the 5 gallon plastic container
4 cartons (1 quart each) orange juice
put orange juice concentrate in plastic container then
fill with water up to the 16 quart mark
Don't worry about mixing it for will be mixed in morning.**

Put orange juice container covered in bottom of frig facing meal service. DO NOT put into commercial frig.

Food Preparation will have the meal prepared and in serving dishes in accordance with the published schedule, unless otherwise notified of a change in eating time by someone from the Conference Room. If the Pilgrims show up early the meal will not be ready. If they show up late the meal will be cold unless the Food Preparation Team is notified in advance.

Food Service personnel must be advised as to what is being served (give menu schedule to meal service) and how many serving bowls/platters go on each table prior to serving time. If they are short of bowls or platters, then it will be because one or more tables has too many.

BREAKFAST

**First thing every morning plug in coffee makers in dining room.
This should be done at 5:30am**

- 1. large coffee maker on table on left as you go in dinning room.**
- 2. one coffee maker put on floor and plugged in on the left side at front of dining room.**
- 3. one coffe maker put on floor and plugged in on the right side at front of dining room.**

Serving Steam Table

Using only the steam table on the left side.

Make sure that the leverage under the steam table is up.

Put 2 inches of water in each bin.

Turn knobs to 5

Cover with lids

Bacon and sausage will be prepared in the ovens on the flat pans as well as biscuits and pancakes. Water for grits must be started as soon as you arrive as it will take a large pot some time to boil. Scrambled eggs are started about 30 minutes before the breakfast serving time.

Half of the canolope and half of the honeydew need to be prepare (peeled, seeded and sliced thin). Use half of the slice melon for Thursday morning breakfast and save the other half for Saturday morning breakfast.

Rest of the canalope and honeydew needs to be (peeled,seeded and diced) for Thursday night meal and Friday morning breakfast.

OTHER CONSIDERATIONS-

All food prep personnel have white chefs coats to wear. This helps in a couple of different ways.

- 1. helps to identify who belongs in the kitchen**
- 2. keeps workers protect their clothing**

When preparing food.

- 1. wash hands before handling food**
- 2. wear food prep gloves**
- 3. wash hands after handling food**

Safety is of the utmost and should be practiced at all times. Especially lifting (cases of Number Ten cans are quite heavy) and hot dishes out of the ovens and off the stove can burn through pot holders quickly.

Food Preparation personnel must be made aware that while the Pilgrims are in the dinning area the noise level must be held down in the kitchen area. Loud talking, banging of pans, washing dishes, etc. must be delayed until the Pilgrims have departed the dining area. Food preparation personnel also should remain out of sight while the Pilgrims are entering and departing the dining area.

A copy of the menu for the walk should be posted for meal service and in the kitchen.

TEN TO TWELVE PERSONNEL WORKING IN food Preparation is a good number to have. Remember not everyone will show up. Be sure your personnel know that we start at 5:30 every morning and work until we've cleaned up after the evening meal. If enough personnel show up to work and everything gets done, we'll usually have a couple hours break in the afternoons.

Food Preparation personnel should make a mental note of where all food preparation items (cooking utensils, etc) are stored as they must be placed back in the same place prior to departure.

Coordinated effort must be made with the Refreshments Committee to hold down traffic in the food preparation areas as well keeping the back door closed to keep the flies out.

Food Preparation and Refreshments must coordinate to insure that each has adequate working and storage space and that goods don't get inter-mingled. Refreshments should store their perishable goods in the walk-in refrigerator on the middle right side.

Consideration must be made as to what serving dishes will be used for each type of food being served. There are 36 platters and 36 serving bowls. Decisions must be made as to what will be served on what.

Dishes must be washed as you prepare food because, food preparations for the next meal starts as soon as the first meal is served. Every person in Food Preparation is also a dish washer as required. It takes the effort of everyone to get it done. Some will be washing while others are preparing food and vice-versa.

Everyone on the serving line MUST have on serving gloves. Food is NOT served up until the Pilgrims start down the stairs. Only the Food Prep CHAIRPERSON and one other person is to be in front of the line. The chair is responsible for making sure that only one item at a time is being taken by meal service. Once all of one item has been served to Pilgrim can they get another item. (ONLY 10 BOWLS OR PLATTER OF EACH ITEM)

After the Pilgrims have departed the dining area, food must be consolidated. The servers will eat after they have cleared the dining area and support personnel will eat. Once the servers have eaten then food can be put away and dishes washed.

Dish towels must be washed and dried after every meal as the number on hand is limited. Laundry soap is furnished by Camp Alimisco.

The floors need to be swept and mopped every afternoon and night.

CLOSURE-

All Camp Alimisco cooking items must be cleaned and placed back where they were found when CAEC arrived.

Stoves must be cleaned inside and out and the grease catch on the grill emptied and cleaned.

All linens, cup towels, etc must be cleaned stored in the proper place.

Floors must be swept and mopped.

**All garbage must be emptied into the dumpster out the back door.
Wash out garbage cans and put upside down by back door.**

Steam tables cleaned and wiped down with Satin Sheen (in cabinet over washing machine).

All work tables wiped down.

Make sure that everything belonging to Emmaus has been sent to storage, or on back top shelf of refrigerator or freezer. Put sign on refrigerator and freezer item showing it belongs to Emmaus.

The Chair Person in charge of Food Preparation should make final check of the kitchen to insure all is in better shape than when we arrived and that all Alamisco cooking utensils, pots and pans, etc are back in the place that we found them.

PREPARATION OF FOOD

BREAKFAST MENUS: Cooks should report to the kitchen at 5:30am. Upon arrival plug coffee pots in, turn on ovens to 375 degrees, place grits pot on stove 2/3 full of water, insure steam tables is on with 2 inches of water and turn on number 5. Put two pounds of margarine in small pot and put on pilot light on back of stove.

COFFEE: Will be prepared by meal service the night before. Make sure to plug in first thing in morning. (three pots)

TEA: Preparation time – 5 minutes

3- 5 gallon igloos

15 large tea bags

2- 2 quart pitchers of sugar

Put hot water $\frac{1}{2}$ full in three 5 gallon igloos (if igloo not in kitchen look in the shed out the dishing washing door). Add 5 tea bags to each igloo. Cover with lid. Put igloos on floor next to rack in food prep serving area. After several hours remove tea bags. Mark on two igloos sweet tea. In the Igloos marked sweet add 1 (2 quart) pitcher of sugar and mix. Fill each of the igloos with water and stir. Let meal service know that the tea is ready.

ORANGE JUICE: Preparation time – 15 minutes. Orange juice is always made the night before and placed in refrigerator facing meal service. Use 4- one quart cartons of concentrate. Mix in 5 gallon plastic container. Put orange juice concentrate and add enough water to bring it up to the 16 quart line.

FRUIT: Preparation time – 1 – ½ hours. Use ½ case of Canalope and 1 case of honeydew. Start peeling, seeding and slicing the fruit first thing. Half of the sliced melons needs to be saved for Saturday morning. Slice the fruit thin then put on ten platter and put in walk-in cooler.

After slicing melons then peeling and dice ½ case of Canalope and 1 case of honeydew. Divide into 2 large bowls and put into walk-in cooler for Thursday night dinner and Friday morning breakfast.

**GRITS: Preparation time – ½ hour to boil water
15 minutes cook grits**

**5 lbs grits
1 pound margarine
boiling water
2 handfuls of salt**

A large pot (3 gallon) should be placed on the stove 2/3 full of water to boil. Add 2 handful of salt. This should be placed on the stove first thing as it takes a while for the water to come to a boil. After reaching a boil the stove should be turned to low. Gradually add 5 pounds of grits and cook until done (stirring constantly). Once done add one pound of margarine. Put into 6 inch deep pan and put in far left bin of steam table, cover with lid.

BACON / SAUSAGE: Preparation time –1 to 1 ½ hours

**Thursday: 1 case bacon
Friday: 2 case sausage**

Saturday: 1 case bacon

Turn the ovens on 350 degrees upon arriving in kitchen. Place the bacon or sausage on flat pans lined with parchment paper. Make sure bacon doesn't have slices touching. Start cooking bacon takes about 10 to 15 minutes to cook the bacon. Will need to watch it for oven doesn't cook even. Cook until crispy done.

Sausage only takes about 10 minutes to cook.. It is precooked, just need to get it hot.

Line a 6 inch steam pan with paper towels and place the bacon or sausage in the pan with other paper towels to absorb most of the grease. Then place in the 2nd from right well on steam table and cover.

SAVE LEFT OVER SAUSAGE FROM FRIDAY MORNING TO USE IN GRAVY SATURDAY MORNING

EGGS: Preparation time – 30 minutes

10 – 12 cartons of liquid eggs (some walks up to 15 cartons)

1 large can Cream of Chicken soup

1 lb Margarine melted in small pan

6 inch steam pan

Cooking should begin thirty minutes prior to serving time. Two large, Teflon pans and two RED handle spatulas will be used for cooking eggs. Pans should be sprayed with Pam prior to cooking.

Place two small scoops of margarine in each hot pan. Pour in 2 ½ to 3 cartons of liquid eggs in each pan. Eggs must be stirred continuously while they are being cooked. When done put into a 6 inch steam pan. Pour part of Cream of Chicken soup over eggs and mix with potato masher (soup helps the eggs stay fresh and not dried out). This procedure should be continued until the allotted number of eggs for this meal has been cooked.

Put eggs in far right well of steam table.)

BISCUITS: Preparation time _ 15 to 25 minutes

100 biscuits frozen (DO NOT THAW BEFORE COOKING)
melted margarine

Biscuits should still be frozen when put into oven. If thawed first they will not rise correctly.

Once cooked brush tops with melted margarine.

Put into 6 inch steam pan. Put in middle well of steam table. Cover with tin foil. Then put lid on. DO NOT put lid on without the foil.

PANCAKES: Preparation time 5 – 15 minutes

1 case pancakes

melted butter

Pancakes are frozen and precooked. Place on flat pans lined with parchment paper. Brush with melted margarine. Put in oven for about 10 minutes. Put hot pancakes in 6 inch steam pan. Cover with foil then with lid. Place in middle well of steam table.

GRAVY: Preparation time – 30 minutes

2 large package of gravy mix

water (according to mix directions)

sausage (left over from Thursday morning and crumbled.)

Follow directions on the gravy mix. Once gravy is cooked and thick mix in the crumbled sausage. Cook on low for a few more minutes. Pour into 6 inch pan. Put into 2nd from left well of steam table.

LUNCH MENUS: Some of these menus must be prepared far in advance.

HAM-N-CHEESE CROISSANTS: Preparation time – 45 minutes

- 1 case precooked Croissants**
- 5 lb slice cheese**
- 1 buffet hams sliced**

Open 2 cases of croissants before breakfast to give them time to be completely thawed.

Slice one buffet ham at number 4 ½ .

Line flat pans with parchment paper. Place 1 slice ham on bottom half of croissant. Place one slice cheese on ham. Top with top of croissant. Place on flat

pan lined with parchment paper. Put pans on rack and place rack in walk-in cooler until ready to cook.

DO NOT START COOKING UNTIL 10 MINUTES BEFORE PILGRIMS COME IN DINING ROOM.

Bake in 350 degree oven for 5 to 10 minutes. Turn off oven and open doors so they won't cook anymore. Place 8 on each platter and serve.

POTATO SALAD

- 2 CONTAINERS OF POTATO SALAD**
- 10 BOWLS**

Put potato salad in bowls

Cover with plastic wrap.

Put into walk-in until ready to give to meal service.

Meal service can put on tables about 15 minutes before lunch.

Cherry Crisp

Prep time: 30 minutes

Put Cherry Crisp into small bowls. Put onto large flat pans. Take to meal service. Meal service can put on tables before Pilgrims come in for lunch.

SPAGHETTI:

(Start as finished with breakfast on Friday morning)

Preparation – 2-3 hours (start as soon as breakfast is done)

20 lbs hamburger meat

5 cans #10 marinara spaghetti sauce

½ cup spaghetti seasoning

½ box chopped bell pepper

½ box chopped onions

5 lbs spaghetti noodles

Crumble hamburger meat in cold water in large pot. Once crumbled cook on stove until meat is done.

Drain and put into 4 - 4 inch steam pans.

Divide seasoning, bell peppers, onions into the 4 pans.

1 ½ cans of marinara sauce in each pan.

Mix well.

Put cover with heavy foil. Put into oven and cook about 2 hours.

Once done turn oven to 160 degrees to keep warm.

Fill large pot 2/3 full of water and 2 handfuls of water. Bring to boil.

Add pasta and stir. Cook until pasta is done. Pour into colander.

Rinse immediately with cold water. Keep rinsing until pasta is cook all the way thru. Pour about 1 cup of oil on each colander of pasta and toss. Set aside. When the Pilgrims start down the stair run hot water from facet over pasta until hot. Drain put hot pasta into bowls to serve.

SALAD: Preparation time 30 – 45 minutes

½ case salad mix

10 – 13 tomatoes

Wash and cut tomatoes into thin wedges. Using about 90 small Styrofoam bowls. Put salad mix into bowls and top with two slices of tomatoes. Put bowls on flat pans and put on rack. Put rack in walk-in cooler. Take out and give to meal service about 20 minutes before meal is to be served.

GARLIC BREAD: Preparation time -

10 minutes prep time

15 to 20 minute cook time

1 case Garlic bread

Take bread out of freezer.

Place on parchment lined pans.

Set aside until ready to cook.

Start cooking about 20 minutes before time to serve.

Put into 350 degree oven about 20 minutes before ready to serve meal.

Bake until hot, turn off oven and let set until ready to serve.

Put directly on platters.

BREAD PUDDING:

Serve bread pudding in small bowls or on 6inch plates.

Drizzle small amount of lemon sauce on bread pudding.

Take trays to meal service and they can put directly on tables before pilgrims come for lunch.

COOKIES: Preparation time - 30 minutes

72 frozen choco chip cookie dough

72 frozen white choc chunk/macadamia cookie dough

10 Platters

Place cookie dough on parchment lined cooking trays.

Bake at 350 degrees for approx.. 10 to 15 minutes (until done)

Let cool.

**Place 6 cookie of each on each platter.se 10 platters.
As soon as this is done, give to meal service. They can go ahead and
put on tables.**

Potato Chips:

Put one bag on each plate for Saturday lunch.

HAMBURGERS

START COOKING AT 9AM ON GRILLS

**1 ¾ case hamburger patties (keep patties
frozen)**

**1 case hamburger buns (need to thaw out
buns, may put into oven for only about 5
minutes to warm)**

**Salt, pepper and garlic powder mixed
together**

11 plates of each of the following

Sliced onions

Sliced tomatoes

Lettuce

Cheese

10 bowls of slice dill pickles

**DO NOT THAW HAMBURGER MEAT
BEFORE COOKING. NEEDS TO BE PUT
ON GRILL FROZEN.**

**Season hamburger patties with the salt,
pepper and garlic powder mix.
Once hamburgers are cooked put meat in
oven set on 160 degrees.
Be sure to cover with foil.
Will put the hamburgers together when
pilgrims start into dining room.**

**On each plate open bun up.
Put patty on bottom part of bun
Put one package of potatoe chips.
Take plates to meal service.**

DINNER MENUS:

BAKED CHICKEN:

Preparation time - 30 minutes

Bake time about 30 minutes.

2 cases of Chicken Breast

Salt and Pepper

Paprika

Montreal chicken seasoning

Line large flat pans with parchment paper (approx. 8-9 pans)

Place frozen (do not thaw**) chicken breast on lined pans.**

Sprinkle with, salt and pepper mixed, then paprika and then montreal seasoning.

Bake in 350 degree oven for approx. 30 minutes.

Put into 2 4inch pans.

Put into the 2 bin on right of serving line

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CHICKEN Gravy:

Preparation time - 40 minutes

- 3 1lb block of margarine**
- 4 cups flour**
- salt and pepper to taste**
- 1 32 oz cream of chicken soup**
- 2 32 oz chicken broth**
- 2 to 2 ½ gallon milk**

Melt margarine in large pot.

Stir in flour, salt and pepper.

Cook until nice rou

Add cream chicken soup and chicken broth.

Mix well.

Add milk.

Cook over medium heat until thick. Taste might need to add salt or pepper.

Once thickened. Put into 6 inch pan.

Put into the far left been on steam table.

GREEN BEANS:

Preparation time - 10 minutes

Cook 3 to 4 hours

- 2 #10 cans Italian green beans**
- 1 lb margarine**
- ¼ cup sugar**
- salt and pepper to taste**

Put all ingredients into large pot and put on stove to cook. Cook on low about 3 to 4 hours. Start cooking at 1:30pm

RICE:

Preparation time - 10 minutes

Cook 2 hours

5 lbs rice

hot water

5 TBS salt

Cook in ovens of the stove. Will need the convention ovens for the chicken.

Spray 2 4inch pans. Pour $\frac{1}{2}$ rice and $\frac{1}{2}$ salt into each pan. Cover with hot water until knuckle deep. Cover with foil. Bake at 350 degrees until done. Start cooking rice at 3:30pm.

Once done put into lower oven at 160 degrees to keep warm.

LEMON ICE BOX PIE:

Preparation time - 2 hours

5 12oz can lemonade concentrate

8 cans Eagle Brand Milk

6 large cartons of Cool Whip

12 graham cracker pie shells

Place lemonade concentrate, Eagle Brand Milk, and Cool Whip in mixer. Mix for about 10 minutes on high. Pour into pie shell. Put into freezer until frozen. Cut each pie into 8 slices. Put slices on 6 inch Styrofoam plates and put on flat trays. 12 plates per tray. Put trays on rack holder, put back into freezer until ready to serve.

ROLLS: THURSDAY NITE ONLY

Prep time: 10 minutes

Cook time: 10 minutes

Sister Shubert Rolls

Put onto parchment lined flat pans.

Cook in oven for about 10 minutes. Serve warm.

Start cooking about 15 minutes before ready to serve. Put cooked rolls on 10 platters (8 rolls per platter).

ROLLS: FRIDAY NITE DINNER ONLY

(need to start no later than 1pm on Friday)

Preparation time - 30 minutes

1 lb melted margarine

½ case frozen yeast rolls

Place rolls on lightly buttered flat pans. (3 pans).

Place in ovens of stove (DO NOT TURN OVENS ON. THE PILOT LIGHT WILL BE ENOUGH HEAT TO USE FOR PROOFING THE ROLLS.)

Leave in ovens until they have risen. Take out and put into the convention ovens to cook.

Cook at 400 degrees until golden brown.

Take out of oven let cool.

Put into serving bowls.

Give to meal service they can put on tables before pilgrims arrive.

BAKED POTATO

Prep time: 10 minutes

Cook Time: 2 – 3 hours

Place foil wrapped potatoes into top oven.

Turn oven on 350 degrees

Cook until done.

Put into 2 6inch pans

Put into bottom oven (being used as warming oven 160 degrees)

Will serve potato directly on dinner plate with steaks.

Steaks

(NEED TO START COOKING STEAKS BY 330PM)

Prep time: 45 minutes

Cook time: 3 ½ to 4 minutes each

Cook steaks on grills.

Put cooked steaks into 4 inch pans cover with foil

Put into bottom convention oven using as warming oven 160 degrees

Serve directly on plates when pilgrims start down stairs.