

Duties – 1st Shift Coordinator

You are responsible for the overall coordination of the Enchilada Dinner

- Things to do BEFORE dinner day
 - Ask the Activity Office how many tickets were sold
 - Meet with the chef to make sure adequate amounts of ingredients will be on hand
 - It is better to have extra food leftover than to run out early before all have been served
 - Check that the beef, tomato sauce, tortillas, cheese, lettuce, carrots, beans, chips, salsa, and ice cream are available in sufficient quantities
 - Most items are open stock, already available in the kitchen area, so the exact number are not critical far in advance. The March dinner is more critical, because it is nearing the end-of-season, so stocks are lower.
 - Get 2 sets of table numbers and 1 set of numbers for table calling from the Activity Office, preferably on the day before.
 - Ask Alex or Nephi to print out the Volunteer Tasks spreadsheet with names
 - Chef Art is usually available if there is a need for him.
 - Dinner scheduling of the Bistro is done by Carrie.
 - Get the dates to her for the next season in March
 - There is only 1 seating at 5:00
 - Book the Sonoran café for the same dates
 - The Sonoran is use for volunteers to eat
 - Often, the Activity Office forgets to book the Sonoran

- Dinner Day – Before the Volunteers Arrive
 - 8:45 – Make sure enough aprons and white cleaning cloths are set out
 - Bring all backup data and notes, including recipes
 - Post the worker spreadsheet in the kitchen on the cork board
 - Verify the fridge, freezer, store room, and drinks cupboards are unlocked. VO staff will help
 - Check the large metal trays are in the Warming Ovens (???)
 - Prepare for the Salad Prep volunteers
 - Set out 2 large bowls for mixing salads
 - Set out plenty of small paper bowls (for salad), lettuce, cucumbers, and grape tomatoes
 - Have a rack with metal trays available to store the prepared salad bowls

Duties – Drinks prep

1. Water and Lemonade coolers

- a. Get 4 5-gallon orange or blue coolers from under table at the back of kitchen. 2 will be used for Lemonade. The other 2 will be used for Water.
- b. Water coolers
 - i. Place 2 coolers onto kitchen cart
 - ii. Fill each cooler to $\frac{3}{4}$ full using water from filtered water hose at the right side of upper cupboards
 - iii. Pull the kitchen cart outside of the kitchen. Place a water cooler on each of the tables to the right and left of the serving area
- c. Lemonade coolers
 - i. Get Countrytime 82oz lemonade mix from upper cupboards next to table.
 - ii. Place 2 coolers onto kitchen cart
 - iii. Fill each cooler to $\frac{3}{4}$ full using water from filtered water hose at the right side of upper cupboards
 - iv. For the Lemonade coolers, use $\frac{1}{2}$ of the lemonade mix per cooler. Make sure lemonade is well mixed/dissolved using a whisk.
 - v. DO NOT put Lemonade out until 4:45. If you put them out early, people will start drinking from them.

2. Ice & cups

- a. Ask Chef Art for the plastic cup holders and plastic cups
- b. Place holder and plastic cups next to each water cooler
- c. Next to the large kitchen table, you will find some large metal bowls. Pull 2 of them out for ice.
- d. The ice machine is at the east end of the kitchen. Use the attached scoop to fill the bowls with ice.
- e. Place a bowl of ice next to each water cooler

3. At 4:45, move the Lemonade coolers out to the tables.

Duties – Chips & Salsa prep

You will be preparing the bowls of chips and salsa for each table

1. Ask the shift coordinator how many tables need to be set. (8 persons per table. So 320 tickets = 40 tables or 40 bowls and baskets of salsa and chips)
2. Chips are served in the wicker or plastic basket in the kitchen.
 - a. Chips are in large 2 lb bags, 6 to a box, in the store room
 - b. Line the basket with a napkin and fill with chips
 - c. Use 1 bag of chips for 8 baskets
3. Salsa is served in small black bowls kept in the top shelf of the store room
 - a. Salsa comes in 3 quart cans in the rack next to the large flat table at the back of the kitchen.
 - b. Using a $\frac{1}{2}$ cup measure, fill the bowl about $\frac{1}{2}$ full. DO NOT OVERFILL.
4. Place baskets and salsa onto kitchen carts
5. At 4:50pm, start placing 1 basket of chips and 1 bowl of salsa on each table. DO NOT distribute chips and salsa early

Duties – Enchilada baking

You will be baking the enchilada trays.

Note: Warming oven problems

1. The 2 ovens in front will be used for most of the baking and serving.
 - a. 5 of the larger trays will fit in each oven
 - b. Use a thermometer to check the internal temperature of the enchiladas. It should be at least 165
 - c. The ovens facing the Baja Bistro heat up the enchiladas too fast; they do not have low enough temperature settings. You may have to turn the ovens off and on to get the right temperature.
 - d. Do not start the ovens until 3:45. We have been using the warming ovens in the center of the kitchen for the enchiladas, as well as for the beans and sauce.
 - i. DO NOT use the warming ovens behind the regular ovens. There are stacking problems with pans due to the racks.
 - e. Set warming ovens to 180
 - i. Check that cheese is melting and not browning.
 - f. Separate the enchiladas just before serving
 - i. Use a spatula and separate the rows and edges as well. The cheese will have melted and stuck the enchiladas together.
 - g. Take the trays of enchiladas out to the servers as needed. One person can do both of these tasks, but it is easier with 2. The 2nd person can monitor the beans and sauce, as well as the enchiladas.

Duties – Table & Serving stations setup

You will be setting up the tables and serving stations

1. Ask the shift supervisor how many tickets have been sold.
 - a. Make sure the VO staff have set up the right # of tables
 - b. $(\text{Tickets} / 8) = \# \text{ tables}$
2. Set out table #'s and salt & pepper shakers on each table
3. Set up warming trays at serving stations
 - a. Add about $\frac{1}{2}$ gal water in each of the beans and sauce serving stations

Duties – Announcer

The announcer calls out the tables number for getting served.

Since Covid, we have a larger number of take-out orders. Take-out orders operate under the same rules as “regular” diners. Take-out orders should sit at a “regular” table and go up when that table is called.

Duties – Ticket Takers

You will be taking tickets from people.

- Set up a table in front of the servers
- Take the tickets from people as they get into the 2 food lines
- Put the tickets into a plastic basket
- Give the tickets to the Organizer at the end
- The ticket takers can also take tickets for those volunteers eating early

Duties – Ice Cream Serving

You will be handing out the ice cream bars as people finish dinner

- We give out individual ice cream bars as dessert
 - This is more sanitary, uniform size, and an open stock item
 - We have used Klondike bars with great success
- The ice cream is kept in the freezer
 - Take some ice cream bars out starting at about 5:15
 - One server for each side of the room works best
- Once it looks like a table is mostly finished eating
 - Hand out ice cream bars to the entire table
 - It is best to serve a whole table at one time
 - Everybody gets one and only one ice cream bar

Duties – Table cleanup

You will be cleaning up the tables after dinner has been served

1. Several people are needed to wipe the serving area and clean up the tables after dinner has been served
 - a. Once a table is empty, clear it of
 - i. Salt & Pepper shakers
 - ii. Chips and Salsa bowls
 - iii. Any leftover dishes and utensils
 - iv. Bring the dirty salsa bowls to the washing area
 - b. Note: Often, you will encounter a table where people are continuing to converse, but have not cleaned up their table
 - i. Be polite, but DO NOT WAIT for them
 - ii. Clear the table of Salt & Pepper shakers
 - iii. Clear the Chips and Salsa bowls
 - iv. Clear any leftover dishes and utensils
 - c. Take the table #'s and return them to the store room
 - d. Empty the bowls of ice near the lemonade
 - e. Take the cups and put them away in the kitchen
 - f. Use the wet vacuum to empty the water out of the warming trays for the beans and sauce

Duties – Cook Beef

You will be cooking the beef for stuffing the enchiladas

1. Using the big tilt cooker, fry up to 90 lbs of the 90/10 ground beef
 - a. The beef comes in 10 lb bags
 - b. Each 10 lb bag serves ~40 persons
 - c. 300 servings = 8 bags of ground beef
 - d. Cook slightly more meat than required
2. Add all the meat to the cooker BEFORE turning heat on
 - a. Set temperature to 250 degrees
 - b. The thermostat is not reliable. You might need a higher temperature
3. Cook the meat to 165 degrees
 - a. Having the top down of the cooker speeds up warming
 - b. Cook beef until well browned before adding sauce and spice mix

Duties – Salad Dressing creation

You will be preparing the Salad Dressing for the dinner

1. This salad dressing is for 180 people
 - a. 1 gal Mayonnaise
 - b. $\frac{1}{2}$ cup dried/minced Onions
 - c. $\frac{1}{2}$ cup dried Dill
 - d. 3 cups Apple Cider Vinegar
 - e. 2 cups White Sugar
 - f. Adjust for # tickets sold. Double if >300 tickets sold
2. Preparation takes $\frac{3}{4}$ hour
3. Split into 2 labeled covered metal bowls
 - a. Store in cooler until serving
 - b. 1 bowl is required for each serving line
4. We always have salad dressing left over

Duties – Salad Prep

You will be prepping the salad in individual bowls

1. This task takes 4 people for 2 hours. Start about 10:00
2. Use the 2 tables near the back entrance
3. Use shredded lettuce in 5 lb bags (4 to a box)
 - a. Use 1 bag for 60 people
 - b. Use 1 tray diced tomatoes for 180 people
4. In 1 large bowl (enough for 120 salads), put:
 - a. 2 bags of lettuce (5 lbs bags)
 - b. 1 large chopped red cabbage
 - c. 2/3 bag of shredded carrots (5 lb bags)
 - d. 3 sliced English Cucumber

i. Note:

Add red /purple cabbage if shredded not available for 250 people; use 1 head per 70 to 100 people, 5 heads for 360 if small or 4 if large. We also added shredded carrots in 5 lb bags, 4 bags per box; spread out when mixing to assure even coverage, 10 lbs for 360 people. The carrots are mixed with the lettuce and red/purple cabbage. Use 1 long English cucumber per 36 people (not regular cucumbers which can be soft in the middle). Purchased vegetables must be washed before use. Used the food processor to slice the cucumbers, the kitchen now has one. Tomatoes and cucumbers are added after the small bowls are filled. Use grape tomatoes for the salad, 3 per bowl, use more only if the box is not empty. The small bowls are in the dry storage closet on the east (left) side. Put 12 paper bowls of salad per trays in 2 large racks, cover the trays with large plastic bags to prevent the salad from drying out, (bags were on the shelf behind the tilting cooker) and put the racks of trays in the refrigerator.

Setting individual bowls takes more time to prepare but makes it much faster and easier for the servers, so less time overall. Make a few less than tickets sold as some don't take salad and the surplus must be thrown out if it can't be given away.

Duties – Sauce prep

You will be preparing the enchilada sauce mix and cooking it with ground beef

1. After the ground beef has been cooked, add the sauce mix to meat
 - a. Get cans of tomato sauce and ketchup from the rack
 - i. Use 1 can of tomato sauce per bag of 10 lb meat
 - ii. 300 servings = 8 cans of tomato sauce total
 - iii. Use only 1 can of ketchup total
 - iv. The can opener is usually located on the counter next to the rack of cans of tomato sauce and ketchup
 1. BE CAREFUL removing the can lids. Use a butter knife to help lift the lids.
 2. Make Spice Mix
 - a. The chef usually mixes the spices the day before
 - i. 1 cup = $\frac{1}{2}$ lb
 - ii. Spice mixture for 90 lb beef or 360 people
 1. 18 cups – Minced onion
 2. 9 cups – Chili powder
 3. 9 cups – Granulated garlic
 - b. Mix the spices in a tomato sauce can using a whisk. Dump everything into meat. Add an equal # of cans of water as cans of tomato sauce to the meat/spice mixture.
 - c. Mixing the spices with water makes the blending easier. It also helps assure that the spices do not clump.
 3. The tilt cooker will be used later on for the beans preparation, so do not clean it after cooking the meat. The flavoring helps the beans.

- a. Remember to turn off the heat after emptying the sauce. The tilt cooker automatically turns off the heat when the cooker is tilted, but it turns back on when lowered.

Duties – Sauce Straining

You will be straining the Enchilada meat/sauce. This is best done with 3 persons. 1 scooper and 2 strainers

1. Take 1 of the 6" deep rectangular pans from under the counter. Place the pan on a kitchen cart in front of the cooker. These pans will be used to catch the sauce.
2. Take 1 of the shallower 4" deep rectangular pans. Place the 4" pan onto the flat-top next to the cooker. This pan will be used to hold the strained meat.
3. Take 2 10" meshed sieves to strain the meat mixture. Rest the end of the sieve over the 6" pan
4. Using a small sauce pan, scoop the meat from the cooker into the sieves. Allow the sauce to drain thru.
5. Once the sauce has drained thru, dump the meat into the 4" pan
6. Once the sieve touches the sauce, it is time to change the 6" pan. Place the full sauce pan in the warming oven to the left of the gas stove.

Duties – Sour Cream prep

You will be scooping sour cream into individual servings

1. Scoop the sour cream into the 2 oz (?) single serving cups
 - a. Many people don't take sour cream, so make ~20% less than the number of tickets sold
 - b. Ie, for 300 tickets, make 240 sour cream servings

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1. This task takes 4 people for 2 hours. Start about 10:00
2. Use the 2 tables near the back entrance
3. Mix salad in the largest plastic bowls, from the top shelf in store room.
 - a. Each bowl will make salads for 120 people
 - b. Use 2 bags of lettuce (5 lb bags) in the bowl
 - c. Use 1 large chopped red cabbage
 - d. Add 2/3 bag of shredded carrots
 - e. Mix well
4. Use the small bowls for individual servings
 - a. The small bowls are in the dry storage closet
 - b. Put 12 paper bowls of salad per tray
 - c. Fill the paper bowls with the salad mix
 - d. Grape tomatoes and sliced English cucumbers are added after the small bowls are filled.
 - i. Before use, wash the grape tomatoes and English cucumbers
 - ii. Use the food processor to slice the cucumbers
 - e. Put 12 paper bowls of salad per tray (???)
 - f. Cover the trays with large plastic bags to prevent the salad from drying out.
 - i. The plastic bags are on the shelf behind the tilting cooker
 - ii. Put the racks of trays of salad in the refrigerator
 - g. Making individual bowls of salad takes more time to prep, but makes it much faster and easier for the servers.
 - i. Make a few less salad bowls than tickets sold. Some don't take salad and the surplus must be thrown out.

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Duties – Enchilada rolling

You will be filling and rolling the enchiladas into the cooking pans.

1. Enchilada prep is done on the 2 tables at the back of the kitchen.
 - a. Spray the enchilada pans with a non-stick cooking spray and set aside.
 - b. 5 people total are needed for this task. 4 people to roll the enchiladas. 1 person to put on the sauce and cheese.
 - c. Start time is 2pm. Any earlier, and the enchiladas might dry out.
2. The 10 inch tortillas are kept in the refrigerator in 12 bags of 12 per bag.
 - a. The enchiladas are put into the previously sprayed trays; 13 on a side, 2 rows, all in the same direction, for 26 enchiladas per tray.
 - b. Add $\frac{1}{4}$ lb of meat (about $\frac{1}{2}$ cup level, not heaping) per tortilla.
 - c. Once the tray is filled with enchiladas, ladle the sauce onto the tortillas, making sure to cover all of the enchiladas.
 - d. Spread $\frac{1}{2}$ package of cheese (5 lb bags) per tray
3. Note: There are 13 of the larger trays available for enchiladas – which will serve up to 338 guests. If needed, there are 3 smaller trays that will hold 18 enchiladas each.
4. Note: We tried using mozzarella cheese once, but it was too stringy and hard to separate the enchiladas later.
5. As each tray is completed, it is put into the warming or regular ovens.
6. We always make some extra enchiladas in case of problems and usually sell the extras after the meat at \$4 each.

Duties – Beans cooking

You will be cooking the re-fried beans

1. You will be using the tilt cooker to warm the re-fried beans.
 - a. Note: The tilt cooker will not be clean when you start. It will contain the remains of the beef and sauce that was cooked in it earlier.
 - b. Grab cans of re-fried beans from the rack near the large table
 - i. 1 can of beans per 35 people. Usually 8 cans of beans for 280 guests. 9 cans for 300+ guests
 - ii. The electric can opener is usually on the opposite side of the wall the tilt cooker located on.
 - iii. BE CAREFUL removing the can lids. Use a butter knife to help lift the can lids.
 - iv. Note: Breaking the vacuum is the key to getting the beans out of the can. Usually, this means turning the can upside-down and “slamming” the can down onto the tilt cooker.
 - c. Add 1 can of Salsa Sauce from the same rack as beans
 - d. Adjust the temperature of the tilt cooker to get the beans to a low boil.
 - i. Use a small paddle/spatchula to stir the beans occasionally to prevent sticking and scorching
 - ii. Cook the beans until warm and smooth (45-60 minutes)
 - e. Using a small pan, scoop the beans into a 6” deep rectangular pan. Move the full pan into the warmer rack to the left of the stoves until needed for serving.
2. Clean up cooker
 - a. Using the hose next to the cooker, spray and clean the tilt cooker.
 - b. There is a bucket with the bottom cut out nearby. Please the bucket over the drain in front of the cooker and put one of the strainers over the top of the bucket.
 - c. Using the wheel in the front of the cooker, tilt the cooker forward until the water drains from the front of the cooker.
 - d. Using the water hose, clean out the remainder of the cooker.
 - e. Tilt the cooker back to its original position. Wipe it down.