

# Almost everything you need to know about the kitchen.

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They're here to help.

# Planning Our Fellowship Meal

## Why do we share a meal every Sunday?

The earliest Christians shared a fellowship meal together every time they gathered for worship. Sharing a meal is a holy moment; it's an opportunity to encounter God by encountering each other. Inspired by their example, we have found fresh inspiration in this old, old tradition. Our Sunday meal is an extension of the Communion Table in which God's invisible grace is made visible to us in the bread and the cup.



## How is lunch part of communion?

In *Take This Bread*, author Sara Miles says that, "To feed others means acknowledging our own hunger and at the same time acknowledging the amazing abundance we're fed with by God." With God's abundance in mind, we aim to provide nutritious, balanced, colorful, tasty meals that illustrate God's gracious hospitality and the variety present in the world that God has created. At lunch, God's invisible grace is made visible to us in the form of full bellies and lively conversation. That's communion.

## Sounds great. When can I cook?

[Click Here to See the Sunday Meal Schedule](#) and find out which dates are available.

You can also see what other menus have been prepared recently to help you plan.

Contact The Calendar Maven to get on the schedule!

# Frequently Asked Questions

**How many servings should I prepare?** We normally serve about 70 people each Sunday.

**What dietary restrictions should I take into consideration for my menu?** Good hospitality means making the meal as accessible as possible for folks with dietary restrictions. We do our best to take vegetarians and those with gluten sensitivity into consideration. If your menu does include meat and/or wheat, consider how you might incorporate vegetarian and gluten-free alternatives. For example, you might use vegetable broth (instead of chicken or beef) for a soup recipe or prepare some gluten-free pasta alongside wheat pasta. The Kitchen Consultant is happy to offer suggestions.

**Can I get some free bread to serve with my meal?** Yes, each week we receive a variety of breads, dinner rolls, and/or bagels. You have three options:

1. **Freezers.** Check the freezers for unclaimed frozen baked goods that can be defrosted. Claim anything you want by writing your name and the date you intend to use it on the bag.
2. **The Table.** You can ask Maggie ([maggie@hotmetalbridge.com](mailto:maggie@hotmetalbridge.com)) to put some aside for you on Thursday after The Table. She will not be able to predict the kinds of bread she will have.
3. **Breadworks.** You may be able to arrange to pick up bread from BreadWorks on the Northside on Saturday evening. Contact The Quartermaster to make arrangements.

**Can I use food and ingredients that I find in the refrigerator, freezer, and cabinets?** Please do! If you plan to use something, label it with a note or permanent marker. Anything that is not labeled is fair game. Use your best judgment regarding freshness. If something is expired and not labeled, please discard it. If the kitchen is running low on a particular ingredient, please inform The Quartermaster.



## **Do I need to bring my own herbs and spices?**

Probably not. We keep a number of herbs and spices on hand. The spice rack is found to the left of the stove. Take a look and see what's available.



**Can I use the produce and/or herbs from the Hot Metal garden?** Yes! Please, help yourself!

**Do I need to prepare a dessert?** It's not necessary. But folks do like their sweets! If you don't feel that your meal needs a dessert, perhaps consider incorporating some fruit or other treat. Also, we often have leftover donuts from breakfast to serve.

**How much is the budget for one meal?** You can be reimbursed for up to \$125. You're welcome to spend more than that if you want to get all fancy, but the church will only take responsibility for the first \$125.



**How do I get reimbursed?** Save all of your receipts and submit to our financial secretary, Heidi Bateman ([heidi@hotmetalbridge.com](mailto:heidi@hotmetalbridge.com)). If there are any items on the receipt that should *not* be reimbursed (i.e. items you happened to buy for yourself) please indicate which ones on the receipt. Heidi will send a check to you as soon as possible.

**What time should I arrive?** This really depends on whether you plan to do most of your preparation on-site or at home. The building opens at 8am. And lunch is served around 12:00pm.



The gas line in the OFF position.

**How do I start the stove?** First, access the gas line by rolling the stove away from the wall by a few inches. Open the gas line by turning the knob until it is vertical. Second, light all of the stove-top pilot lights using a long-stem lighter. All of the stove-top pilots must be lit even if you only plan to use the ovens. (Hint: make sure you are using the gas line that is *\*connected\** to the stove).

**How do I start the ovens?** First, light the stovetop (see above). All of the stovetop pilots must be lit in order to use the ovens. If not, the room will fill with gas and you will die.

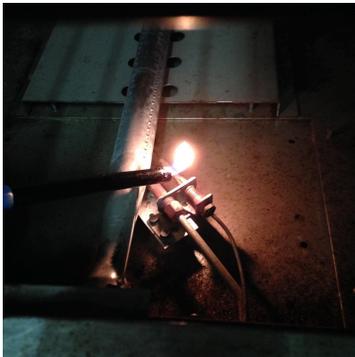


**1. Remove the metal tray from the bottom of the oven to access the pilot light.**



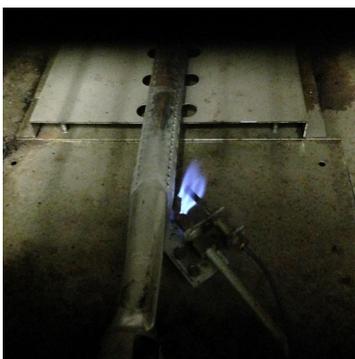
**2. Press and hold the button located underneath the front of the oven. Hold it for a few seconds before Step Three.**

- Hint: the button is sort of in the middle.



**3. While continuing to hold the button, move the lighter flame near the pilot.**

- If it doesn't light immediately, remove the flame and go back to Step Two. This time hold the button longer before trying to light the pilot.



**4. Continue holding the button for a few seconds until the sensor has registered enough heat. Then release. If the pilot goes out, go back to Step Two.**

- After pilot is successfully lit, replace the metal tray to the bottom of the oven.
- Repeat the whole process for the second oven if you plan to use both.

# Coffee Station Set-up @ 8:30am

By setting up our coffee station you are creating the first line of hospitality folks encounter when they enter our building. The Coffee Station says: “Welcome! Make yourself at home. Pour yourself a cup of coffee, or brew some tea, and relax! You’re part of the family.”

## Coffee Cart

The medium-sized cart is the Coffee Cart. It’s just wide enough to hold two urns: one for coffee and one for hot water.



1) Fill the coffee urn with 50 cups of water and the green urn to the top line. You can use the spray hose to fill them if you don't want to lift the urns back out of the sink after they are full.



2) Put the stem and metal coffee basket into the coffee urn. Fill the basket with 3 cups of ground coffee. You do not need to add a paper filter.



3) Make sure there are plenty of mugs on the cart, located on the shelf underneath the urns.

4) Wheel the cart to the Information Station.

5) Plug both urns directly into the outlet above the Info Station counter. Make sure the power buttons on both urns are on. The buttons will light up when the brewing cycle is complete (takes about 60 minutes).



## Bus Cart

The largest cart is for collecting used dishware.



- 1) Place 4 empty bus pans on the top two shelves.
- 2) Put some soap & water in the Flatware bin.
- 4) Cleaning supplies for wiping tables go on the bottom shelf. Make sure there are some spray bottles and rags.
- 5) Wheel the cart to the Information Station.

## Water Cart

The water cooler goes on one of the smallest carts.



- 1) Fill the black drink cooler with cold water (and ice if available) and place on top of a small cart. Tubs of ice are in the freezer next to the fridge.
- 2) Make sure there are plenty of empty cups on the shelf underneath the cooler.
- 3) Wheel the cart to the Information Station.

## Information Station

The counter is a place where folks can prepare their drinks.



In the cabinet under the counter are baskets for tea; stirring straws; paper towels; and shakers for non-dairy creamer, sugar and sweetener. Line up all of these on the counter nearest the coffee cart. Don't forget to fill up the insulated pitcher with whole milk.

## Garbage & Recycling Cans



Be sure that one garbage can and one recycling can are located at the end of the row of carts.



Putting it all together.

# Sunday Breakfast @ 9:30am

Breakfast: it's the most important meal of the day. And it's a good time to connect with other Hot Metal people. Give 'em a tasty treat to enjoy while making new friends and catching up with old ones.

## Setting up

Having a tasty treat encourages folks to hang around and be social.

Please put the following items on the counter:

- bowls
- cereal
- pitcher of milk
- metal spoons
- donuts (or sliced bagels)
- tongs for serving donuts
- a table knife for dividing donuts
- fruit
- 12 cups of milk
- 12 cups of OJ
- napkins

## Pouring Drinks

Please hang out in the serving window and chat with folks. Keep an eye on the drinks and pour more cups of OJ or milk if needed.

# Sunday Lunch @ 12:00pm

Please be ready to serve lunch by the time that communion is being served. Open up the serving window during communion. Before the benediction, the pastor will ask you to announce today's menu so that people can anticipate a tasty meal.

## Label it

Identifying the dishes you are serving helps people to appreciate the creativity and time you put into preparing them. It's also good hospitality: folks can make informed choices about what to eat based on their dietary needs.



Please use our chalkboard signs (in the coffee cupboard) to identify what is being served and any relevant information about ingredients (i.e. vegetarian, gluten-free, dairy, etc.) You can write on the signs with an erasable white chalk pen. Use soapy water and a sponge to wipe them clean.

## Serve it

Be ready to set out food, plates and/or bowls, serving utensils, napkins, and flatware on the counter immediately following the benediction. Hang out in the window to greet folks and help them load their plates if needed.

## Treat Yo' Self

Go ahead. You've earned it.



Extra donuts and/or dessert should be set up in the Main Hall on the buffet tables. Don't forget any bowls, plates, and utensils if needed.

## Condiments & Sides

Any condiments, salt & pepper, sides, salads or other self-serve items can be placed on the buffet table in the Main Hall.

## Cleaning up

Please wash any items used to prepare or serve food and return to proper locations. *A separate cleanup team will wash and dry the used plates, bowls, cups, mugs, and flatware. After you've cleaned up the leftovers, you're free to go!*

## Leftovers

Careful handling of leftovers helps us to reduce waste, save money, and be good stewards of what God has given us.



**Small amounts of leftover food** can be put into the refrigerator. Most likely, the staff will graze on this during the week. Materials for labeling food can be found in the "Stuff" drawer.

**Large amounts of leftover food** that can be frozen and used for another meal should be placed in a freezer. Materials for labeling food can be found on the shelf over the sink.



**Produce** (i.e. onions, apples, etc.) can be put in the Produce 4 the People baskets.

**Anything else you don't want to take home** like small cans, baked goods, non-perishable food and other items can be left on the serving window counter. Place the FREE FOOD sign next to it so that folks know it's up for grabs. Folks from the staff, Bible studies, AA meetings, and The Table will often browse these items.

# Clean-Up @ 12:30pm



“Everyone wants a revolution, but no one wants to do the dishes!” lamented Catholic Worker founder Dorothy Day. It’s true: cleaning up is the often unsung but totally crucial part of our fellowship meal. On behalf of Dorothy Day, we salute you!

Please enjoy your lunch as soon as it’s served so that you’re able to begin cleaning up. Feel free to serve yourself food from inside the kitchen rather than waiting in line.

This is a team effort! The work will go faster if there are 4 people in the following roles:

## Dishwasher (2)

The dishwasher loads the racks, rinses the dishes, puts the rack into the machine, and removes it when the cycle is complete. The machine adds detergent automatically and disinfects with hot water.



Here are some tips:

- Rinse dishes over the left-hand sink – a garbage disposal is attached to that drain. Push the button once to start and again to turn it off. **Make sure no flatware has fallen into the drain before operating the disposal!**
- When possible, load like items together on the racks.
- The cups are very light and can be upended by the dishwasher spray. To prevent this, place an empty rack on top of the cup rack to hold them down.
- Wash the flatware last and leave in rack to air-dry.
- After all the dishes are clean, run all of the bus pans through the machine in order to clean and disinfect them.
- When finished, follow the instructions for draining.
- Allegheny County health code requires that clean dishes air-dry. Don’t use towels to dry them. Plates, bowls, and mugs can be stacked even when a little wet. The drinking glasses should be left unstacked until totally dry.

## Busser

Throughout lunchtime, the busser brings loaded bus pans from the Main Hall to the kitchen for washing, replacing the loaded pans with empty ones to collect more used items.



After most folks are finished eating:

- Clear the buffet tables and/or dessert table and push the coffee and drink carts to the kitchen.
- Return all of the coffee station items to the cabinet under the Info Station.
- Wipe down all of the carts.
- Empty the coffee urn, hot water urn, and drink cooler. Rinse them and return them to their carts.

## Sweeper

The sweeper makes sure that everything is ready for the next group.



After folks are finished eating:

- Wipe all of the tables and counters in the Main Hall and the kitchen
- Sweep the floor of the Main Hall and the kitchen
- Empty the garbage cans in the Main Hall, kitchen and nursery (including the blue recycling cans and the diaper pail! Eww.).
- Put fresh bags in the cans.

*The right-hand dumpster is for refuse and the left-hand dumpster is for recyclables. Cardboard boxes should be folded flat and put in the recycling dumpster. **Important:** Even if the garbage cans have only a small amount of refuse they must be emptied; even a tiny amount of food can stink.*

# Contact List

These folks are available to help you - don't hesitate to contact them!



**Megan Lindsey**  
[megan@franktuary.com](mailto:megan@franktuary.com)  
412-523-6226

## **Kitchen Consultant**

Megan is a restaurateur by trade. She's available if you have questions about the kitchen supplies or want to chat about menu planning.



**Victoria Mangan**  
[victoriamangan@yahoo.com](mailto:victoriamangan@yahoo.com)  
412-580-4219

## **Quartermaster**

Victoria is also a professional chef and baker and is responsible for keeping the kitchen stocked. And she is willing to do your shopping for you if you give her a list a week before you are scheduled to cook.



**Stacie Weaver**  
[staciez15@comcast.net](mailto:staciez15@comcast.net)  
412-979-0172

## **Calendar Maven**

Stacie handles the kitchen team schedule. Contact her with questions.

Join the [Kitchen Team Facebook Group](#) to coordinate and collaborate - especially about using leftovers and rescued food!