

Food Preparation Guidance for Community Nights

These are general instructions for food preparation for Community Night meals at St. Lawrence. With any questions or for help in finding items in the kitchen, please contact Ann Phillips, 775-2475. Any ideas you have for improvements would be most welcome.

1. Get the key to the Collison Hall from MaryJo in the office. The Allen wrench for opening the inner doors is found in the drawer on the far right. The key chain is a red Kuemper one. Open all the doors to the Collison Hall. You will give the key and Allen wrench to the team handling cleanup for the evening.
2. Before purchasing food for your assigned meal, please check to see what has already been purchased or is available in leftovers. Meat especially is purchased when on sale. Pre-purchased meat and leftovers are kept in the rectory basement freezer. Call Ann Phillips for an idea of what is available. Check well in advance of your meal preparation because it takes a long time to defrost a 10-pound tube of hamburger.
3. Set up the hall with one or two of the long tables in the supply closet for serving the meal. Use the fold-up gray table for dessert. There are surge protectors which you can use to keep food warm in roasters. There are mats that can be used to cover the cords. These are found on the floor under the shelving on the right rear of the supply closet. Serving utensils are in several drawers in the kitchen. Keep opening drawers until you find what you need.
4. Napkins and paper plates are kept in the green tubs on the bottom shelf at the back of the supply closet. You can find plastic silverware in the same area. Do not use the plastic silverware marked for Stork's.
5. There are red and yellow coolers in the supply closet. Put ice in one, put in on a cart with cups for drinking water. You'll have to buy ice; a small bag should be sufficient.
6. There are roasters and crock pots for heating up the food. They are located in the cupboards facing the oven. The white roaster heats up the quickest, but any of them will take an hour. Crock pots are even slower.
7. After the meal is over, you are responsible for consolidating leftovers and getting them into the freezer in the rectory. There are containers in the corner cupboard as well as the supply closet. Please mark the containers with content and date. There are stick-on slips in the first couple of drawers on the right that you can use. As an aid to the cleanup team, please soak any pans in water.
8. Once you have taken the leftovers to the rectory, you are free to join the study session.
9. If you wish to be reimbursed for food costs, put the receipts in an envelope with your name and address and turn it in to Sue. Be sure she knows the receipts are for Community Night so the money will come out of the right pot of money.
10. Food supplies belonging to Family Night are consolidated in the frig in the Collison Hall kitchen. Please don't use other supplies in the fridge.