



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **McGaw YMCA Camp Echo**

## **Kitchen Manual**

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### **Camp Echo in Fremont**

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# Section 1: Overview of Meal Procedures

- Two campers from each cabin serve as waiters. They set and clear their table, and sweep the table area.
- 45 to 30 minutes before the waiters arrive, the kitchen staff prepares an appropriate number of bowls or platters of cold food and condiments and sets them on the counter at the food window.
- The kitchen staff sets out pitchers of juice and/or water on the counter at the beverage window.
- The Dining Hall Steward pulls out the plate cart and the bowl cart if needed. Cup racks and the appropriate silverware trays are set out on the front table. The Steward also checks the coffee table and assists with setup of the salad bars and the PB&J table as needed.
- 15 minutes before the meal the waiters arrive. The waiters set the tables, and set out one each of the various bowls, platters, and pitchers that the kitchen has prepared.
- 5 minutes before the meal the milk is set out and the hot food is dished out into platters and bowls. The waiters take milk and cold food. The campers are let in and have grace. After grace, waiters take hot food.
- The meal is run family style. When a camper or staff needs to re-fill a dish, they line up at the serving/beverage window, the kitchen staff takes the empty dish, asks how many people want seconds, and refills the platter or bowl as appropriate. Individual campers may get fruit, PB&J, or salad. Anyone getting up from a table to get fruit, PB&J, or salad should wear a bracelet. There are two bracelets at each table to control the number of people up at one time.
- Late in the meal, the silverware collection trays are filled with warm soapy water, the bin of rags is filled with warm soapy water, and the scraping spatulas are set out.
- As cabin groups finish eating, the Dining Hall Steward rings the cow bell. This is the signal for the waiters to bring up all non-empty serving platters and non-empty, non-water pitchers. Waiters remove utensils from all food serving dishes and deposit them in the utensil tubs or in the In door.
- The counselor scrapes and stacks the plates and bowls. Silverware is sorted onto separate plates, and cups are stacked – with excess liquid being dumped from each cup into the water pitcher.
- After all the food and beverage is up, the waiters take up dishes, silverware, and cups. The top dish is scraped into a bucket. Cups are placed upside-down in racks, and silverware is sorted into the bins.
- After the meal is dismissed the waiters stay to wipe the tables and sweep under the tables. Waiters check out with the Dining Room Steward. The Steward assists with salad bar cleanup as needed.
- The kitchen staff completes the cleanup. Pots and pans are washed in the sink. Dishes, cups, and silverware go through the dishwasher, are air dried, and put on the carts. Serving bowls, platters, and pitchers are put on the racks. The cooks clean up the stoves and counters, the trash is taken out, boxes are broken down, and the kitchen and dining room area by the serving windows is swept and mopped.

# Section 2: Kitchen Rules

## General Rules

1. All dishes and utensils must be cleaned and sanitized after every use. Dish machine (Hobie) wash temperature must be **at least 160°F** and final rinse must be **at least 180°F**. Check each meal and log. Hand wash sinks include hot wash (**at least 100°F**), hot rinse (**at least 100°F**) and sanitization with approved chemical. Dishes and utensils must be air dried and protected from dust and contamination between meals. **(ACA SF-25 & SF-26)**
2. All surfaces used to prepare or serve food must be cleaned and sanitized after every use. **(ACA SF-23)**
3. Food storage facilities (warehouse, white room, refrigerator and freezer) must be kept free of dust and dirt build up. These areas must also be free of insects and rodents. Nothing is to be left on the floor in the cooler, white room, refrigerator, or freezer -- everything must be up on a shelf or rack. **(ACA SF-19)**
4. Potentially hazardous foods (milk, milk products, meet, poultry, fish, etc) must be kept at or below 40°F for storage. Every effort should be made to minimize the amount of time these foods are kept in the danger zone between 40°F and 140°F during preparation for cooking. **(ACA SF-20 & SF-24)**
5. Refrigerator and freezer temperatures should be checked and logged at breakfast, lunch and dinner. Report problems to the Head Cook ASAP! The Head Cook will notify the Property Manager. **(ACA SF-20)**
6. The garbage cans must be kept covered when not in use. **(ACA SF-21)**
7. The dumpster area must be free of ground debris. Trash goes in the trash dumpster and cardboard goes in the cardboard dumpster. Trash should never be left outside and covers must be able to close.
8. Always label and date anything that has been opened and put back in the walk-in. Never use metal cans, always transfer contents into plastic containers and cover. Never leave utensils in containers.
9. Only full cases go in the warehouse – if the cook sends you to get something, bring a case to the white room. **The warehouse key must be put back on the hook by the back door after each use.**

## Staff Rules

1. **Be on time!** Check the schedule or ask a cook if you don't know when you are assigned to work.
2. You must always wear closed-toed shoes when in the kitchen. No sandals or flip-flops allowed.
3. No bathing suits are allowed – leave yourself enough time to change. No sleeveless T-shirts.
4. Proper hygiene includes: clean clothes, showered, and trimmed finger nails. Long hair must be tied back. **Everyone must wear a kitchen crew cap.**
5. **Wash hands and put on an apron when arriving in the kitchen.**
6. Gloves must be worn when preparing non-cooked foods.
7. No eating in the kitchen during a meal. Once prep work is complete, crew will take turns eating meal.
8. Only the kitchen staff and others designated by the Head Cook are allowed in the kitchen. Designated others include but are not limited to: Camp Director, Prog Mgr, Ops Mgr, Teen Adv Dir, Overnight Mgr, Main Camp Dir, On-Site Teen Dir, Facility Dir, Property Mgr, Clinic Mgr, and Health Officers.
9. Food delivery trucks arrive on Tuesday and Thursday every week. Listen for the 3-bell alarm and come to the kitchen to help unload the truck.
10. Free time will come between meals and after dinner, though cooks may need additional help preparing for certain meals. You may nap, help with activities if asked by the Main Camp Director, check your email, or use an area (with the Aquatic Director's permission and a lifeguard, if applicable). Whatever you do, leave enough time to get to the kitchen on time. Don't disrupt the camp program – you are a member of the staff and are expected to behave like it.
11. Do not leave the kitchen without permission of the cook on duty. Always check out before leaving!

## Section 3: Job Descriptions

### Before the meal

#### Cook

- Wash hands upon arrival
- Fill Hobie early so the water heaters have time to warm up
- Begin preparation of the meal
- Fill wash sinks: 1. Soapy warm water; 2. Hot rinse water (at least 100°F), 3. Warm sanitization water (add sanitization agent) **(ACA SF-25)**
- Check refrigerator and freezer temperatures and record on the chart
- Assign special jobs to the kitchen crew as they arrive

#### Kitchen Crew

- Wash hands upon arrival
- Run any loose dishes, through the Hobie, especially if needed for the meal
- Check with the cook for special instructions and for food, condiments, dishes that need to be put out
- Make the beverage for the meal and set out in pitchers for the waiters
- Get out serving dishes and leave on the serving table near the stove
- When waiters arrive, help the cook with food serving

#### Steward

- Check coffee table, refill supplies if needed
- Check with cook to fill out "meat of the meal" and "veggie option" boards
- Put out silverware and dishes for the waiters
- Assist with setup of salad bars as needed
- Get out the milk just before the meal begins

### During the meal

- No eating or snacking during the meal.
- The goal is to make sure everyone at every table gets "firsts". Waiters should not have to come up to the window until someone at the table wants seconds. Ask waiters how many at the table want seconds – this will make a HUGE difference in how much food is wasted at the end of the meal.
- Attend to the food and beverage windows as needed. Pitch in where needed most. Campers standing in line are not eating!
- When things slow down, clean up can begin. By the time announcements begin cleanup should be in full swing.
- When announcements begin, the steward should lower the windows.
- During announcements the steward can begin dealing with salad bar cleanup.

## **After the meal**

### **Cook**

- Clean toaster, slicer, grill, stove top, mixer, oven front, and kettle.
- Turn oven fans off.
- Tell kitchen crew members when they are expected for next meal.

### **Food Person -- 1 Kitchen Crew member**

- Put all food away. Make sure milk has been put back first.
- Cover and label all open food with date on side, not top.
- Food must be stored in plastic, never in cans ... no utensils allowed.
- Refill PB &J, butter, etc. Wipe outside of containers with damp cloth.
- Counters and tables should be wiped clean with soapy water

### **Dishes, Pots, and Pans -- 3 Kitchen Crew members**

- Serving dishes must be scraped before sending over to Hobie.
- Dishes are run through Hobie and placed onto carts.
- Silverware goes through Hobie twice.
- Watch Hobie's temperature! Wash must be 160° and rinse must be 180°. Record the temperatures in the chart once a meal. **(ACA SF-25)**
- Sort silverware into bins – all in the same direction
- Cup racks go on the cup cart
- Pots and pans get scrubbed
- Sinks should be cleaned after each meal. No pots should be left in sinks!
- Shut down, drain, and clean Hobie. (See instructions in section 3)
- All racks and trays should be stacked neatly under the counter – **do not double-stack!**
- Mop the Hobie area after each meal.

### **Trash and Loading Dock Person -- 1 Kitchen Crew member**

- Take all trash and boxes; then clear loading dock completely.
- Return trash cans and put in new plastic bags.
- Sweep kitchen and pantry, including walk-in refrigerator and freezer.
- Mop entire kitchen, including walk-in refrigerator. Minimum: once a day.
- Pour mop water down the floor drain – then clean the drain.
- Tidy up crates and racks on loading dock, then sweep the loading dock.

### **Dining Room Steward**

- All waiters checked out. Watch: napkins, sweep, wipe chairs.
- Assist with cleanup of salad bars as needed.
- Tidy coffee table and replenish supplies.
- Check the paper supplies and replenish as needed from warehouse.
- Use damp mop to clean spill areas.
- Windows should be closed after dinner except in very hot weather.
- Sweep and mop the entire front area; sweep porch and shake rug.
- Turn the lights off!

# Section 4: Equipment Prep, Operation, and Cleaning

## Dishwasher

### Preparation

- Make sure strainer pans and curtains are in place.
- Move the drain handle to SHUT to close the drain. Open the fill valve.
- Turn fill valve off and heat switches ON after the machine has completely filled.

NOTE: If the tank is accidentally drained before turning off the heat switch, the float controlled low-water protector switch will automatically de-energize the tank heat. When the proper water level is returned, the tank heat will be automatically re-energized. DO NOT use the low water protection as a heat ON-OFF switch. The heat MUST be turned OFF at the control switch when machine is not in use.

### Operation

- Start pumps by turning pump switch ON.
- Stack dishes in the racks. Do not stack dishes one on top of another as water must have free access to both sides of every dish. Stand plates and dishes up edgewise. Cups, glasses, and bowls should be inverted in open-type or compartment-type rack. Silverware and other small pieces may be scattered loosely over the bottom of a flat bottom rack. Cup racks need a second rack on top to hold cups in.
- When one rack has been loaded, slide it into the machine and start loading another. The operation of the dishwasher is automatic; each rack moves through the prewash; wash and rinse zones, then out onto the clean dish table. The rinse lever is actuated by the dish rack and automatically shuts off the final rinse water when no rack is in the rinse zone.
- Allow dishes to drain and air-dry before removing from rack.

### Cleaning

NOTE: It is recommended that the machine be thoroughly cleaned at least twice a day.

- Turn heat and pump switches OFF and open the sliding door.
- Check the upper and lower rinse nozzles to make sure they are free of lime and solids. If the nozzles are clogged, open them by poking a straightened out paper clip into the opening. Unscrew and remove the rinse arm end cap and, with the splash curtains in place and the machine doors closed, run an empty rack through the dishwasher as per normal operating procedure. When the rack exits, open the machine doors and replace the end caps.
- Remove wash arms; remove wash arm end caps; using a common silverware knife, push any nozzle obstructions into the wash arms. Thoroughly flush the wash arms in a sink and replace the wash arm end caps.
- Clean off any scraps from machine walls, and clean the dish tables into the dishwasher.

- Remove all strainer pans and catch pans. Empty contents into garbage can or disposer, and thoroughly clean pans and basket. Remove curtains. Thoroughly scrub, rinse, and allow them to dry at the end of each day's operation. Remove and clean the overflow cap.
- Open drain. THOROUGHLY wash out the interior of the machine with a high pressure hose.
- Check around the interior for loose silver, cups, and other small items that may have fallen out of a rack and become lodged in small spaces. Return all strainer pans to original locations.
- Leave doors open and curtains removed while machine is not in use. This will allow the interior to air out and dry.

## **Disposer**

### **Operation**

- Push the start button on the switch to put the disposer in operation. Before you start feeding food waste into the disposer, make sure that a steady stream of water is flowing into the disposer.
- Don't feed garbage into disposer until unit is started and water running. Feed the garbage into the disposer in a steady, continuous flow. Don't overload the disposer with excess amounts of garbage and water. The unit will consume food waste faster when you feed it steadily.
- Don't touch the water valve after the correct flow of water is achieved by adjusting plumbing valves. Grinding efficiency will be decreased if the water swirl is more than one half way up the disposer body.
- Don't put your hands into disposer while it is in operation.
- Don't stop the disposer with garbage in it, let it run for approximately three minutes to clear itself of all ground garbage. This will help maintain a clean and odor-free unit and avoid drainline stoppage.
- Push the stop button on the switch to stop the disposer's operation. To prevent accidents, make sure the disposer is shut off before you leave it.

### **If the Disposer should stop due to a jam**

- Press stop button immediately.
- Insert 18" bar wrench, slot first, down through mouth of disposer. Place slot over one of the raised bars found across top of rotating shredder table. Use adjustable wrench or pipe wrench for leverage to twist service bar back and forth to eliminate jam or overload condition. The shredder table should revolve freely when released.
- Remove all foreign material that had caused the stoppage.
- Locate the red reset button which can be found to the lower front of the disposer. This is a sensitive electrical control which may have tripped and stopped electrical current to the motor to prevent motor burn-out. Wait 3 to 5 minutes to allow motor to cool down. Then press the red button hard to reset the safety switch. Never strike the red button with an object.

## **Range and Oven**

### **Cleaning**

NOTE: Most chefs take pride in keeping their equipment clean. They find that cleaning takes less time if it is done every day before grease is burned on.

- Clean exterior finish of equipment with a mild solution of grease dissolving material.
- Wipe top daily, while still warm using burlap or other grease absorbing material to remove spillovers, grease, etc. before they burn in. A crust residue on top of the range looks unsightly and slows down cooking speed, because it reduces the flow of heat to the utensil.
- Open top grates and burners should be boiled weekly in a solution of washing soda and lukewarm water.
- Clean drip pan under burners with a mild grease dissolving solution.
- Clean oven and oven door daily with a commercial oven cleaning solvent, especially if fruit pies were baked, meats roasted, and if there have been product spillovers.

## **Griddle**

### **Operation**

The metal surface of the griddle is porous. Food tends to get trapped in these pores and stick; therefore, it is important to "season" or "fill-up" these pores with griddling "fat" before cooking on any metal surfaced griddle. Seasoning gives the surface a slick, hard finish from which the food will release easily. To season, heat the griddle to a low temperature and pour on a small amount of cooking oil, about one ounce per square foot of surface. Spread the oil over the entire griddle surface with a cloth, to create a thin film. Wipe off any excess oil with a cloth.

The griddle plate is steel, but the surface is relatively soft and can be scored or dented by carelessly using a spatula. Be careful not to dent, scratch, or gouge the plate surface. Do not try to knock off loose food that may be on the spatula by tapping the corner or the edge of the spatula on the griddle surface.

### **Cleaning**

- Clean the unit regularly. A clean unit looks better, lasts longer, and performs better.
- KEEP the griddle plate surface clean. To produce evenly cooked, perfectly browned griddle products, keep the griddle free of carbonized grease. Carbonized grease on the surface hinders the transfer of heat from the griddle surface to food. This results in spotty browning and loss of cooking efficiency, and worst of all, carbonized grease tends to cling to the griddled foods, giving them a highly unsatisfactory and unappetizing appearance. To keep the griddle clean and operating at peak efficiency, follow these simple instructions:
  - AFTER EACH USE: Clean the griddle with a flexible spatula or griddle scraper and empty the grease drawer
  - DURING THE DAY: Flush the hot griddle with water and scrape with griddle scraper to reduce the amount of carbonized grease buildup, follow by a light coating of oil to prevent product sticking.

- ONCE A DAY: Thoroughly clean splash back, sides, and front. Remove the grease drawer, empty it and wash it out in the same manner as any ordinary cooking utensil.
- Clean the griddle surface thoroughly with water and degreasing cleaner. Rub with the grain of the metal while the griddle is still warm. Care must be taken to be sure the degreasing cleaner is thoroughly removed by flushing with clear water. Clean stainless steel and chrome surfaces with a damp cloth and polish with a soft dry cloth. To remove discolorations, use a non-abrasive cleaner. After each cleaning the griddle must be re-seasoned.

## **Slicer – 1st yr ACs on work permits may not operate or clean the Slicer!**

### **Safety**

NOTE: Safety devices incorporated in this slicer must be in their correct operating positions anytime the slicer is in use.

- The front and back knife guards must be in position on their locating studs and secured with the thumb screws.
- The metal grip must be used when slicing short ends to keep your hands away from the knife.
- When the slicer is not running, the index knob must be turned back below zero, fully clockwise. The gauge plate will then prevent the knife edge from being exposed.
- Always unplug the power cord before cleaning or moving the slicer.

### **Operation**

- Pull the carriage all the way toward you until it reaches its stop. With the meat grip out of the way, place the product to be sliced on the carriage tray.
- Set the meat grip against the product and turn on the slicer by pulling the switch knob. If the meat grip is not needed, it may be stored out of the way by sliding it to the top of its travel, rotating it under the carriage tray, and allowing it to rest in the retaining clip.
- Adjust the gauge plate to obtain the desired slice thickness by turning the index knob. The numbers on the index knob do not indicate actual measurements but may be used for reference to duplicate slice thickness. Use the carriage tray handle or the meat grip handle to push the carriage back and forth.

### **Cleaning**

NOTE: This machine MUST be thoroughly cleaned and sanitized after each day's operation or anytime it is not to be used for an extended period of time.

- Unplug machine power cord and turn the index knob fully clockwise before cleaning the slicer. Use cut-proof gloves when cleaning.
- Using a mild soap and hot water solution and a clean cloth, wipe all surfaces of the machine, and then rinse it using another clean cloth and fresh water. To clean under the slicer, raise the index knob end of the machine and support it with the cleaning leg.
- Remove the front knife guard by loosening its two retaining knobs and rotating it clockwise to clear the slots of the retaining studs. With the front guard removed, loosen the back guard retaining knob and slide it off of the slicer. **THE SLICER KNIFE IS VERY SHARP. EXERCISE EXTREME CAUTION WHEN WORKING NEAR THE KNIFE.**

- Wash and rinse both sides of each knife guard. Carefully wash and rise both sides of the knife by wiping outward from the center. NEVER use steel pads to clean the knife. DO NOT wash any slicer components in a dishwasher -- use water and detergent as you would pots and pans.
- Carefully reassemble the back and front knife guards. The back guard must be assembled first.

### **Sharpening**

NOTE: Sharpening need only be done occasionally, given normal kitchen use.

- Unplug machine power cords, and set the index knob on zero.
- With knife guards in place, thoroughly wash the area around the knife, exposed knife surfaces (front and back), and the knife edge.
- Loosen the carriage tray thumb screw, remove the carriage, and set the index knob on 50.
- Remove the sharpener from its storage slot and loosen its thumb screw until it slips into the slot on the gauge plate. Tighten the thumb screw to hold the sharpener in place.
- Plug in the power cord and pull the switch knob to start the slicer. Slowly turn the index knob clockwise to grind the beveled (back) edge of the knife. Grind only until a burr appears on the front edge of the knife. Turn the slicer off and inspect for a burr on the front edge of the knife. Repeat grinding as necessary until the knife edge is burred. When a burr appears, start the slicer and depress the plunger for three seconds to engage the truing wheel. After three seconds, simultaneously release the plunger and turn the index knob counterclockwise.
- Turn the slicer off, unplug machine power cord, remove the sharpener, and turn the index knob fully clockwise. Replace the sharpener in its storage position. Wipe the slicer with a clean damp cloth to remove any grinding particles and replace the carriage.

### **Lubrication**

- The upper and lower carriage slide rods should be lubricated weekly with several drops of Havoline #10 oil. Do not use vegetable oil.
- Occasionally, the gauge plate slide rods should be lightly coated with Poly-FM #0 tasteless lubricant. Turn the index knob fully counterclockwise when lubricating these slide rods, and then turn it fully clockwise when finished.
- Do not lubricate the meat grip slide rod. It must be kept clean but not lubricated.
- The motor has sealed bearings and requires no lubrication maintenance.

## **Convection Ovens**

### **Controls**

NOTE: Forced convection cooking is faster than with conventional and therefore over cooking is more common. Care must be taken not to cook products faster than is practical for the best results. Since forced convection supplies heat to the surface of the product, the thicker and more massive a product is, for its type, the longer it will take to absorb enough heat to cook.

- The thermostat controls the temperature that the air in the oven will reach and cuts the burners off when air is at thermostat setting. The load control governs the amount of heat going into the oven and the time it will take the air in the oven to return to the selected thermostat setting with a specific load.
- If four racks of a product cook properly at 350° with a load control setting of Med. in 15 minutes, one rack should also cook properly at 350° in 15 minutes. But with one rack you have only a 1/4 load, not as much heat is needed. By changing the load control to Low, the single rack will receive a proportionally smaller amount of heat. It will take the same time at the same temperature as the four rack load and be cooked to the same browned and finished consistency. An infinite switch permits variation of the heat input between off and 100% of full input. Hi=100%, Hi-=83%, Med+=72%, Med=60%, Med-=48%, Lo+=37%, Lo=27%, Off=0%.
- Select timer for any time interval up to one hour. At the end of selected interval an electric buzzer will give a continuous signal. Turn timer to hold position to stop buzzer or when timer is not in use.
- The oven lamp rocker switch controls the oven lights. Turn on lights only when loading, unloading, or checking product. Continual burning of lights will result in short bulb life.
- The auxiliary fan rocker switch controls operation of the fan when doors are in open position. This permits rapid cooling of the oven when the next product to be cooked is at a lower temperature.
- Opening doors automatically turns off fan and heating elements. This feature is by-passed by the auxiliary fan switch.

### **Preheating**

- Select the proper rack arrangement for the product to be cooked, make sure the doors are closed, turn the main control switch on, and set the load control at Hi. Set the thermostat dial for the recipe temperature or the temperature established by experience.
- The signal light will come on and remain on until the oven reaches the set temperature. This will be 10 to 15 minutes for settings from 300° to 400°.
- The oven should not be loaded for baking until the signal light comes on for the second time - preheating cycle only.

### **Loading**

- Before loading set the load control dial to the proper setting for the product and load to be cooked. NOTE: Uneven browning, overcooking at edges of pans, overbrowning before done, shrinking, and overbrowning at edges are all caused by too high a load control setting. Reduce the load control setting.

- Open the doors. The fan and heating elements of the convection oven are automatically cut off when the doors are open.
- Load as quickly as possible, to conserve heat. Center pans on the racks. Care should be taken to avoid spilling batter or liquids while loading.
- Close the doors. The convection oven will start cooking.
- Set the timer to the required time. When first cooking a product, check at one-half recipe time; the product may then be done or additional cooking time calculated and allowed. When the preset time is up, the timer will sound, turn the pointer to hold.
- Check the product for proper consistency and unload, or set for additional time as required.

### **Unloading**

- Arrangements should be made so that adequate space is available for the products to be unloaded from the oven. Rapid unloading will conserve heat, and this is essential if you are reloading for high production. On multiple loading, close the doors between each load and allow the oven to recover preset temperature. Unloading is easier if the racks are pulled forward for better access to the pans; or if a bakers peel is used.

### **Cleaning**

- Stainless steel ovens may be cleaned with a damp cloth. Stubborn soil may be removed with detergent.
- Scouring powder should not be used except with great care. Scouring powder is extremely difficult to remove completely. It can build up accumulations that will damage the oven. It will scratch and fog glass and can even damage and remove corrosion resistant finishes.
- Nickel plated racks and rack supports may be removed for cleaning.
- The side liners are also removable for cleaning. Side liners should be removed periodically to check for salt, aluminum foil, or batter build-up. The area around the heat exchange tubes must be kept clean for proper air circulation and heat transfer.
- The oven burners may be removed as necessary for cleaning. Do not attempt to clean burners while unit is still hot, let oven and burners completely cool. To clean burners use a mild soapy water solution. Be sure to thoroughly dry burners before reinstalling burners into unit.

## **Toaster**

### **Operation**

- The toaster should warm up for about 10-15 minutes before you begin to use it. It will heat up faster if you set the heat control setting on the highest number. However, for best results the heat should be set at about 6 or 7 while running bread through.

### **Cleaning**

- The toaster should be cleaned after each use. The pan and exit ramp can be removed and run through Hobie. All crumbs and loose bread pieces should be wiped from the exit area.

## **Refrigerators and Freezers**

### **Operation**

- The refrigerator and freezer units operate 24 hours a day. Kitchen workers should check the temperature gauges daily, fill out the chart and report any problems to their supervisor. Refrigerators should be between 35° and 40°, and freezers should be at 0° or below. **(ACA SF-20)**
- The walk-in freezer goes through a defrost cycle occasionally and will naturally go up to about 20° once or twice a day for a period of time. This is not a problem.

### **Cleaning**

- The walk-in refrigerator should be swept and mopped after every meal. The walk-in freezer should be swept daily.
- The Head Cook will establish a procedure for organization of the walk-in freezer and refrigerator that will allow different foods to be found easily. Everyone must understand this system and work to keep things in order.
- Foods in the walk-in refrigerator should be inspected daily and checked carefully each week. The Head Cook will make decisions regarding the disposal of spoiled foods.

## **Warming Cabinet**

### **For use as a Holding Cabinet**

- Cabinet is to hold already heated foods, not to heat cold foods.
- Flip the "Proof/Hold" Switch to the "Hold" position. This will activate the two air/heat elements inside the heat unit. The element in the water pan does not turn on in the "Hold" mode. Turn the temperature dial to 7 or 8 to start then adjust for your usage. Set the temperature dial to your desired holding temperature. Each situation is different. Insulated cabinets can hold to approximately 170° to 175°.

### **For use as a Proofing Cabinet**

- Fill the water pan with enough **distilled** water to cover the element. **Warning: Do not touch water when in use – water will be extremely hot.** Check water level periodically. If the element is exposed it will not be damaged, but no humidity will be produced.
- Pre-heat cabinet with "Proof/Hold" switch on "Hold" and temperature dial on high. When temperature reaches 95° flip the "Proof/Hold" switch to "Proof" and turn down the temperature setting. Turn the humidity dial to 7 or 8 and the temperature to 4. The element in the water pan will be activated.
- Once an internal temperature in your desired range is achieved and steam begins to condense on the inside, turn both dials to the appropriate number for your usage. If water runs down the interior and drains from the cabinet, turn down the humidity or turn up the temperature to correct the condition.

### **Cleaning**

- Wipe down outside of unit frequently. Unit may be sponged off with any mild detergent. Tray slides may be removed and washed in any mild detergent or cleaner.

## **Steam Kettle**

### **Operation**

When the food draw-off valve is turned off the valve handle will point to either the 9 o'clock or 3 o'clock position. To open, slowly pull handle forward. With the valve handle pointing to the 6 o'clock position the valve is in a fully open position. This food draw-off system is safe since the handle only requires a 90 degree turn, right or left, to close off food flow. To allow for evenly mixed food products to flow into a food service pan, or stock pot, you should first stir the food product load in the kettle thoroughly before opening the food draw-off valve to allow the food to flow. Pans or pots may be placed on a portable dolly for easy movement and handling.

### **Cleaning**

- With kettle empty, pull valve handle to full open position. Pull tapered plug from valve body. Due to a safety pin that locks the valve plug into the valve body you can only remove or replace the valve plug when the valve handle is in the full open position. Do not attempt to slide valve plug into valve body when valve handle is in any other than 6 o'clock position. This will damage the safety pin and the plug will not seat properly causing leakage between the valve body and plug. Using warm soapy water wash the entire valve body and open area into kettle interior. Also, wash the interior and exterior of the valve plug. **DO NOT DROP OR HIT THE VALVE PLUG.** This will nick or dent the soft dairy metal.
- After washing, lubricate the valve body and valve plug with Orange Solid Oil. Make sure all interior mating surfaces are covered with this lubricant before carefully sliding the valve plug into the valve body. Make sure the valve plug handle is in the 6 o'clock position when the plug is slipped carefully to the valve body.
- If the food draw-off valve plug and inside of valve body is not lubricated, undesirable leakage can occur or, when the kettle is up to cooking temperature and the operator attempts to open the draw-off valve, the valve plug could stick in a partially open position.
- The pressure relief valve protection device should be opened at least once a day to avoid lime build up. The sight glass assembly indicates the water level inside the jacket and should be checked at least once a day. The correct water level is a point 1/2 the height of the glass. Extreme murkiness indicates that kettle jacket should be cleaned. The flue box should be checked daily for any obstruction before the unit is started up.

## **Coffee Maker**

### **Operation**

- Figure on 50-60 minutes for a full pot of coffee to brew.
- Check after meals. Unplug and alert Head Cook if empty.

### **Cleaning**

- Unplug, drain, and rinse after dinner.
- Scrub with soap and water once a week. Rinse thoroughly. Use the special brush to clean the stem.

# Section 5: Safety Precautions and Emergencies

## Sharp Objects

- Knives or other sharp objects should never be left in sinks. Clean them and then put them away. There is always the danger of not remembering that it is there and cutting yourself.
- Always carry a knife with the blade facing down. **Do not ever point a knife at anyone!**

## Spills

- Stop what you are doing and clean up spills immediately. Slippery floors cause accidents!

## Proper Lifting Technique (David Lemberg- <http://www.corporesano.com/safelifting.htm>)

The goal of proper lifting technique is to eliminate loading stresses on three categories of soft tissues: the muscles of the lower back, the ligaments that hold the lumbar vertebrae together, and the ligaments that hold the sacroiliac joints together. These soft tissue structures (muscles and ligaments), although certainly not weak in most of us, are subject to re-injury if an injury has previously occurred. Remember, the function of the lower back musculature is not to lift weights, but rather their function is to move the spine. Proper lifting technique involves several steps:

1. **Bend the knees.** This shortens the distance between the lower back muscles/ligaments and the object that will be lifted (e.g., box of books, suitcase, bag of heavy groceries).
2. **Keep the lower back straight.** This does not mean that the lower back should be rigid. It merely emphasizes that lifting should **not** be done with the lower back either rounded or extended. Some people will benefit by a slight rounding of the lower back when lifting.
3. **Activate the abdominal muscles.** The stomach muscles perform two functions: they support weight and stabilize the lower back. If your stomach is weak the lifting forces are transmitted to the lower back soft tissues and these structures are likely to be injured. Abdominal muscles are activated by pulling the stomach **in and up**. Remember to keep breathing while keeping the stomach muscles strong. Also, think of the stomach muscles as being **long**, running straight up from the groin to the base of the breastbone.
4. **Keep the object close to your body.** The farther away the object is from you, the more stress there is on the back muscles. Get close to the object before lifting it.
5. **Straighten up slowly, with control.**
6. **Continue to use the abdominal muscles while moving the object.**

Unfortunately, careless lifting will cause lower back injuries. Careful lifting will keep your back healthier. Strong stomach muscles are the key!

## Fire

- There is a fire extinguisher system built into the range hood that goes off automatically if the temperature reaches 300°. The fans must be on during all cooking or the system will be set off by normal use.
- There is an emergency backup button next to the reach in refrigerator, for use if there is a small fire that has not yet set off the system. There is also a fire extinguisher available in the Dining Room.
- **Do not ever use water to put out a grease fire** – it won't work and may make the fire worse.

## First Aid

- There is a basic first aid kit for minor cuts and burns kept above the salad sink on the shelf. If there is a serious injury, send someone to get the Health Officer.