



KITCHEN USERS GUIDE

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I. **Planning your Event:**

- First of all, THANK YOU for volunteering to feed our community, whether it's for a fundraiser, Sabbath 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 book it with Garnett Losak (garnett@fuub.org). 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 will need to pay for extra custodial help (\$25/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.

II. **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:
 - Protein (beans, tofu, eggs, chicken)
 - Vegetable (again, think seasonally)
 - Starch or grain (rice, pasta, potatoes, tortillas, bread)

- Salad (leafy green or other)
- Fruit (either salad, or whole fruits)
- 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 |

III. 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. And are really delicious!
- 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.
- Always feel free to contact the Food Justice Ministry (Danny, ddigiacomio47@gmail.com; Vonda, vonda615@gmail.com) for ideas/advice on vegan cooking.

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:
<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/7-steps-community-meals/7-steps-community-meals>

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.
- Chris or a custodian is available to help clean up on Sundays until 3:00.
- 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 fridge.
- Make sure you've turned off the stove and burners when you're done.
- If you have leftovers, sometimes they can be used - for instance if your event is Saturday evening, they can be served at coffee hour the following day.
- 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. Condiments and long-lasting items like unopened beverages are ok to leave, but perishables are likely to mold.
- We now have curbside organics collection! Place all food scraps in the brown bin. Please also place paper, metal and plastic in the appropriate recycling bins.