

**CENTRAL ALABAMA
EMMAUS COMMUNITY**

FOOD PREPARATION PROCEDURES

Revised – July 2018

General Information

The following is information compiled from the Upper Room Handbook and past Central Alabama Emmaus Walks: Emmaus depends on a team of ordinary Christians working together in the spirit of Christ according to the directions of an objective manual for a proven model. The most important guideline for persons serving in any support role is that they serve humbly, selflessly, and invisibly, insofar as that is possible. These roles are exercises in anonymous servant hood. While they bring great personal satisfaction and are among the favorite avenues of service, they are not occasions for outward recognition by the team or Pilgrims. The reward for these acts of service is experienced in the giving, and the reward is great.

FOOD PREPARATION – KITCHEN

Welcome to the Kitchen!

The Kitchen Prep team is VERY unique in that we have a state licensed CAEC Kitchen Director (aka, Mrs. Bebe). Her job is to ensure that we follow state laws and standards for a food handling in a commercial kitchen. In short, most kitchen questions, decisions, and issues are often deferred to the Kitchen Director. However, don't be fooled, the Food Prep CHAIR still has a lot of work to do to help the week go smoothly and timely. Familiarity with this manual will help Chair, Co-Chairs, and Workers to understand the basic flow of CAEC Kitchen Prep.

Food Preparation is a very "routine work area". Most procedures do not vary much from walk to walk. Decisions, procedures, and recipes are rarely unique to a particular walk.

Also, as of the time this manual is being updated, some menu items are being prepped two months at a time. This saves on cooking time and helps when we are low on workers.

CHAIR/Co-CHAIR responsibilities

TEAM RECRUITMENT

6-10 people working in food Preparation is a good number to have. Be sure your personnel know that we start at 5:30am every morning and work until we've cleaned up after the evening meal (usually around 7:00 pm).

Yes, we welcome those who can only work partial days/weeks.

Kitchen work is steady. Periodically we will have breaks in the afternoons. Be aware of those that might need some encouragement to take breaks.

The kitchen crew is often comprised of a fairly regular group of workers. In a pinch, they have been able to work with as few as 3-4 people. Don't panic. Most of the regular crew will let folks know when they will not be able to work.

We can accommodate a few people who can sit on stools as they work.

NOISE

Food Preparation Team **MUST** be made aware that the noise level is to be held down in the kitchen area at **ALL** times, and especially while the Pilgrims are in the dining area. Loud talking, banging of pans, washing dishes, oven timer, etc. must be delayed until the Pilgrims have departed the dining area. A quick way to get attention is to flicker the lights (located by the stove).

PRAYER

It is the privilege of the Chair to gather the **FOOD Prep Team**, for prayer time about 15 minutes prior to serving **EACH** meal of the day or any other time a need is brought to your attention. You can offer the verbal prayer, or ask another to do so.

SIGN-IN LOG and Paying for Meals

Prayer time is a great opportunity for the Chair to remind **EVERYONE** to sign the work log (and indicate which days they worked). Encourage workers to include their phone numbers for future reference.

Chair should remind anyone who is not staying overnight at Camp Alamisco (and paying for room/board) that they need to pay for each meal. The price list and payment basket is on top of the steam table used by Meal Service.

NEWCOMERS

Be sure to welcome all persons that pass through the kitchen. If someone looks lost, check to see if they are there to help in Food Prep, Meal Service, Refreshments...or looking for a place to serve. Help newcomers find a place in the kitchen or another background team, if needed.

It is important for all workers to feel of value to a team. Sometimes the Chair may need to ask “old timers” step back a bit and let others help. This is not easy but a vital part of our fellowship.

RELATIONS WITH OTHER TEAMS

Food Preparation, Refreshment Team, and Friday Evening Fellowship share the kitchen area. Teams should coordinate to insure that each has adequate working and storage space, food goods don't get inter-mingled, and use time of major appliances. For this to work, all must do their part to be flexible, understanding and considerate. Refreshments will store their perishable goods in the walk-in refrigerator on the back right side.

ILLNESS

Sick people **DO NOT** belong in the kitchen –whether on the team or passing through and chatting. Even adults need this reminder.

DRESS CODE

COATS/APRONS

ALL food prep personnel should wear chef coats or aprons. This identifies those working on the FOOD Prep Team, protects worker's clothing, and helps prevent contamination of food. Coats/Aprons **MUST** be removed when going outside the back door and before using the restroom.

COVERED HEADS/BEARDS

Ladies should use hair nets (provided). These are expensive. When possible, please reuse during the walk. No big earrings, dangly jewelry, and nail polish allowed

Men should wear ball cap (provided). Keep this hat for future use. If you lose yours, then you will need to bring a hat with you. Even men without hair, need to cover their head.

Men who have facial hair, must use a beard net (provided) if handling or serving food.

SAFETY : Safety should be practiced at all times.

HAND WASHING

- Before handling or preparing food.
- Wear food prep gloves (some jobs may necessitate double gloves)
- Once you have on gloves, **DO NOT** cross contaminate food items.
- Wash and replace with new gloves between activities or handling next item.
- When possible, use gloves even when using utensils.
- **IF** you sneeze, cough, scratch, pick something up off floor, touch trash can, clean up spill...use common sense...wash hands and get a new set of gloves.

SPILLS

ALL spills should be cleaned up as quickly possible to prevent injury and maintain a sanitary environment. Greasy spills need to be cleaned appropriately. Wet areas in the "walkways" need to be labeled as such to prevent injury.

LIFTING

Care should be taken when lifting heavy cases and placing or retrieving heavy items from overhead. **DO NOT** lift more than you can handle. Get help.

PREVENTING BURNS

Be aware when kitchen crew is working at hot ovens, stove top, or carrying hot heavy items. Limit movement around these areas at this time. Help direct non Food Prep people through the kitchen via other paths. During busy times, DO NOT stop and chat in front of the ovens and stove.

Be aware that heavy pots and dishes can burn through pot holders quickly. Be sure that pot holders do not have holes and are dry.

****People with hot items in hand ALWAYS have the ‘right of way’.**

CLEANING

ROUTINE CLEANING – TABLES & SURFACES

Every effort MUST be made to prevent cross contamination of food and germs.

We are required by law to use the following cleaning methods between prepping food items, eating at tables, and any other time deemed necessary.

1. Wipe down excess “crumbs”.
2. Wipe with rag from bucket #1
3. Wipe with rag from bucket #2
4. Spray entire surface with bleach spray bottle. (Be careful not to spray nearby clothing or brush against the surfaces while wet). WAIT 1 full minute (think tune of Jeopardy). Wipe with paper towel. Be sure to dry edges.

Cleaning solutions should be made fresh each morning and (at minimum) changed AFTER the clean-up following every meal. Place these solutions on stack of empty storage containers (covered with tablecloth) under the paper towel dispenser so they are always ready to be used.

Bucket #1 Soap. First fill bucket 2/3 full of water. Add about 1 tsp of liquid dish soap and swish with rag.

Bucket #2 Bleach. First fill bucket 2/3 full of water. Add about 1 capful of bleach.

Spray Bottle. Bleach. Fill spray bottle with water. Put about ½ capful of bleach in. Shake. Hang bottle from side of small hand washing sink.

DOOR

Back door must be closed to keep the flies out.

TRASH

Empty trash in dumpster routinely.

Wednesday

Kitchen set-up will begin about 7:00am on Wednesday. Only a couple of workers are needed during set-Up. Workers who can help at least once, will have a better understanding of much of the kitchen happenings (especially Saturday Clean-up).

Upon arrival at the camp everything needs to be put away. Be aware that the “set up kitchen crew” may already have most of the following done by the time the majority of the FPrep Team arrives.

- 1. Observe the following zones in the walk in refrigerator: The right side rear two sections are for the Refreshment Team. The first section on left is for Camp Alamisco. Do NOT use the Camp’s food. If there is anything in the next two sections that belong to Camp Alamisco, it will need to be moved to the left side front (and right front, if needed). The back facing shelves are for CAEC storage between walks.**
- 2. Food delivery will be on the floor upon arrival. Once shelving is ready, items can be placed for use during the walk. Follow the chart (see chart attachment) on where food is to be put in the refrigerator.**
- 3. The following will need to be removed from the freezer and put on shelves in frig:**
 - 2 cases Croissants**
 - 1 case orange juice**
 - 2 cases sausage**
 - 6 containers of cool whip**
 - 5 frozen Lime Ade**
- 4. Sysco dry delivery items will also need to be put away in kitchen and pantry. Items for meal service will need to be taken up front.**
- 5. Stage serving bowls, platters, and serving utensils on the top of the table closest to ice machine, (face down, “ready to use”, in sets of 10). The empty storage bins can sit on the floor next to the ice machine.**
- 6. Check the ice machine to insure that it is working. Ice is critical. ALL Divisions requiring ice should be made aware of this and be conservative in ice use. NO ONE is to use this ice to fill personal coolers.**
- 7. Make orange juice for morning meal. Use the 5 gallon plastic drink container. (See Directions below)**
- 8. A copy of the menu, table assignments, time schedule, and Sign In Log for the walk should be posted on the side of the frig near stove. Post a second copy of the menu on the wall just in front of steam tables for Food Service.**

9. Food Prep Team should make a 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. Also, note what belong to us, so we can be sure to get them back to storage.
10. Sugar bin needs to be removed from the walk-in refrigerator and placed in the corner of the fridge and shelf, located near the handwashing sink. DO NOT place it next to the sink.

SATURDAY CLOSING

All Camp Alamisco property should be cleaned and placed back (when appropriate) where they were found when CAEC arrived.

Final cleaning

- Stoves, inside and out, and the grease trap emptied and cleaned, if used
- Steam tables cleaned and wiped down with Satin Sheen (in cabinet over washing machine).
- All work tables
- 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. Wash out garbage cans and place upside down by back door.
- No food items that will expire or cannot be served on the next walk should be left in the walk-in refrigerator.

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

***FOOD PREPARATION CHAIR or CO-CHAIR should make final check of the kitchen to insure all is in better shape than when we arrived.**

THURSDAY

BREAKFAST

GRITS
BACON
EGGS
BISCUITS
FRESH FRUIT
MILK
ORANGE JUICE

LUNCH

HAM AND CHEESE CROISSANTS
POTATO SALAD
SALAD
COOKIES
TEA

DINNER

SPAGHETTI
GARLIC BREAD
SALAD
CHERRY CRISP
TEA

FRIDAY

BREAKFAST

GRITS
PANCAKES
EGGS
SAUSAGE
COOKED APPLES
FRESH FRUIT
ORANGE JUICE
MILK

LUNCH

TORTILLA CHIPS
BEANS
TACO MEAT
TACO FIXINGS
BREAD PUDDING
TEA

DINNER

POPPY SEED CHICKEN
RICE
ROASTED VEG
SALAD
ROLLS
LEMON PIE
TEA

SATURDAY

BREAKFAST

GRITS (cheese)
BACON
EGGS
BISCUITS
GRAVY
FRESH FRUIT
ORANGE JUICE
MILK

LUNCH

HAMBURGERS
POTATO CHIPS
FIXINGS
ICE CREAM
TEA

MEAL TIME

FOOD PREPARATION TEAM will have the meal prepared and ready to serve in accordance with the published schedule for each walk, unless otherwise notified of a change in eating time by the Conference Room Team. If the Pilgrims arrive early the meal will not be ready. If they arrive late the meal will be cold. Kitchen Director or FPrep Chair should keep in contact with the Conference Room Team.

FOOD SERVICE TEAM must be advised as to what is being served, any changes, special diets, and how many serving bowls/platters go on each table prior to serving time.

Steam Table Set Up

- To aid with clean-up, cover the wooden bar with foil prior to serving the meal.
- With marker label what items go in their respective bin. Consideration is given to serving utensil required, placement on carts, and number of kitchen workers at meal time. This is routine, but when in doubt check with the Kitchen Director.
- Place the appropriate serving dishes and utensil on the top cover over the appropriate station.

Turning on the Steam Table

- Use only the steam table on the left side (close to wash room).
- 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

Carts

- Gather and stage appropriate serving carts for dishing up food items.

Food Service Line

- FPrep Chair should assign food serving stations to workers present.
***EVERYONE** on the serving line **MUST** have on **NEW** serving gloves

Special Diets

- Any special diet items need to be ready and staged on trays. They need to be delivered to pilgrims and conference team members **FIRST**. We do not want our pilgrims to unknowingly eat something that might cause health or digestive issues. (More details on Special Diets are detailed below).

Service Zones

- While pilgrims are entering, eating, fellowshiping, and departing the dining area, only the FPrep Chair and one more person should be in front of the steam tables. This is designated as a Food SERVICE area. ALL other Food Prep members should remain behind the steam table or in the kitchen. The FPrep Chair may need to gently remind new workers. This area gets very congested.
- Food is NOT dished up until the Pilgrims start down the stairs.
- FPrep Chair and designee should clean rims of serving dishes, place utensils appropriately, and fill carts from the front side of the steam tables.
- With gloved hands, FPrep Chair should pass dishes to FService Chair, in orderly fashion. Assistant can help to retrieve dishes from lower shelves and move carts out of the way as they are emptied. Remind FService Chair that some dishes are hot.
- FPrep Chair is responsible for making sure that only one item at a time is being taken to tables. Pause between items. Give all servers a chance to place their items on their designated table. Once all of one item has been served to Pilgrims, the next item is distributed. An orderly, moderately paced flow prevents food from being placed on the wrong table.
- NO refills are provided UNTIL ALL dishes have been placed at their proper tables.
- Refills should be moderate to prevent waste - enough for approximately 2 servings.
- When finished serving, the FPrep Chair should remain discretely near the curtain opening until the Food Service Chair makes the final curtain closure for the meal. FPrep Chair is responsible to help as needed. It is helpful to have an additional FPrep Team member behind the steam table to make any necessary kitchen runs or help with refills during this time.

***DINING ROOM CURTAIN:** The opening/closing of the Dining Room Curtain is determined by Food Service Tea,.

EATING (background teams) & POST MEAL CLEAN UP

- Once given all clear by FPrep Chair, the FPrep Team should quietly eat in the kitchen or outside while the Pilgrims eat. ALL food needs to remain covered and warm during this time.

- After the Pilgrims have departed the dining area, food must be consolidated. Servers will bring consolidated food items to be stored away. When Meal Service is short handed, Food Prep assistance can make the clean-up quicker.
- The servers will eat **ONLY** after they have cleared the dining room. Sometimes new folks do not know the policy, so may need to be gently told the policy. Exceptions are made for persons working in multiple background areas.
- Unless unavoidable, food returned from the table is **NOT** to be served from the serving line, even to the background team.
- Once the servers have eaten, any remaining food can be properly put away and remaining dishes washed. At the instruction of the Kitchen Director, food that has not been placed on the serving line can sometimes be frozen for later use.
- Dish towels must be washed and dried at the end of each day. Laundry soap is furnished by Camp Alamisco. Aprons or Coats may also be washed at this time.
- The floors need to be swept and mopped every afternoon and evening. It is the chair and/or co-chair's responsibility to make sure **NO ONE** is left to mop alone in the evening. This is a safety issue!

KITCHEN PREP - DISH WASHING TEAM

- Cookware, dishes, and utensils must be washed as food is prepared. Food prep for the next meal begins when clean-up for the present meal is complete.
- Every person in Food Prep is also a dish washer, as required. The majority of the time our men like to man this area. The dish washing crew are responsible for washing dishes and preparing "soap/water bins" to be used by Meal Service when they clean tables. Respect the boundary of work zones. Let those responsible for cleaning "run their own shop". Follow requests to maintain "clean zones" during pasta night. Clean excess food and grease off cookware and utensils when possible. Always use parchment paper to prevent the need for excessive scouring.

***Remember the wash room floor may be wet. Be careful when entering.**

PRODECURES AND RECIPES

GENERAL INFO:

Serving plates or “fixings” needed for most meals: 6 for pilgrim tables, 3 for head tables, 1 for prayer table. FPrep Chair should verify if anyone will be at the prayer table during each meal time. Sometimes there are none (especially at breakfast). It may is easier to fix single plates of some meals.

RISE and SHINE

Cooks should report to the kitchen at 5:30am.

Upon arrival every morning:

1. Coffee – Plug in and turn on coffee makers. 2 in dining room, 1 in foyer upstairs. Coffee pots should be prepared by meal service and refreshments the evening before.

Make a pot of coffee in the kitchen coffee maker for workers.

2. Ovens – Turn both convection ovens to 350 degrees
3. Grits – Place large 3 gallon pot (2/3 full of water) on stove. Add to small handfuls of salt. Turn on to boil. This will take a while.
4. Butter – Put 2 pound of margarine in small pot. Place on pilot light at back of stove.
5. Steam table – Pour 2 inches of water in each bin. Turn on and set dial to #5
6. Iced Tea – Make daily, at start of day. Instructions below. 2 sweet/1 unsweetened

DAILY BREAKFAST

Biscuits, pancakes, bacon, and sausage will all be prepared in the ovens on parchment lined, flat pans.

Scrambled eggs should be started about 30 minutes before breakfast. Do not rush. Or they will be scorched. Use non-stick skillet with spatula, so as not to scratch surface.

BREAKFAST RECIPES

ORANGE JUICE: Preparation time – 15 minutes. (Make the night before.)

5 gallon clear, drink holder (belongs to Camp)
4 cartons (1 quart each) orange juice.

Put orange juice concentrate in container then fill with water up to the 16 quart mark. Don't worry about mixing. It will be mixed in morning.
Cover container with plastic wrap and place in bottom of frig facing meal service.
DO NOT put in walk in frig!

ICED TEA: Preparation time – 5 minutes (Daily before breakfast)

3- 5 gallon igloos
15 large tea bags
2- 2 quart pitchers of sugar

Put hot water ½ full in three 5 gallon igloos. Add 5 tea bags to each igloo. Cover with lid.
Put igloos on floor next to rack in food prep serving area. After breakfast remove tea bags. Mark on two igloos sweet tea. In the Igloos marked sweet add 1 (2 quart) pitcher of sugar and mix well. Fill each of the igloos with water and stir. Let meal service know that the tea is ready.

FRUIT : Preparation time – 1 1/5 hours (Thursday)

THURSDAY & SATURDAY BREAKFAST – SLICED FRUIT PLATTERS

- Use half of the cantaloupe (normally ½ case) and half of the honeydew (normally 1 case).
- Wash, peel, seed and sliced thin (just under ¼ inch).
- Arrange on small serving plates (10). 8 slices of each melon, nicely layered along long edge. Place serving fork on each platter.
- Put plates on cart. Cover with a sheet of parchment paper. Roll cart into walk-in frig.
- Save all unused sliced melon in Ziploc bags for Saturday breakfast.

****WHEN** plating Saturday, sliced strawberry and grape clusters will be added.

FRIDAY BREAKFAST – CHOPPED MIXED FRUIT SALAD

- Prepare remainder of melon.
- Chop into bite size pieces.
- Place in large metal bowl and cover with wrap. Place on right frig shelf.

****Grapes, strawberries, and other fresh may be added before placing in bowls Friday morning.**

GRITS: Preparation time – ½ hour to boil water (Daily at breakfast)

boiling water
2 handfuls of salt
15 minutes cook grits
5 lbs grits
1 pound margarine

6 inch steam pan

A large pot (3 gallon, 2/3 full of water + 2 handfuls of salt) should be placed on the stove to boil first thing in the morning. After reaching a boil, the stove should be turned to low. Gradually add 5 pounds of grits, stir as you go, and cook until done. Stir constantly with long handled, metal spoon OR it will stick. Once done add one pound of margarine. Put into 6 inch deep pan. Cover with a layer of plastic wrap, being sure to press wrap firmly against the warm grit. Place in far left bin of steam table. Cover with lid.

*For Saturday morning, we may add grated cheese + a few drops of yellow food coloring.

BACON / SAUSAGE: Preparation time –1 to 1 ½ hours (Daily)

Thursday & Saturday: 1 case of bacon each day
Friday: 2 cases of sausage

6 inch steam pan

Turn the ovens on 350 degrees upon arriving in kitchen.

Bacon can be lifted with by the parchment sheet from the original box and placed on the flat pans. Make sure bacon doesn't have slices touching. Bacon should take about 10-15 minutes. Do not overcook. Cook until crispy done. Will need to watch it for oven doesn't cook even. Pans may need to be turned.

Sausage can be placed on parchment lined flat pans. Sausage only takes about 10 minutes to cook. They are precooked and just need to be hot.

Line a 6 inch steam pan with paper towels and place the bacon or sausage in the pan with other paper towels between layers to absorb most of the grease. Cover with foil.

Place bacon or sausage in the 2nd from right well in steam table. Cover with lid.

***Remove 12 sausage patties. Place in bag. Label for the next walk for Setup Breakfast. Place on back shelf in freezer.**

****LEFT OVER SAUSAGE. While still warm, crumble and place in a bag or plastic wrap covered bowl to use in the gravy for Saturday morning.**

EGGS: Preparation time – 30 minutes (Daily start 30 minutes prior to serving time)

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

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. DO NOT SCORCH the eggs. Keep heat moderate.

When done put into a 6 inch steam pan. Pour part of Cream of Chicken soup over eggs and mix with potato masher. The 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.

Cover with foil.

Place eggs in far right well of steam table. Cover with lid.

BISCUITS: Preparation time - 15 to 25 minutes (Thursday & Saturday)

100 biscuits frozen (**DO NOT THAW** BEFORE COOKING)

melted margarine

6 inch steam pan

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

ALWAYS check and adjust the oven temperature according to the box directions. Check time also. Set the timer or watch clock carefully. Every time the oven is open to check status, it loses heat.

Biscuits should be placed on parchment paper lined flat plans.

Once cooked, brush tops with melted margarine.

Place into 6 inch steam pan. Cover with foil.

Put in middle well of steam table. Cover with lid.

PANCAKES: Preparation time - 5 – 10 minutes (Friday only)

1 case pancakes
melted butter

6 inch steam pan

Pancakes are frozen and precooked. Place on flat pans lined with parchment paper. Brush with melted margarine. Put in oven for about 10 minutes. They just need to warm. DO NOT overcook. Put hot pancakes in 6 inch steam pan. Cover with foil

Place in middle well of steam table. Cover with lid.

GRAVY: Preparation time – 30 minutes (Saturday only)

2 large package of gravy mix

water (according to mix directions)
sausage (left over from Thursday, crumbled.)

2 half size 6 inch pans

Follow directions on the gravy mix. Stir constantly. It will cook quickly. Once gravy is cooked and thick mix in the crumbled sausage. Cook on low for a few more minutes. Keep stirring. Pour into half size 6 inch pan.

Cover gravy with plastic wrap. Touch wrap firmly to the top surface of gravy to keep it from skimming over.

Put into 2nd from left well of steam table. Cover with lid.

APPLES: Preparation time – 1 hour (Friday only)

Apples

Wash, peel, and cut into quarters. Core. Chop apples quarters into chunks approx. 1/3 inch thick. Place in container filled with water and lemon juice to prevent turning brown.

Cook as per instructions on stove or in oven. Cover with foil.

Place in steam table and cover with lid.

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

HAM-N-CHEESE CROISSANTS: Preparation time – 45 minutes (Thursday)

2 case pre-cooked Croissants

5 lb sliced cheese

1 buffet ham, sliced at setting #4 (If frozen from previous walk, take a few minutes to drain moisture and dry)

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

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. Be sure tops are in the correct orientation. Keep sandwiches from touching each other.

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 large platter. Place on cart to be rolled into serving area or on top of steam table (as time or helpers permit)

POTATO SALAD: Preparation time – 15 minutes (Thursday)

2 CONTAINERS OF POTATO SALAD

Scoop potato salad in bowls.

Place on cart. Cover with parchment paper.

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

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

SALAD: Preparation time 1 hour (served for lunch and dinner Thursday & Friday)

Per meal: ½ case salad mix

10 – 13 tomatoes, sliced about ¼ inch thick

****Make enough salads for lunch + dinner that evening. Keep refrigerated.**

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 15 minutes before meal is to be served.

*****For Friday evening the salad, should be plated on dish instead of bowl.**

COOKIES: Preparation time - 30 minutes

(Thursday, after breakfast)

72 frozen choco chip cookie dough
72 frozen apple caramel cookie dough
(OR combination available)

Place cookie dough on parchment lined cooking trays.
Bake at 350 degrees for approx. 10 to 15 minutes (until done). Do not overbake.

Place trays on top shelves of cooling rack to cool. Away from tempting hands.

After breakfast, place 6 cookie of each on each platter. Cover each with wrap. Place on top shelf of steam table to await placement by meal service.

GRANDE NACHOS

(Friday)

*****This meal is still a bit of work in progress****

Items to be plated, and put on the table prior to the Pilgrims' entrance. Chop, dip, and plate. Refrigerate, as needed until time to place on tables. Approx 15 minutes prior to serving time

Bowl of tortilla chips	Shredded Cheese
Shredded Lettuce	Salsa
Chopped Onions	Sliced jalapenos
Diced Tomatoes	Black olives
Sour Cream	

To be served hot in serving bowls, after prayer.

Taco meat
Fresh refried style beans

CHERRY CRISP: Preparation time: 1 hour

(Friday)

Cooled Cherry Crisp

Put Cherry Crisp neatly into small bowls. Goal is about 48 servings per pan.
Place bowls onto large flat pans.

Take to meal service. Meal service can put on tables as soon as they are ready.

HAMBURGERS START COOKING AT 9AM ON GRILLS (Saturday)

1 ¾ case hamburger patties (KEEP PATTIES FROZEN, DO NOT THAW before grilling)
1 case hamburger buns (THAWED)
Potato Chips

Buns - After breakfast, remove buns from plastic sleeve. Place them in large foil bundles.
Ready to be warmed for about 5 minutes just prior to serving.

Burgers - Seasoning for burgers (combination of: Salt, pepper and garlic powder mix OR burger seasoning).

Once burgers are cooked, cover well with foil. Place in 160 degree oven to keep warm.

Trimmings - Make 12 disposable flat plates of the following (2 for kitchen). Store wrapped in frig. Meal service can place on tables 15 minutes before lunch

Thinly sliced onions

Sliced tomatoes

Lettuce

Sliced Cheese

10 bowls of slice dill pickles

Assembly Line —

- Burgers will be put together directly on plates assembly line style as pilgrims descend stairs.
- On each plate open bun up.
- Put patty on bottom part of bun. Leave open.
- Place one package of potato chips beside burger.
- Place plates on carts to be taken out to Meal Service

ICE CREAM

(Saturday)

Bring 1 box of each vanilla and chocolate ice cream for Meal Service to distribute as soon as all the meals are served. Wait at the curtain for leftovers. They will need to go back in the freezer.

DINNER RECIPES: Some of these menus must be prepared far in advance.

SPAGHETTI: Preparation – 2-3 hours, start as soon as lunch is done

(Thursday)

20 lbs ground beef

5 cans #10 marinara spaghetti sauce

½ cup spaghetti seasoning

½ box chopped bell pepper

½ box chopped onions

5 lbs spaghetti noodles

Salt

Sauce

Crumble ground beef in cold water in large pot. Once crumbled cook on stove until meat is done. Drain and put into 4 - 4 inch steam pans. (Alternatively, if time permits ground beef can be sauteed in skillet. Drain.)

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

1 ½ cans of marinara sauce in each pan.

Mix well. Cover with heavy foil. Place into oven and cook about 2 hours.

Once done turn oven to 160 degrees to keep warm.

Pasta

Fill large pot 2/3 full of water and 2 handfuls of salt. 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 cool 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 very hot water from facet over pasta until hot. Drain. Place hot pasta into bowls to serve.

GARLIC BREAD: Preparation time - 15 minutes (Thursday)

1 case Garlic bread

Take bread out of freezer.

Place on parchment lined pans.

Set aside until ready to cook.

Start cooking about 15 minutes before time to serve.

Put into 350 degree oven about 15 minutes before ready to serve meal.

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

Put directly on platters from the oven

BREAD PUDDING: Preparation time – 1.5 hours (Thursday)

Cooled bread pudding

Lemon sauce, warmed to thin drizzle consistency in microwave

Serve bread pudding in small bowls.

Drizzle about half of a small ladle full of lemon sauce on bread pudding.

Leave on trays at steam table for meal service to put directly on tables .

POPPYSEED CHICKEN CASSEROLE

(Friday)

****This meal is still a work in progress****

****FPrep CHAIR, find out exact head count of pilgrims and conference room team, plus any prayer table persons. COUNT out clear plates that we need for the evening. Place on end or top of steam table. Leave a couple of extra plates nearby, just in case they are needed.**

- **Salads** - will be placed pre-plated at every place setting, before pilgrims arrive.
- **PoppySeed Chicken Pie** - will be baked in a pie plate with a buttery cracker crumb and poppy seed topping. These pies plates will be placed **HOT** onto the table about 10 minutes before pilgrims are due to arrive for the meal. This will give the pies a chance to cool and thicken before eating. Training teams will encourage TLs or ATLs to serve pilgrims at their tables.
- **Personal Plates** - From the STEAM table, Meal Servers will walk around the rear of the Meal Service Station and one at a time receive a plate for 1 pilgrim. Plates will contain rice, vegetable (s), and roll. After serving a pilgrim, they will “follow the leader” back the same route and receive another plate. Repeating process as necessary, depending on number of servers. Meal Service Team will direct Servers in an orderly fashion to prevent gaps in service.
- **Frozen Lemon Pie** – Fprep Chair should stand near the curtain. FService Chair will request dessert. **DO NOT** bring until requested. Pilgrims need to feel they can enjoy their nice dinner and not be rushed to eat.

To serve pies, generally one person should hold a tray, while a second serves the pies. Pans are very cold. Suggest gloves (if not already worn) or a pot holder.

Only send 3 full trays out on the first round. 2 more trays plus a few pies will usually be enough to serve everyone.

ROASTED VEGGIES

Directions may vary.

RICE: Preparation time - 10 minutes

Cooks 2 hours

5 lbs rice
hot water
5 TBS salt

Cook in ovens below the stove. Will need the convection ovens for the chicken pies.

Spray 2 4inch foil pans with oil. Pour ½ rice and ½ salt into each pan. Cover with hot water until knuckle deep.

Cover with foil.

Start cooking rice at 3:30pm.

Bake at 350 degrees until done.

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

ROLLS: Prep time: 10 minutes

Sister Schubert Rolls

Put onto parchment lined flat pans.

To keep warm, only move trays one at a time to steam table when serving.

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.

Remove from shell onto cutting board. A warm knife cut through the outer crust gently first will prevent breakage for a much nicer look.

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.

****At the time of this manual update, we are making 2 batches of pies at a time. We have a set of “special labelled pie boxes” that we are storing pies in while in the freezer. DO NOT THROW away these boxes**

SPECIAL DIETS

Special diets should be rare, and not the norm.

- At every meal, there are plenty of options for almost any dietary need as we strive to provide healthy balanced meals.
- Special Diets should never call attention to a pilgrim or Conference team member.
- Conference team special diets should be rare. Use this opportunity to model good eating choices with the nourishment provided. If they need a special diet beyond those listed below, they should bring their own food, with clear instructions and labels for each meal.

- **Diabetics – Most diabetics know what they can or can't eat. They often know their dietary limits and carry medication. Most do not want the artificial sweeteners, but instead a little bit of the "real" thing.**
 - **Know what "hidden food" ingredients pilgrims on special diets might need to be made aware.**
 - **The Cost of food is ever increasing, we have been asked to limit special diet purchases and use what we have on hand, when possible.**
- 1. The board has given the Food Prep Chair permission to call pilgrims ahead of the walk or discretely approach (at send off) any persons with special diets that are questionable, need clarification, or are of concern.**
 - 2. We will NO LONGER provide special meals for "low carb", "high protein", "ketogenic" diets. Even though we understand their health value to an individual, these diets are often "elective", getting more numerous and costly. If pilgrims on these diets want special meals, we are asking sponsors to have them bring their own food, labelled and marked for each meal.**
 - 3. The following special diets will be provided as we know that these triggers can basically render the eater very ill during a major part of their walk.**

Diabetics – In place of dessert only : fresh fruit or sugar free desserts that refreshments might be able to spare. No special purchases. AND we should first check to see if they want sugar free.

Gluten Free – gluten allergies and intolerance

Gluten free breads, chips, crackers.

Plain eggs, if chicken soup has been added to the eggs.

Plain rotisserie chicken. OR Chicken with GFree soup and crackers.

Fresh fruit in place of bread pudding and cherry crisp.

Crustless pie filling (if available) or fresh fruit in place of lemon pie

Lactose/Dairy Free – again allergy and digestive intolerance

We do not provide specialty milk. Pilgrim/sponsor may bring it.

Plain eggs, if chicken soup has been added to the eggs.

Plain rotisserie chicken.

Fresh fruit in place of bread pudding, lemon pie, and ice cream.

Vegetarians – Should be able to find something to eat at most meals.

A nice meatless salad is a great substitute. A few extra veggies might be available from refreshments.

4. The board has requested that we eliminate the use of soup in the eggs. “Gluten Free” and “Lactose Free” eaters often know what they can eat and what they should avoid. Eggs is not normally one of those items. Some of these “restricted diet” eaters may not even list their dietary needs on their application, under the impression that they will know typical ingredients. Unknowingly, they may be consuming eggs with gluten and dairy.
5. Chef salads are still a great last minute substitute for most special diet needs.

Providing special diets.

- If we send out a specialty item to a pilgrim or Conference Team Member, be sure to label item with their Name, Table, and what the item is (GFree Eggs, SFree Dessert).
- These special diets **MUST** go out first before guests eat something that might make them sick.
- Place these specialty items on trays, grouped by tables and recipient, to make it easier for the servers.

As always, we want to make our pilgrims and Conference Team feel “loved”. Grace is warranted when dealing with special diets. Let’s do what we can make them feel special and have a 3 day journey without ailments that we can prevent.

AND Lastly, DON’T FORGET TO WORSHIP THE LORD THROUGH YOUR HANDS, FEET, AND 4TH DAY SERVANTHOOD.

Central Alabama Emmaus Community
Work Areas Log-in Sheet
Walk # _____

Work Area: _____

Chairperson(s): _____

Co-Chairperson(s): _____

Please Print Your Name, Walk, email address and phone number

Name (Please Print)	Walk #	Email Address	Phone #

Note to Chairperson: Please see that each person who serves in your area logs in. Give the completed log to any member of the CAEC Board at closing or mail to Rita Carswell, 538 Winding Road, Dadeville, AL 36853. You can also email your list to ritacarswell14@yahoo.com