



Kitchen User's Guide

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.Kitchen Basics:

- Our kitchen is well stocked with cookware, cups, plates, silverware, and serving dishes, but please keep in mind that this is communal space and things get moved around. If you've never used the kitchen, it might be worth "taking a tour" so you know where everything is. Ask a member of the staff to help you. We cannot guarantee that the appliance you used for an earlier event will be in the same place, or even still in the kitchen. We suggest you bring your own:
 - 1. Dish towels
 - 2. Potholders
 - 3. Sharp knives
 - 4. Specialty appliances
- If you're using the stove/oven, you **MUST** turn on the overhead exhaust fan. There is a switch on the wall to the right of the range a red light will turn on. If you can't find it, or you need help ask someone.
- If you plan to use the dishwasher, ask a member of the building staff to give you a lesson before your event. It's not complicated, but if used incorrectly, we could incur an expensive repair bill.
- Make sure to take anything you brought with you home, otherwise, you may, wittingly or unwittingly, make a donation to the congregation.

I. Planning your Event:

- First of all, **THANK YOU** for volunteering to feed our community, whether it's for a fundraiser, Sunday lunch, special event, or other occasion

- As soon as you know you will need the kitchen, reserve the space, ideally a month or more in advance of your event. You can check the [online calendar](#) to see whether it's available, then reserve it using our [on-line form](#). If another group has already reserved the kitchen, there may be room for more than one group to cook, so try to coordinate with whomever has reserved the kitchen. When making your reservation, be sure to include enough time for prep and clean up.
- Think about whether you will need custodial help (large events usually do). If so, notify the office when you make your reservation. Keep in mind that your group or committee may need to pay for extra custodial help (\$30/hour, minimum 4 hours), so budget accordingly.
- Check the kitchen ahead of time for seasoning, oil, flour, sugar, coffee, salad dressing and things like paper napkins, aluminum foil, aluminum trays as well as specific kitchen utensils you may want to use (for instance we have an immersion blender but no microwave, or Cuisinart). You may want to bring knives or other items from home. If you need to purchase any taxable items, it's best to have the office do the ordering for you. First Unitarian can buy most things tax free. Our policy is not to reimburse sales tax paid.

III. Meal planning for large groups:

- Draw inspiration from the farmer's markets when possible, it's great for seasonal menu planning.
- Focus on plant-based, whole foods
- Soups, stews, casseroles, and pasta dishes are great crowd friendly options
- Dishes that require each serving to be cooked separately or fried can be more time consuming (i.e. falafel) - try to avoid these
- Buffet Style Service is also great for a crowd. Include:
 - o Protein (beans, tofu, eggs, chicken)
 - o Vegetable (again, think seasonally)
 - o Starch or grain (rice, pasta, potatoes, tortillas, bread)
 - o Salad (leafy green or other)
 - o Fruit (either salad, or whole fruits)
 - o Dessert

This provides a nice balance and offers something for everyone.

- For smaller events (20-30) the "Bowl" concept works well. Include 1 whole grain, 1 leafy green, seasonal vegetables, and Awesome sauce - i.e. a tahini sauce, herb dressing, peanut sauce, etc. - to pack in flavor and tie it all together
- When making large quantities, be sure to leave yourself enough time to prep and cook. Large casseroles take longer to heat up and cook than a typical family-sized portion would, particularly if it's been refrigerated or frozen.
- When making several dishes, it helps to actually write out a plan (see sample meal plan) to make sure you have enough time and volunteers. Work backwards from when you want to serve to make sure you have enough time to cook and heat everything.
- Think about whether there are some items it would be easier to buy pre-made or have volunteers make at home - i.e. desserts and baked goods, or a couple side dishes. This will reduce the amount of oven space/burners you need.

- Shopping at Costco will save significant funds. In general, skip pricey ingredients in favor of simple, satisfying meals.

Here are some Rough Calculation for Larger crowd cooking

<u>Per person</u>	<u>Per 100 people</u>
1 cup soup	6 Gallons
4 oz. salad greens	2 pounds (3-4 cups Salad Dressing)
5 oz. Protein	15-20 pounds
5 oz. starch	10-15 pounds (depending on how the grain expands)
5 oz. Pasta	10-15 pounds
5 oz. potatoes	10-15 pounds
5 oz. vegetables	10-15 Pounds
5 oz. fruit	10-15 pounds

Sample Meal Plan:

Dish	When prepare?	Who is responsible?	Equipment needed	Ingredients/ Shopping List
Chili	Make the day before, start reheating 1 hour in advance	Volunteer A, B	Large pot, one burner on stove	beans, tomato sauce, cumin, onion, garlic; sour cream and grated cheese to serve
Cornbread	Mix and bake 1 hour in advance	Volunteer C	Large baking pan, oven	cornbread mix, oil, milk, eggs; butter to serve
Salad	30 min before serving	Volunteer D	Large bowls and tongs	2 large bags of washed lettuce, cucumbers, cherry tomatoes, dressing
Brownies	Buy pre-made; plate just before serving	Volunteer D	Serving platter	Brownie bites
Fruit	Wash and plate 20 min before serving	Volunteer D	Serving platter	Grapes, strawberries

IV. Plant-based dishes and accommodating dietary needs

- Sustainability is an important value at First U. Our Food Justice Ministry has raised awareness in our congregation that moving to plant-based (vegan) diets can reduce our impact on the planet and fellow creatures.

- We encourage you to base your meal around plant-based foods; at a minimum, provide a vegan option. Gluten-free options are also appreciated
- With side dishes, consider whether a small substitution would allow more people to partake - i.e. use oil instead of butter or mayo; leave out or substitute ingredients like breadcrumbs.
- Treat dairy like cheese and sour cream as a condiment and serve on the side
- Try to keep gluten-free food separate from foods with gluten as well as surfaces or equipment that have come into contact with foods with gluten. Keep in mind that if someone has celiac or severe food allergies it may be difficult to avoid cross-contamination in our kitchen.
- Label the food you are serving - especially vegan, vegetarian, and gluten free items.

Some ideas for vegetarian/vegan entrees that work well for a crowd:

- Chickpea tagine with couscous
- Burrito bar - black beans, rice, tortillas, veggies
- Dal (lentils) and rice
- Mujadarra (lentils and rice)
- Red beans and rice
- Pasta with seasonal veggies
- Lasagna
- Mac n cheese (with dairy and non-dairy cheese)
- Chili and cornbread
- Tofu stir fry with noodles or rice
- Lentil shepherd's pie
- Risotto
- Pizza (with dairy and non-dairy cheese)

IV. Food Safety

- Wash hands and surfaces frequently, especially when handling meat.
- Never use warm water from the tap for cooking - there may be lead pipes that feed into our building. Always use cold water and heat in a pot.
- Be mindful of food temperature. Keep perishables chilled. Cook food fully. Items that are being pre-cooked should be refrigerated quickly. When rewarming, make sure food reaches a safe temperature (165° F). The “danger zone” is between 40-140° F.
- More information about safe food handling is available on the [FDA website](#).

V. Cleaning and Leftovers

- Leave the kitchen as you found it - all equipment that you use should be washed (either in the dishwasher or by hand), dried, and returned to its home.
- Our building staff is available to help clean up on Sundays until 3:00, but is not responsible for major kitchen clean-up. Please make sure you’ve recruited volunteers to help out.
- Outside of this time, the group using the kitchen is responsible for cleaning and taking out trash (which goes outside the emergency exit doors in the Undercroft).
- If anything is damaged, please notify the custodian or church staff.

- Never open the Imagine (daycare center) fridge.
- Make sure you've turned off the stove and burners when you're done and turn off the exhaust fan.
- All food left in the kitchen should be labeled with a date.
- Unless there is a clear plan to use the leftovers, please bring them home or toss them. DO NOT ASSUME THAT THE STAFF WANTS LEFTOVER FOOD! Condiments and long-lasting items like unopened beverages are ok to leave, but perishables will go bad and give the building staff extra work.
- Always use appropriate recycling and composting containers.