

KITCHEN CHA

Duties & Responsibilities

Organization
Georgia Mountains Tres Dias

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Classification
Confidential / Internal Use Only

GENERAL GUIDELINES FOR KITCHEN TEAM MEMBERS

Thank you for serving on a Georgia Mountain Tres Dias Team in the kitchen. This can be a fun and rewarding experience. Please be in prayer for all of your other team members on this weekend. If you have any special talents that you feel might be useful on this weekend, please let the head Kitchen know.

The Kitchen Team is generally divided into three teams, team A, team B, and team C, with a Team leader in charge of each. These “teams” will stay together throughout the weekend. For example, Team A “cooks” on Friday, while Team B “sets up” the tables and Team C “cleans up”. On Saturday Team A might be “clean up” while Team B “cooks” and Team C “sets up”. The teams rotate so that everyone shares in the different duties. The Team that is responsible for “set up” is also responsible for providing any “palanca” for that meal. They are also responsible for setting up the dining room to represent the “theme” of that meal.

During most team meetings, there will be time set aside for each section (Kitchen, Professors, and Cha Cha’s) to meet together. These section meetings will be the time for you to ask any questions that you might have concerning your duties, etc. This is also the time for you to get to know the other members of the Kitchen. During these section meetings, you will discuss the types of decorations and palanca for the weekend. Themes and decorations in the dining hall at meal times are the responsibility of the Kitchen Team members, but these must be approved by the Rector. Please keep it as simple as possible.

The kitchen usually provides palanca for several meals. You don’t have to provide palanca at every meal. This can get very costly. The Kitchen will be given \$400.00 from the \$20.00 Team Fees to be used for purchase of decorations and palanca. There is a total of 8 meals served during the weekend (excluding the Reception). If you divide the \$400.00 by 8 you will have \$50.00 per meal to spend on these special items. If you skip a couple of meals (Friday breakfast and lunch as they are before the Holy Spirit Rollo) you will have \$66.00 per meal. The value in palanca is not the money cost but in the sacrifice of time put into making something. Palanca is not to be given out until after the Holy Spirit Rollo is given and Palanca is introduced, the Holy Spirit Rollo is given on Friday at 3:20pm. Food palanca (brownies, cakes, etc.) will be provided by the Community at large and the team. Palanca can be made during team “palanca parties”. Also, since the Community will be providing “oven palanca” (different types of desserts for the weekend) to be used at different meals, it would be a good idea for one person in the Kitchen be assigned to coordinate this oven palanca.

A skit is customary following Saturday lunch. This is a fun, light relief time for the candidates. It is not to be a “roast of the Rector” or anyone else on the team. Since the candidates don’t know the Rector, they don’t understand what’s going on. It should be a simple funny skit.

Kitchen Facility

Dining Room

There are 12 tables 8-foot-long, seating 10 people when set up independently. When moving the tables please do not drag across the floor. Please clean the dining room by sweeping and damp mopping as necessary. Do not put any tape on the walls. There is a washer and dryer, located in the kitchen, and soap is provided.

Outside Pavilion

You may use the outside pavilion for lunch when weather is nice, do not park any type of vehicles under the pavilion. The pavilion is also utilized to set up drinks and snacks for the serenaders. Be careful as the floor becomes very slick when wet.

Decorating Closet

The decorating closet is just outside the entrance to the dining room and is to be used for temporary storage for any items you need for the weekend. It must be cleaned out at the end of the weekend and left ready for the next community to use. (Can be used for Kitchen Palanca)

The Beverage Room

The beverage room is located at the front end of the dining room. All coffee and tea should be made in there. The cups, coffee, glasses, and tea makers are all in this room.

To make tea:

Pull out the filter at the top of the tea maker. Put in one big tea bag (located under the tea maker in bins). Put filter back in and turn to side you want to fill first. Press Start and let it rip. When you make sweet tea, add sugar once the container is 2/3 full. Repeat this process for the un-sweet tea omitting the sugar. Fill the tea pitchers from the spout on the tea maker.

To make coffee:

The coffee makers are hooked up to the water lines. Just add coffee & turn on.

Add amount of coffee depending on size of pot

1 cup or bag – Small

2 cup or bag – Medium

3 cup or bag – Large

Kitchen

There is a separate thermostat for the kitchen located on the wall across from the cooler. Set the switch to “cool” or “heat”, then set the temperature. There are plenty of serving trays and baskets. The cleaning closet is located directly across from the pantry. Detergent, gloves, mops, and brooms are stored in this room. Mop buckets are stored in the utility closet on the “back porch”. Dishes, plates, and bowls are located under the large countertop area and in the dish stands by the dishwasher. Mixing bowls and pans are located over the sink area. When storing the dishes, please make sure that they are stacked properly to avoid breakage. The large sinks located on the back wall are for washing big pots. Do not put grease down the drains. Collect in containers and put in the dumpster. All other cabinets hold the serving ware. All garbage goes in the dumpster outside. Be sure to TAKE any garbage to the dumpster Thursday night or early Friday morning. The truck comes early Friday and if garbage has not been taken out, it will not fit in the dumpster by the end of the weekend. Also, garbage will only be picked up if it is INSIDE the dumpster.

Dishwasher

The dishwasher is great and easy to use, but make sure that you take turns because it is tiring after a long time. Detergent is automatically fed into the dishwasher. DO NOT add detergent.

1. Scrape all the dishes, cups, glasses, etc., and place into trays.
2. Insert front stopper and press the fill button on the top. Release the button when reservoir is $\frac{1}{2}$ full.
3. Feed a tray of dishes into the dish washer from the right to the left. Pull down the doors and push the start button (approx. 5 seconds) activating the green light. Release the button when the green light will stay on by itself.
4. When the cycle is complete, lift the doors, remove the basket to the left and let it cool.
5. Please clean the trap beneath the white pipe under the dishwasher and screen under the stopper at the end of each day.
6. All big pots and pans should be cleaned in the double sinks - NOT the dishwasher.

Stove

1. The oven heats unevenly so please rotate food. These are convection ovens so they cook faster than home.
2. Please keep the grease trap under the griddle emptied. After the weekend remove the foil and replace. Put grease in a container (milk jug, vegetable can, etc.,) and put in the dumpster. Any grease from bacon, etc., should also be removed the same way.
3. The griddle needs to be turned on early to get hot. You may cook eggs on griddle or in frying pans. Remember to use a lot of Pam.
4. No chemicals should be used to clean the stove. Simply wipe off with hot soapy water only.
5. Please make sure all oven pans are cleaned thoroughly and placed back in the rack.
6. In case of fire there is a fire extinguisher above the stove that comes on automatically. If for some reason it does not come on, there is an emergency pin located on the wall beside the bulletin board - pull it immediately!
7. The Camp of Colors has a maintenance person to help keep things in working order.

Warmer

The warmer must be plugged in overhead. An exhaust fan switch is located next to this outlet. Only the top part of the warmer will heat. Leave the warmer plugged in all weekend and the pan in the bottom filled with water.

HEAD KITCHEN

GENERAL GUIDELINES:

- A meeting with your Rector is normally scheduled a couple of weeks prior to the first team meeting. During this meeting, the Rector will tell you what is expected of you during the team meetings. The Rector will also go over preferences regarding the Kitchen duties. You might want to talk with previous Head Kitchens for advice.
- We suggest that you inspect the kitchen at the Camp of Colors a week or two before the weekend.
- The food delivery is on Wednesday. The truck will notify the Food Couple and they will give you a time that the truck is expected to arrive. It can be anywhere from 10:00 am-3:00pm. **YOU NEED TO BE THERE** when the food is delivered to help check the food in and put it away. The Food Couple will make one last run to the store after delivery to secure anything that might have been forgotten. You will be provided an envelope with \$100.00 to use in case something comes up during the weekend.
- The Food Couple will provide you with any requested recipes and a daily list of what foods is needed for each meal.
- Camp of Colors has a special drink room (beverage room) at the front of the dining room. It would be good for you to familiarize yourself with all that is in this room and how it works. You need to appoint a beverage person for the whole weekend. They will be responsible for making sure there is plenty of coffee and tea ready for each meal. This person could also handle any special diet drink needs for candidates.
- Let the Food Couple know of all special diet needs as soon as possible. Your special diet cha should contact the pre-weekend couple and ask if a candidate with special diet needs is to attend the weekend. It is a good idea to call the candidate and discuss their needs with them and let the Food Couple know what these needs are.
- Special diets are mainly for candidates. In as much as possible, **we ask that team members furnish their own special diet needs**. There will be bran cereal, fresh fruit, etc., on hand for everyone. Make sure the Special Diet Cha is well trained and understands the needs of the candidate.
- Send for oven palanca from the palanca room after the reception Thursday night. Oven palanca from the community is not to be used until after the Thursday night reception. Designate a place for oven palanca. You will get brownies, cookies, and cakes.
- Since the arrival of covid, we ask that all food be handled by the kitchen chas so as the team and candidates don't unnecessarily touch items that others touch. Also that serving gloves be used when handling food.
- Kitchen team members will participate in prayer palanca for rollos. Post a schedule if possible so your chas can keep up with their prayer time.
- You will need to designate someone to run the soundboard for the microphone and music.

Reminder!!! Put frozen juice, sausage, bacon, and frozen bagged eggs (if used) in the cooler - NOT THE FREEZER. Juice, bacon, and bagged eggs (if used) should be put out Thursday to thaw. Make sure all team captains know where everything is located.

KITCHEN TEAMS:

There are usually 22 Kitchen Chas including the Head and Assistant Head. This team can be divided into working groups with the Head Kitchen and the Assistant as “rovers”. Each of your teams should have an experienced kitchen cha as a team captain. Their duties should include:

- Getting their team up in the morning.
- Organizing and assigning duties.
- Coming to you or your assistant head with questions or problems.

This is suggested working groups:

	Cook	Set up	Clean Up
Friday	A	B	C
Saturday	C	A	B
Sunday	B	C	A

On Friday, group A starts out on the cooking schedule and cooks breakfast, lunch, and dinner. Then on Saturday the cooking team moves to set-up and so on. This gives each team an opportunity to work in all areas and provides a consistency in performing duties.

The kitchen team is responsible for mopping the dining room and setting up for closing. There is a seating chart on the wall in the storage area behind the curtain for closing, the chair arrangement may need to be altered. Ensure you have the front row in front of the podium reserved for the Chairman and his spouse, Rover and their spouse and guests. After closing, the dining hall must be swept and mopped again before the team can leave. Also, the kitchen is responsible for cleaning the outside bathroom and upper pavilion. All team members must stay through closing.

Kitchen Team Survey

This is a quick survey for the use of the Head Kitchen to identify your team special talents that can be used in the kitchen. Please answer the questions below and we will contact each of you about your assignment.

NAME: _____ TELEPHONE _____

CHURCH: _____

HOBBIES: _____

SPECIAL TALENTS: _____

AREAS THAT INTEREST YOU:

DECORATING: _____

PALANCA: _____

WRITING SKITS: _____

SPECIAL DIETS: _____

COOKING: _____

The Menu

When planning your menu, it is important to communicate with the Rector on what he/she would like to have. In recent years, a wider variety of meals has been easier to provide. Please take into consideration the preparation time when you pick out your meals. You don't want your team up all night preparing meals for the next day. The Food Couple has a budget that they are provided to supply the food for both the men's and women's weekends. Below are some suggested menu items. These are only ideas and choices/combinations are flexible if the items fit in the budget and can be made in quantity easily. As always desserts are provided by the community in the way of Palanca.

Reception

Below you will see the suggested list for the reception. This can be changed if it stays within the budget.

Breakfast

Bacon, Sausage- Choose one per meal
Scrambled Eggs- Fresh eggs or bagged eggs
Biscuits-Frozen
Country Gravy with sausage
Grits
Hash brown and egg casserole-Suggested for Sunday breakfast-make in foil pans for less cleanup
Mini Muffins
Fruit-always provided
Cereal-always provided
Milk and OJ- always provided
Bread-for toast-always provided

Lunch/Dinner

Hamburgers, Chips, Slaw
BBQ, Baked Beans, Slaw
Chicken Salad, Croissants, Pasta salad
Vegetable Soup, Cornbread
Chili, Crackers, Salad
Lasagna, Garlic Bread, Salad
Spaghetti (or other pasta dish), Garlic Bread, Salad
Chicken Divan, Rice, Green Beans
Turkey, Dressing, Green Beans
Baked Chicken, Green Beans, Mashed Potatoes
Pork Roast, Mashed Potatoes, Green Beans

Sunday Lunch – Suggested

Subway Sandwiches- This is a great choice as it requires no preparation. The order is **placed and paid for** before the weekend starts by the Food Couple. **It will be ready on Sunday morning by 11:00 AM and can be picked up at the Subway inside the Walmart in Dahlonega by the Floater/Supply Cha.**

Chips and drinks.

Once you have decided on the menu the Food Couple will provide all that you need. You will be given plates and cups for one meal, napkins for the entire weekend, coffee cups- for those early risers, paper towels, cleaning supplies, foil, plastic bags etc.

You will also be provided with spices and condiments.

It is helpful if as the weekend progresses that after each meal you go ahead and bag up any leftovers in Ziploc bags and go ahead and clean the pans as you go.

On Sunday, the Food Couple will arrive sometime after lunch to help sort through the food that is left over. On the men's weekend, there are items that can be left for the women. On the women's weekend, all food except for dry goods, condiments, frozen foods, paper products and cleaning supplies must be given away. All prepared food and palanca desserts must go. If there is a need on the team or if there is a ministry that it can be given to it is always a blessing to give the food to these.

THURSDAY NIGHT RECEPTION

Items Supplied by Secretariat:

Cocktail sausage
Finger quiche
Meatballs
2 Fruit Trays
Vegetable Tray
Ranch Dressing
Cheese Tray

Meat Tray
Chips
Punch (if desired)
Bread
Mustard, Mayonnaise
Desert Trays (Palanca)
Paper plates & white napkins Plastic ware

Cocktail Sausage: Combine with 2 jars of grape jelly + 3 T of A1 Sauce.

Meatballs: Combine with BBQ sauce, marinate several hours, and simmer for at least 30 minutes.

Punch: Combine; 1 Hawaiian Punch to 3 ginger ale.

We buy the breads, fruit, vegetables, meat and cheeses but you make the trays.

IDEAS TO HELP YOU STAY AHEAD ON THURSDAY

1. Turn on warmer so it will be ready for receiving food. Leave on all weekend.
2. Inventory and organize supplies.
3. Set up for reception.
4. Thaw bacon or sausage for Friday morning (tray these the night before and place back in refrigerator).
5. Mix orange juice.
6. Make iced tea for Friday.
7. Prepare small baskets for jellies, cream, sugar sweet'n'low, salt, pepper, and individual butter packets if needed.
8. Set up tables for Friday morning after the Reception.
9. Gather together and Praise the Lord for what He is going to do!!!!!!!!!!!!!!

RECIPES

SCRAMBLED EGGS:

You will need (21 dozen for Women, 26 dozen for Men). Spray skillet with PAM. Melt butter in skillet for flavor and to prevent sticking. Pour mixture into skillets turning several times until eggs are set, but still moist. You may consider leaving the salt out since so many people don't eat salt. Start at least 20 minutes before breakfast. Cover the eggs and put them in the warmer!!

<u>INGREDIENTS</u>	<u>QUANTITY FOR 110 PEOPLE</u>
EGGS	21 Dozen Women, 26 dozen Men
MILK	5 Cups Women, 6 cups Men
SALT	2 Tbls. Women, 3 Tbls. Men
PEPPER	2 Tbls. Women, 3 Tbls. Men

BOILING BAG EGGS:

Eggs need to be thawed first to cut down on cooking time (6 bags for Women, 8 bags for Men). Fill 2 large pots ½ full of hot water, heat (approximately 30 minutes) until boiling. Add bags of eggs. Remove the bags periodically to kneed, allowing the center to cook, being careful not to break the bag. When done, lay on counter with towels over them to keep warm. This will easily keep them warm for 30 minutes without drying out.

BACON AND SAUSAGE

1.5 cases each meal. Cook the bacon in the convection oven. Place in warmers as it gets done.

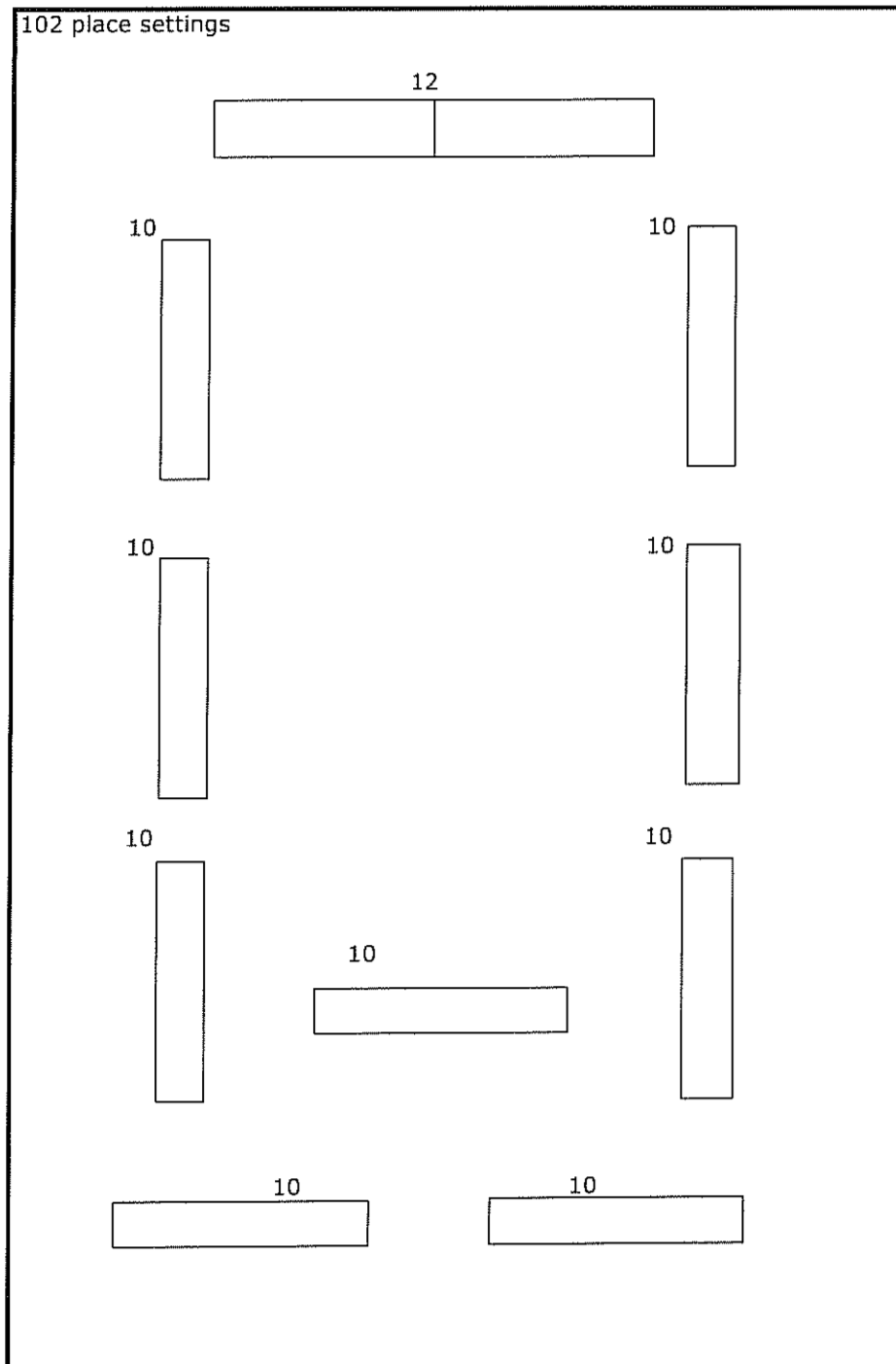
GRITS:

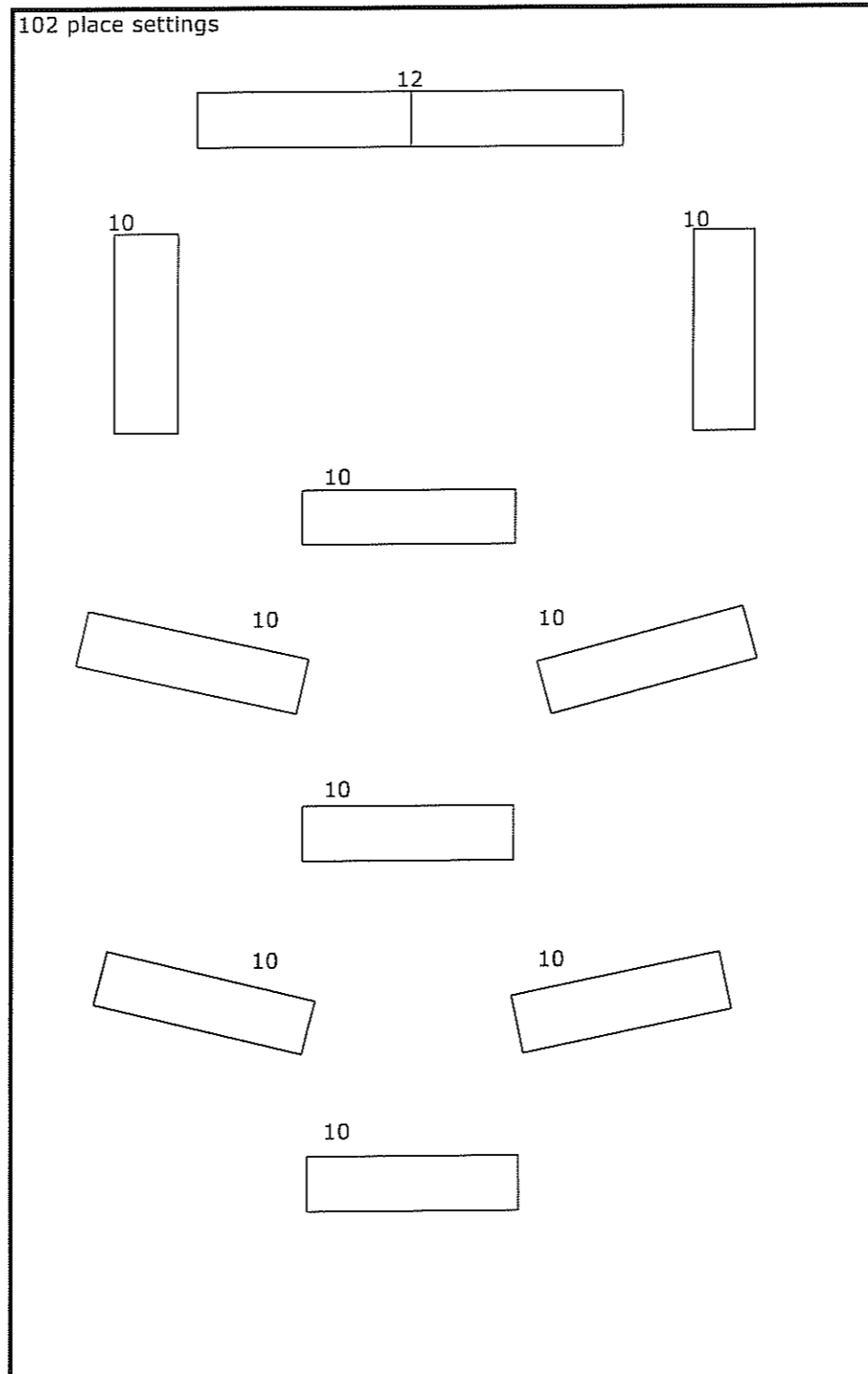
10 lbs. provided. Follow directions on package or use the instructions below if there are no instructions on package. Prepare grits in 2 large pots coated generously with Pam. Allow water to boil at least 30 minutes. Add salt and grits. Simmer until ready.

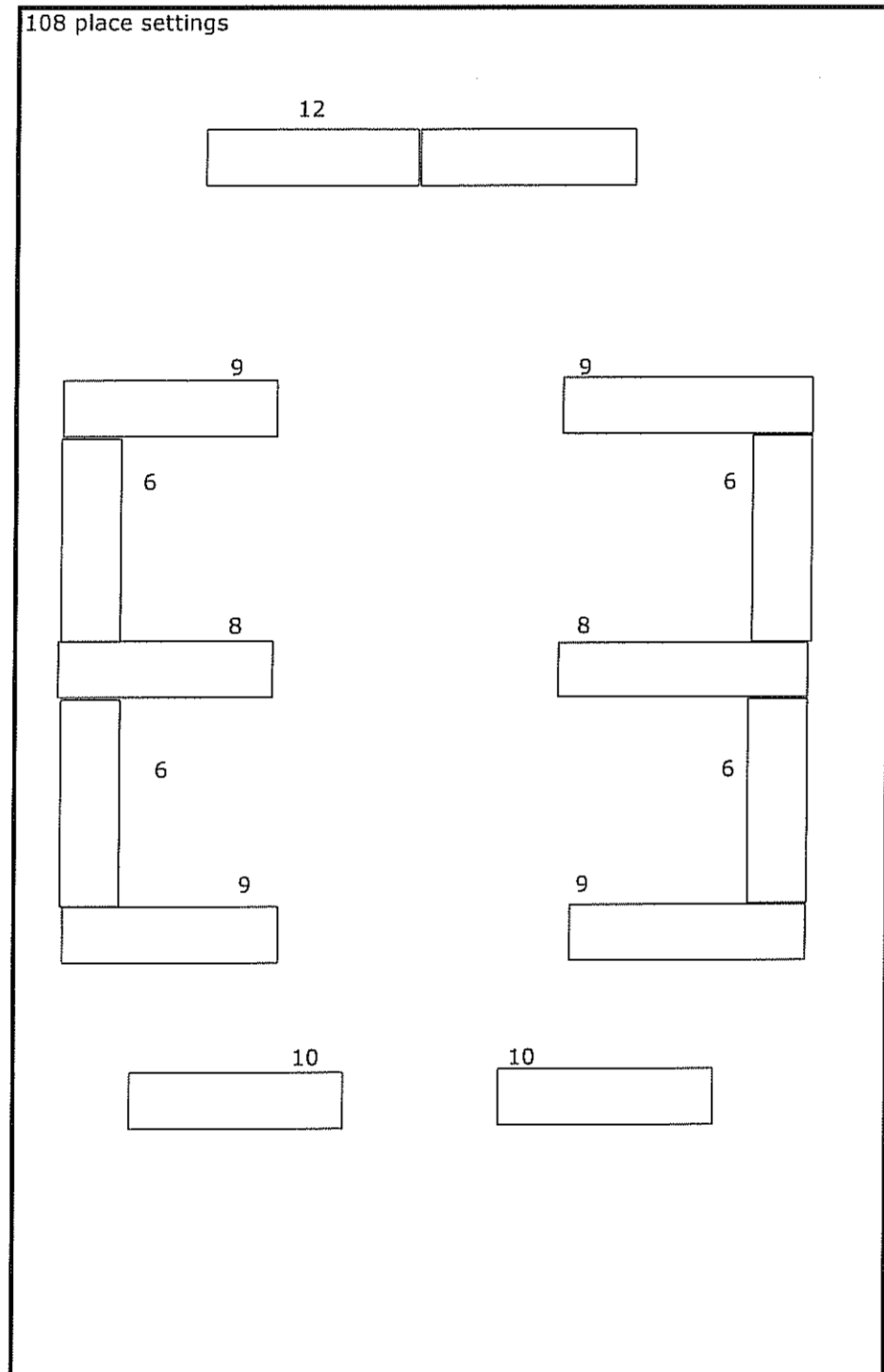
<u>INGREDIENTS</u>	<u>QUANTITY FOR 110 PEOPLE</u>
GRITS	24 cups Women, 30 cups Men
WATER	6 gallons Women, 7 ½ gallons Men
SALT	1 tbs.

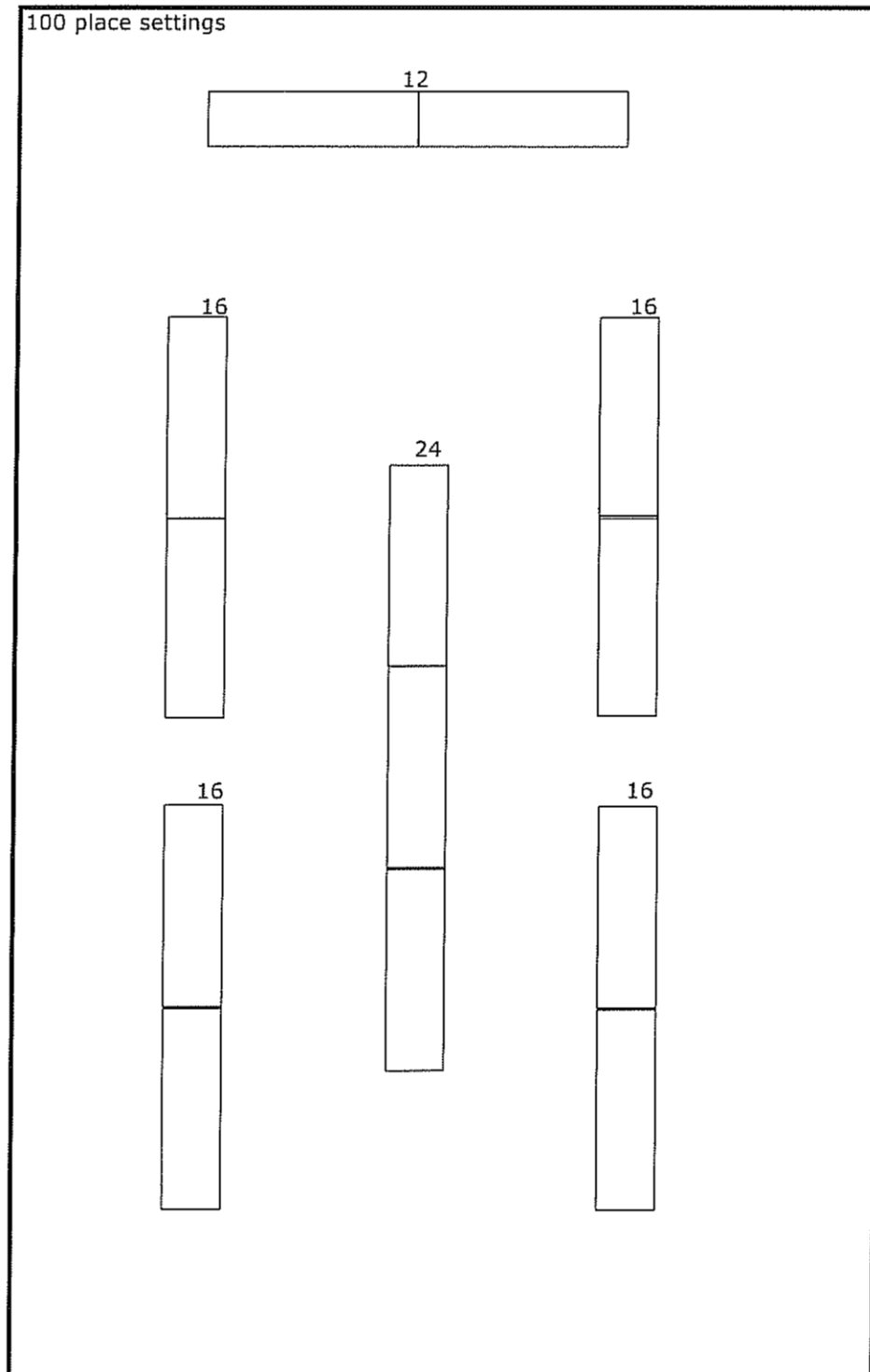
During the Weekend

1. Team members may have 10 minutes to greet spouses after serenade when all candidates have returned to the rollo room. At the end of the 10 minutes, the rector will ring the bell to alert all team members that they must return to their areas of service.
2. The script works. No deviations may be made from the script except with prior consent from the secretariat. Deviations specifically forbidden include:
 - a. Live crucifixion skits will not be allowed.
 - b. Balloons or banners cannot replace candles for the serenade. When serenade must be held indoors due to inclement weather, electric candles may be used in lieu of real candles. Real candles may be used outside only.
 - c. Holding the brides breakfast in alternate location to the rollo room or the kitchen will not be allowed.
3. There are to be no surprises planned for the rector by the team or the rector's spouse without being cleared through the secretariat.
4. With the exception of members of the community who are participating in serenade, no one who is not a member of the team is to be allowed inside the building during the weekend. This includes members of the community who may be dropping off palanca. Those dropping off palanca are to remain outside the palanca room doors.
5. Members of the community who are not serving on the team are not allowed inside the kitchen during the weekend. If other members of the community need to speak to a member of the kitchen team, the team member should meet them outside of the kitchen.
6. Encourage the team not to give expensive or extravagant palanca to other team members during the weekend. Notes are much more appropriate than gifts. New team members sometimes feel excluded when others receive expensive palanca and they do not.
7. No excessive decoration is allowed in the hallways during the weekend. Anything that may impede foot traffic through the hallway by unnecessarily blocking the edges of the hallway is a fire and safety hazard. This includes anything that stands permanently on the hallway floor which may cause a tripping hazard. The Support Cha who is serving on the weekend has the discretion to ask that any excessive decoration which is deemed to be a fire or safety hazard be taken down.
8. In order to assist the dorm chas at closing, the kitchen chas shall be responsible for the back-kitchen bathroom, and also the dorm and bathroom for the Head and Assistant Head kitchen.
9. Below are some suggested table setting arrangements for meals in the dining hall.

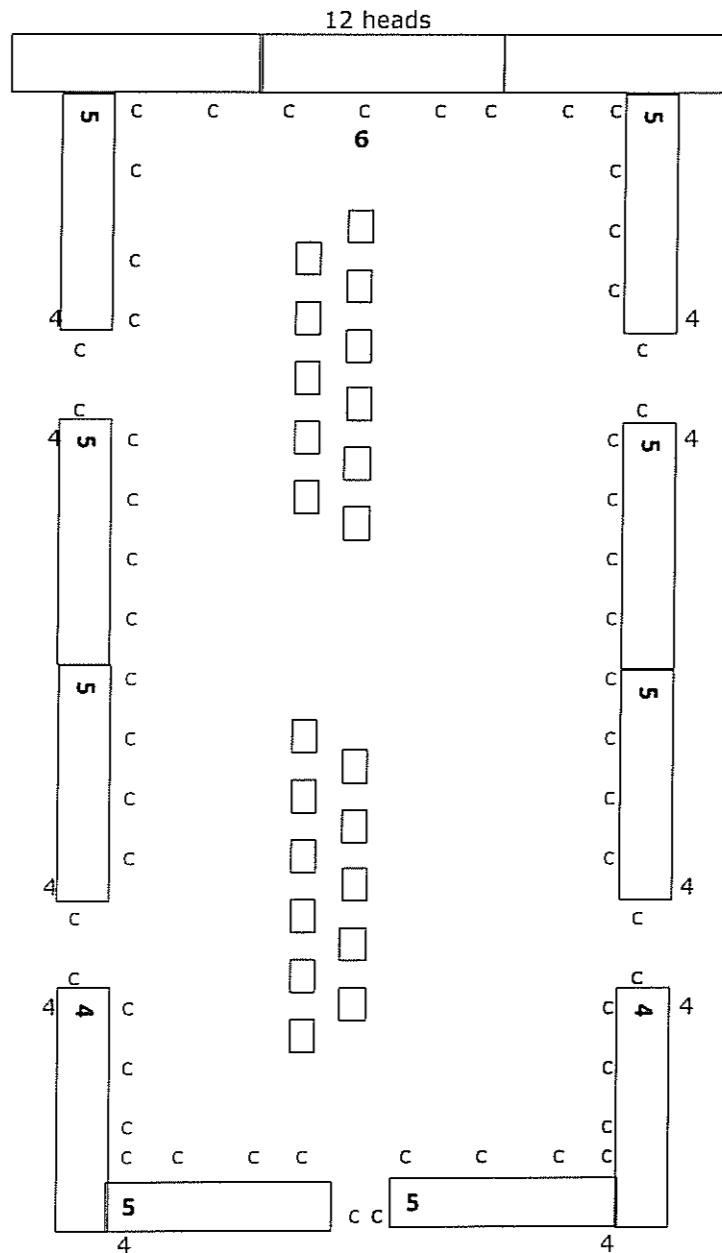








52 place settings, 22 chairs for kitchen chas
54 candidates on inside & ends



100 place settings

12

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12

12

12

12

12

12

16

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