



DWIGHT  
MISSION  
CAMP AND CONFERENCE CENTER

# Food Service Guidelines

## **Dwight Mission Kitchen Guide**

Dwight Mission Staff and authorized guest are the only persons permitted in the kitchen.

Kitchen Staff are the only staff permitted in the kitchen prep and dishwashing areas.

At least one kitchen staff member must be present at all times while the food is available to guests.

Kitchen staff are responsible for accepting deliveries and storing and rotating stock as needed.

Closed-toed shoes, long or short sleeved shirts, long pants must be worn in the kitchen, pantry, dish room, coffee serving area, and kitchen office area.

The kitchen will remain locked at any time kitchen staff is not present.

Dwight Mission has a set menu. All alternative meals must be approved by the Executive Director.

Kitchen staff must submit all receipts to the camp office promptly after deliveries.

No prep work or serving or dishing up, in pantry, freezer, or walk-in.

Store all items off the floor and in accordance with health department rules.

Except for quick trips in and out, or repeated trips sequentially, close walk-in doors completely.

Wear gloves when handling food ready to eat.

Don't carry dishes, food items, pots, pans, containers, utensils or other kitchen items against your body.

Aprons must be removed prior to cleaning with chemical and or smoking.

All clean cups will be removed from cup racks and stacked next to the ice dispenser in the dining following drying.

Empty cups racks will be stacked near the dish room to receive dirty cups.

Salad bar shall be the last item out and the first items in during serving time. Service the salad bar regularly during service time. Remove dropped items from containers before storing.

Un-served leftovers must be properly labeled and maybe can be reused once.

Served leftovers must be thrown or given away. Leftovers may be provided to staff.

No headphones or cell phones during serving time.

Rinse cloths before returning them to the bleach water, using 1 cap of bleach per container.

Use strainers in sink drains.

All dishes must be at least rinsed and stacked on wash area, if not run through.

Silverware is run two times.

Store mugs in cupboard with handles pointed the same direction and facing out.

Prep trashcan must be covered at all times except during prep.

Kitchen trashcan must be covered at all times the kitchen is closed.

Empty kitchen, dining room, dish room trash cans frequently, and make sure garbage is put in the garbage trailer out back or straight in the dumpster.

After the evening meal or the last meal of a group, cooks are responsible for sweeping and mopping kitchen, dish room, office, pantry, dining room and beverage area.

Kitchen mats should be used.

Only Dwight Mission food may be placed in the commercial kitchen cooling units.

### **Kitchen Staff responsibilities:**

- cleaning the kitchen as they go. This includes cleaning all dishes and utensils.
- cleaning burnt pans.
- putting away the Salad Bar items and leftovers promptly, before the majority of dishes.
- breaking down boxes promptly. Place outside back door in a pile
- writing menu on white board for the upcoming meal.
- making sure coffee stocked and stocking teas, sugars and creamers.
- wiping all surfaces in the kitchen, pantry, serving counter, coffee counter, coffee maker, salad bar, serving table, walk-in and freezer with bleach solution.
- washing, drying, folding and putting away kitchen laundry daily.
- emptying trash in kitchen, kitchen office, and out front.
- recording walk-in and refrigerator temperatures.
- wipe down all shelves, cupboard doors, oven doors, burner tops, walk-in doors...
- wiping with bleach solution and setting tables, filling and wiping napkin holders. For round tables, place two chairs between each set of table legs and place settings to match.
- setting out rags and soap bucket for wiping tables.
- removing dining room trash lids at meal time and replacing after.
- emptying trash in staff bathroom, laundry room, and dish room.
- weekly cleaning of the bathroom sink and toilet.
- wiping with bleach solution all surfaces in dish area, pass through.
- running disposal at the end of washing to clear the unit completely.
- record dish temperature on chart once each day.
- checking, restocking, and cleaning of restrooms Daily at the beginning of the PM Shift.

**Hand Washing examples:** [Gloves can be washed unless they are torn, or you have been working with raw meat.]

Before starting kitchen work	After using restroom
After scratching, blowing, or wiping nose or mouth, sweat from brow...	
After touching hair	After using wiping rag or sponge on any surface
After eating anything, whether in the kitchen office or dining room,	
After shaking hands	After picking anything up off the floor
After touching door handles	After direct contact with any food
After ringing bell	After sweeping or vacuuming
After emptying trash	After stacking or setting chairs
After clearing leftovers	Before serving food

## Kitchen Staffing

Guests	Head Cook	Assistant
0-25	One	None
26-50	One	One
51-75	One	Two
76-100	One	Three
101-150	One	Four

Beverages:

### **Water & Juice**

Fill pitchers 2/3 full. This can be done 45 minutes before the meal. Then add 1/3 to 1/2 scoop of ice just before serving 15 minutes before the meal. This goes for both juice and water. **Have 5 or so pitchers of juice ready to be traded out on the side kitchen counter.** 20 minutes into the meal, start having groups check other tables for left over juice. In the AM, please use juice cups. Groups will be instructed to refill their water pitcher via the ice holder and the water faucet on the beverage bar. However if the groups do come up and ask for water, hospitality wins out, please fill it up with water and ice for them.

### **Milk**

Milk will be placed on the bar in ice.

### **Coffee & Tea**

Tea (Sweet and Unsweetened) is available on the beverage bar. The larger cups are for ice tea. When making coffee, please make Decaf first. As a rule groups drink more Regular Coffee than Decaf. By making decaf first, it gets it out of the way, and then more regular can be made without having to move the decanter.

### **Table Set Up**

Juice and water will be set on tables 15 minutes before the meal. Cups are placed upside down on the table in stacks of 4, (2 stacks if the table is of 8). Check the napkins, and salt and pepper levels.

### **Daily Cleaning List:**

Wipe down phone in kitchen and kitchen office  
Bathroom  
Carts  
Sweep after each meal  
Mop at end of day  
Stove tops after dinner  
Laundry(or as needed)  
Wipe tops of washer and dryer, check lint trap  
Keep pantry shelves neat and tidy-no open boxes, or spills on floor, or misplaced items  
Wipe plate carts

### **Weekly Cleaning List:**

Clean warmers with water only inside, outside wipe down especially the handles  
Sweep walk-in  
Sweep and mop pantry floor  
Buffet line wipe inside and out  
Dispose of out-of-date food  
Put stock away when it arrives or soon after  
Wipe down napkin dispensers  
Wipe down salt and pepper shakers-refill if necessary  
Deep clean 3 bin sink  
Wipe down walls of dish room  
Clean shelf under counter in dish room  
Deep clean dish machine  
Wipe down silverware slides  
Wipe down doors paying close attention to where people place their hands  
Empty and wash silverware holders, refill when finished

### **Monthly Cleaning List:**

Ovens  
Reach-in cooler, wipe outside doors, clean inside  
Walk-in cooler, clean racks, mop floors  
Prep sink, clean windows and counter area, clean shelf underneath and floor under counter  
Sweep and mop under shelves in pantry  
Laundry room, tidy shelves, sweep, mop  
Chemical room, tidy shelves, sweep and mop floor

### **Before a Meal:**

- Wipe down all tables
- Menu on white board
- Check napkin dispensers-fill if needed
- Check coffee area-make more coffee, refill creamers, sugars, tea as needed. Make sure area is clean.
- Cups on tables (up-side down)
- Water &/or Drink on tables
- Cleaning rags in bucket by sink near coffee
- Ice dispenser filled
- All lights on in dining room and kitchen serving areas
- Take lids off trash cans
- Liquid bucket out
- Check silverware holders, fill when needed
- Music off 15 minutes before a meal
- Place salad bar bowls on front part of line
- Think about flow of food line

### **After a Meal**

- Wipe tables
- Remove cleaning rags bucket, change water and rags for next meal
- Wipe down and restock coffee area
- Empty trash cans if heavy, smelly or full, replace lids
- Empty liquid bucket, send through dishwasher
- Wipe down dirty cup cart
- Wipe all carts
- Wipe all food prep and service surfaces
- Clean sneeze guard
- Sweep and mop
- Turn off all lights
- Close kitchen doors, leave door closest to dish room open

Food Service at Dwight Mission is a team effort.  
If you have time to help, please do so. In fact please MAKE time to help out. As in everything we do, this is a ministry.