



ESTABLISHED 1963

### **Dala Van Positions and Descriptions**

**Non-Credit Shift** = time and efforts spent go towards being a member of the DV committee. The DV only operates 1-2 times a year, this requires every committee member's participation to make it a success.

**Credit Shift** = each completed credit shift will result in distributed funds being credited towards the dancer's account. The amount of funds credited will result in the overall success of the event's sales minus expenses. You must fulfill all committee obligations in order to receive any shift credits.

**Dala Van Food Prep, Set-up/Tear Down:** **non-credited**; time counts towards DV committee obligation  
All DV committee members are responsible for food prep prior to the event as well as the set-up and tear down of operations. These responsibilities fall outside of the normal scheduled work shift. If you do not participate, you will receive no credit for your time worked for the event.

**Dala Van Chairperson:** **non-credited**; time counts towards DV committee obligation  
Overall contact for all DV operations. Job duties include coordinating with local Midsummers and Hyllningsfest committees, arranging food storage, preparing schedule for prep workdays, ordering food and supplies, coordinating with DV Maintenance committee on set up location.

**DV CO-Chairperson:** **non-credited**; time counts towards DV committee obligation  
Second contact for all DV operations. Responsibilities include assisting DV Chairperson on all above duties in addition to coordinating with LSFD Financial Secretary on cash box and credit card reader for events.

**DV Shift Coordinator:** **non-credited**; time counts towards DV committee obligation  
This person creates the shift schedule accordingly to cover DV work centers and creates a sign-up sheet prior to planned event(s). This position will track those LSFD members and/or representatives coming on and off work center shifts by being present at all shift changes and documenting workers attendance for shift credit.

**DV Maintenance/Stocking:** **non-credited**; time counts towards DV committee obligation  
This person is responsible for all serviceability, function, storage and movement of the DV itself and all of its equipment. This includes communicating all inside inventories prior to events to make sure we have all the supplies needed to operate.

**DV Committee Shift Manager(s):** **non-credited** shift; time counts towards DV committee obligation  
This position acts as a shift manager during DV operations throughout the event day(s). There will be multiple shifts throughout each day(s) for all DV committee members to participate. Job duties include being a runner, a rover, a supply stocker, a station back-up, a station trainer, and first contact for everything DV during the scheduled shift.

### **Inside Sales: credited shift**

The inside sales position is located within the Dala Van itself. This position will normally have 1-3 people assigned per shift. Responsibilities include taking customers' food orders through the main window and serving items back through as quickly as possible. Menu items served include Swedish Pancakes, VOS, Pulled Pork Sandwiches, along with condiments.

Inside the DV there is a food warming cabinet. Once griddle and fryer stations finish cooking they will pass food back through the rear DV window and into the warming cabinet. This cabinet has drawers where we keep finished Swedish pancakes and VOS. When you come onto shift and you are the first shift for the day, you will need to turn on the warming drawers to the required noted temperature. This temp is noted on the cabinet unit itself. Please make note.

Inside the DV there will be electric roasters. These roasters are where we keep the pulled pork ready to be served. When you come onto shift and you are the first shift for the day, you will need to turn on the electric roasters and begin heating up the pulled pork. Temp can be set to 200 deg F to bring meat to safe serving temperature. Once pork is at serving temp 165 deg F it would be wise to serve out of only one roaster and then refill meat after the first one has been completed.

Inside the DV there is a refrigerator. Inside the fridge you will find access to the cold condiments needed to complete the serving process. This includes butter and lingonberries for pancakes.

Inside Sales positions need to keep the outside cooking stations informed frequently on how many VOS and Swedish Pancakes are in reserve.

## **Serving Requirements**

### **Viking On a Stick (VOS)**

To serve:

- ☐ VOS wrapped in Foil sheet

### **Swedish Pancakes**

To Serve:

- ☐ Swedish Pancakes (3)
- ☐ Foam plate
- ☐ Flatware
- ☐ Napkin
- ☐ Syrup
- ☐ Butter
- ☐ Lingonberries, 2 oz

### **Pulled Pork Sandwich**

To serve:

- ☐ Paper food boat
- ☐ Pulled pork (8 oz)
- ☐ Hamburger bun
- ☐ BBQ sauce, 2 oz
- ☐ 3-4 dill pickle chips
- ☐ Napkins

**Cashier: credited shift**

Our cashiers are located outside of the DV and the last stop in the sales process. Depending on shift there might be 1 or 2 assigned. Responsibilities include all cash handling along with credit card transactions. The cash box and credit card reader will be provided and ready for the first shift of the day. Cashiers will have to watch the cash box closely for required change and contact DV shift managers if a run to the bank is required. When needing to get change we will follow cash handling guidelines and make sure money is counted twice by two people before leaving and then again upon return. Money deposits can be made by a financial secretary or others assigned. We have made the cashier position much easier with our price points so keeping this station moving is important. A table and chairs are provided at this station.

**Outside Drinks: credited shift**

The drink station serves our Lingonberry Limeades as well as bottled water. Our drink station has been relocated outside the DV to expedite service. This position is assigned to 1-2 people depending on shift demand. Those that have signed up to work this shift have often brought a friend or family to help.

The station includes (2) Gott-style orange drink coolers along with (2) large coolers full of ice. One cooler for water, the other for limeades. If you are the first shift to arrive for the day, or you run out during the day, you will be responsible for prepping the limeade mix. The pre-mix recipe proportions will be available and posted in the station. Pre-mix ingredients may be stored inside the DV or nearby for refill. Upon receipt of an order, the drink attendant will fill the plastic cup up  $\frac{3}{4}$  full of ice, squeeze half of a lime into the cup, drop the lime in the cup, then fill from the pre-mixed limeade container. Workers must remember to wear food service gloves to avoid skin irritation from acidity of limes. Limes and soda can be stored underneath the station table or in the rear of the canopy. A table and table cover along with chairs are provided at this station.

**Serving Requirements****Lingonberry Limeade**

To prepare/serve:

- ☐ Cup, clear, 16 oz
- ☐ Ice, fill cup  $\frac{3}{4}$  full
- ☐ Lime,  $\frac{1}{2}$  fresh squeezed
- ☐ Pre-mix: Lemon-Lime Soda, Lingonberry and Cherry Syrup

**Assembly: credited shift**

The assembly station in the DV is where the VOS are assembled. Normal shift coverage is 1-2 people depending on shift demand. The station includes a large table so multiple people can help if not needed elsewhere. There is usually no down-time in this station as our goal is to steadily assemble products to deliver over to the batter and fryer stations.

Required for assembly; wooden skewer, (3) cubed Swedish rye bread pieces, and (3) Swedish meatballs. The order of “stab and slide” starts with a rye bread-meatball-rye bread-meatball-rye bread-meatball, with no space in-between, leaving around an inch of wooden skewer at the pointed sharp end. It’s really that simple. Upon assembly units can be put into a large aluminum pan and conveyed over to the batter and fryer table. Never stop assembling, we can always find a place in the fridge to store pre-assembled VOS.

#### **Batter Mixer:** credited shift

The mixer position is responsible for preparing both the Swedish Pancake and VOS batter. All dry ingredients are pre-mixed ahead of time and kept in rubber totes below the station's table, only the wet ingredients need to be added. Tools for mixing wet and dry ingredients are stored in the DV and include (2) drill attachments and (2) food-grade buckets along with measuring cups. Pancake and VOS recipes will be made available and posted in the station. Cold ingredients like liquid eggs and milk need to remain refrigerated until restock is needed. This station will need a cordless drill with additional batteries to mix all ingredients together. Once batter is mixed it can remain in the bucket with lid covering until needed, while keeping the plastic pitchers for both pancakes and VOS stations full. Once all batter is mixed for pancakes and VOS, this position will assist the fryer station with dipping VOS into batter and loading into the fryer racks. Depending on demand, this position might also help with Assembly of VOS.

#### **Griddle:** credited shift

The griddle position is very straightforward and is where the Swedish pancakes are fried. Depending on demand this shift is scheduled for 1-2 people. The batter is supplied by the mixer position and communication between griddle and mixer is critical as it does require some time to provide batter. The griddle position is located outside the rear DV window so griddle and inside sales positions can communicate on supply reserve inside DV. Tools needed are griddle, veg oil, batter, spatula, and pan to place cooked product. Pancakes should be approx. 8 inch in diameter and rolled upon completion. Mornings seem to be the busiest for pancakes, but a lunch rush can increase demand.

#### **Fryer:** credited shift

The fryer position is where the dipped VOS are submerged in peanut oil and flashed fried to give that golden brown appearance. This position is normally a 1-2 person shift and is dependent on demand. No tools required for this position other than the fryer racks themselves. Only one person can fit between the (2) oil fryers so if two positions are assigned the other can dip VOS in batter and load racks to keep both fryers alternating. Communication with both the batter mixer and inside sales positions are important to make sure we never run out of product. We want to keep our warmer cabinets full inside the DV so nobody ever has to wait for our prized VOS.

**Wrapper: credited shift**

The wrapper station is located between the griddle and the fryer. This position is normally a 1-2 position shift depending on shift demand. The wrappers' main job is when the VOS comes out of the hot fryer, they remove from the cooking racks and wrap the final product in aluminum foil sheets. They will then place them in a large aluminum pan to pass through the rear window of DV to inside sales to place in the cabinet warmer. They will also assist the griddle position in passing completed pancakes through the back window as well. If two are assigned to this position and not both are being utilized, help might be needed elsewhere, and they should check with the DV Committee shift manager for relocation. The second wrapper can also serve as a runner to keep inside sales stocked with both pancakes and VOS.

**Runner: credited shift**

The runner position may or may not be utilized during all DV shifts. We found that during peak times of serving, we fell a little behind on getting both pancakes and VOS passed through the rear DV window. This runner will serve as a person that can bring these items into the DV and fill warming drawers for the inside sales team, etc. This will be a position that is most likely represented during the Saturday of Hyllningsfest immediately after the parade and over the lunch hour.