

## **Procedure**

### **Common Meals**

**Responsible: Kitchen Committee**

*Last reviewed 6/3/2018*

#### **Meal Planning**

##### **Signing up to be a Lead Cook or Member of a Cooking Team:**

An individual acting as “lead cook” or “lead meal organizer” will sign up on the shared meals calendar on the PDXC portal, using the “Sign up to Cook” form, for a date and time to offer a meal and will ask for the number of helpers he or she would like.

The lead chef will also send out an announcement/invitation to the community in advance of the meal on the form on the PDXC portal, (resulting in the “YIPPEE” email).

Individuals will respond to the announcement of a meal by signing up to be on the meal team, and indicating what specific job(s), if any, they are available to help with.

The lead cook will propose the menu for the meal, with participation from the meal team, as desired. We encourage cooks to plan meals that acknowledge the food sensitivities of community members. This does not mean that all meals must be gluten free or meet all members' food preferences.

The meal preparation team will decide how to divide up responsibilities for menu planning, shopping, meal preparation, serving, and clean-up, and posting menu and meal ingredients. The team will review the staples/ingredients available and shop as needed for the meal.

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We encourage experienced cooks to mentor meal helpers who are less experienced in cooking for large numbers and build their capacity to lead meal teams in the future.

The meal team should post the detailed menu and ingredients for the meal on the meal calendar at least one day prior to the final date for signing up to eat a meal.

The chef will determine the deadline to sign up—announce the deadline under “Special Instructions” on the “Sign up to Cook” form and under “Comments” on the “Invite Community to the Meal” form.

### **Signing up to Reserve a Place at a Meal**

Individuals who want to eat at a scheduled meal should sign up for the meal on the PDXC portal within the deadline established by the cook (or with the express permission of the cook) to allow time for the meal team to determine menu amounts for food shopping.

Before the meal, a sign-up sheet will be printed from the PDXC portal with names of members who responded for the meal.

If you sign up for a meal but don't show up, you will be charged as if you had attended that meal.

Members are welcome to invite visiting family members and guests to join us for regularly scheduled meals at their own expense. Please sign up for all visitors following the same time line as for signing up to eat a meal.

### **Meal Cost Accounting Procedures**

The objectives of the Meal Cost Accounting procedures are to:

- Establish procedures for collection and reimbursement of expenditures associated with preparation of shared community meals.
- Ensure that the procedures are fair and equitable to all members of the community.
- Develop a process to fund purchases of staples for meal preparation.

The chef/cook team will determine how much food will be needed to cover the number of planned meals and will front the money for the food costs. The meal charge per person will be rounded up to the next dollar to provide funds for the kitchen staples kitty.

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A member of the cook team will prepare the check-in list for a meal by collating the names of people who have signed up for the meal from all sources (online and paper reservations).

The designated meal cost accounting person will determine the charge per meal by adding meal-related expenditures from all sources and dividing by the number of expected diners. Round up to the nearest dollar for the cost per person for the meal (see the meal cost summary report form).

Announce this price to the PDXC community before the meal. We recommend sending an email and/or showing the price at meal sign in. Guests or diners who have not signed up by the deadline may be added only at the chef's discretion. The cost of their meal will be the same as the previously set price. Funds received in excess of total meal expenditures will be added to the kitchen kitty for staples.

A member of the cook team will be responsible for checking to see that all individuals with meals reservations (including those who did not attend the meal) and all walk-in diners have paid for the meal. Members of the community are responsible for the meal costs of any guests they invite.

If someone signed up and doesn't attend or plans to arrive late, they may request the cook team to serve a plate for them with all meal items and place their full meal in the refrigerator (in their unit or labeled in the main kitchen).

At the end of the meal, the meal accounting person will count the money collected and collect money (or IOUs) from individuals who have not yet paid for the meal.

Meal payments will first be divided among all individuals who made meal expenditures, to meet their out-of-pocket costs. The meal accounting person will also keep track of and collect money from any IOUs from non-payers.

The cost accounting person for the meal should complete the Meal Cost Summary Report (copy attached) and place the report in the blue kitchen binder.

**Overages** should be logged in and placed in the designated kitty jar, with a notation for the amount added and the meal date and person. This money will be used to purchase staples for use by all preparers of shared meals. (Money in excess of actual meal expenditures will be generated

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from two sources: rounding up the per meal cost to the nearest dollar and the additional meals purchased by walk -in guests without reservations.)

**Any shortfalls** should be noted on the meal summary cost report. A shortfall might occur if not all members and their guests who made meal reservations paid for their meals. The designated cost accounting person for that meal will follow-up on any shortfalls to collect the amount owed.

The members of the Meals Work Group will review the meal summary cost reports and will use this information to assess and inform improvements to the shared meals procedures.

The Meal Cost Report is included at the end of this procedure.

**Meal Preparation: Health and Safety Procedures**

Health and safety procedures are of the utmost importance for all food preparation and cleanup.

All cooks and kitchen help are to read the Multnomah County Food Handler's Guide and complete the questionnaire in the Kitchen Notebook that indicates familiarity with key health and safety procedures.

Clean the prep sink with hot soapy water and sanitize with the bleach solution.

Remember to wash hands frequently; especially before handling clean dishes/glassware, after touching raw meats/poultry/fish and after touching doorknobs, step stools etc.

Tables should be cleaned with the same bleach solution.

If you have a fever, diarrhea, runny nose or cough, open wound(s) on your hands, or an airborne communicable disease, you must excuse yourself from the cook team.

Before beginning any meal preparation task, wash hands at the handwashing sink. Mix a bleach solution (1 tsp. to a gallon of water) to clean all counters before preparing any food.

## **Procedures for Kitchen Clean-up Overview**

A clean up team of 3 to 5 people is needed for each meal.

Here is the list of tasks to be done after each meal:

- Work in dish room: At least 2 people needed. One for dirty dishes and one for the dish sanitizer and clean dishes. A third person may “feed” dishes into the dish room from the busing station.
- Clear dishes from the table at the end of the meal.
- Bus and scrape dishes.
- Clear food from the cooking and invite diners to take away left overs (and/or package dinners for use by Mitzvah Team).
- Clean the stove, counter tops, and tables
- Sweep the floor and empty the garbage and recycling containers in the recycling/garbage room.
- Launder tablecloths/napkins/and dishtowels.
- The next day after the meal, the Kitchen Clean-up Team members (two Task Teams) will returned dried dishes to proper place, and fold and put away linens if needed.

## **Kitchen Clean-up**

At the end of the meal, a volunteer diner from each table will clear the dinner dishes to the island, scrape plates into the blue composting bucket, and stack dishes by type in the busing tubs. Separate the glassware from the other dishes to make it easier for the dishwashers as there are separate dish machine trays for each type of tableware.

Clean all tables and countertops with the bleach solution. We encourage diners to linger in conversation after the meal is completed, so please don't rush the clearing of the mats and wiping down of the tables.

Clean the stove using hot water with dish soap. There is a small green bucket for you to make hot soapy water. To clean the kitchen counter and tables use the green-stiped bar rags. **(Please do not mix the bar rags with the scrub rags used for cleaning floors etc. See below.)**

Place used kitchen bar rags, towels, tablecloths and napkins in the appropriate containers. Wash the kitchen towels in the laundry room separately on hot. **Do not mix with the scrub rags.** (The

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reason is that the water in our washing machines does not get hot enough to kill most bacteria and viruses. So, let's do the best we can to keep spreading germs to a minimum.)

Empty compost container, garbage, and recyclable containers as needed to the appropriate containers in the garbage/recycling room.

### **Dish Room Procedures**

#### **Dish Washing:**

One person is needed to handle the dirty dishes. Wash or rinse the front and back of all dishes and flatware so that no visible food particles or grease/film remains. The dish sanitizer will not remove all of that and may clog the spray arms and filter. A sink of hot soapy water works best.

One person is needed to handle the dish machine and clean dishes. Hands must be washed each time after handling dirty dishes, door knobs etc. Handle clean flatware by the handle and not the eating end.

An additional member of the clean up team is helpful to pass sorted dishes from the bussing cart to the dishwasher to keep the process moving.

Load plates, smaller bowls and serving/cooking pieces that need to be held upright in the pronged tray and larger ones on a flat tray.

Glasses go in the cubicle trays designed for them.

Dishes are to be loaded so there is no overlapping as this prevents the solution from covering the dish.

As tables are being cleared, soak the flatware in hot soapy water in the flatware container on the bussing cart. Please do not place sharp knives into the flatware bin. Utensils need to be scrubbed on both sides so no food/film remains.

To ensure that the flatware is clean, first run the flatware in a flat tray and then run it through again in the blue flatware baskets with the eating end down. (Handle up)

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All dishes and flatware are to air dry in the racks. Dishes can be placed in the cupboard while still damp if you run out of dish machine trays.

To protect our investment in the kitchen equipment, please wash the saucepans and sharp knives in hot soapy water and air dry instead of putting these items through the dish machine.

The hotel pans and sheet pans can be run through the dish machine.

### **Operating the Dish Sanitizer:**

- Run water in the sink until it is hot.
- Push the drain button on the machine to empty the water if it has not already been done.
- Push the wash button until it fills. For the first warm-up wash cycle after the machine fills, lift the door to start the wash process when it says ready, but do not load dishes.
- The machine will then wash, rinse, and sanitize.
- Then run 2-3 loads of the dish sanitizer to get the water up to at least 100 degrees.
- Load your first tray of dishes.
- After the machine has completed three cycles, it will display "ready." Slide the tray to the table at the right and insert the next tray of dirty dishes.
- Place the clean trays on the carts and shelves provided to air dry.

*Adopted by PDX Commons 2/7/2018*

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MEAL COST SUMMARY SHEET

1. <b>Total Individuals Signed Up for Meal</b> (Sum of Hard Copy and Online Signups)	_____
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Meal Date: \_\_\_\_\_



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<p><b>2. Total Expenses Paid by Meal Team Members</b></p>	<p>\$ _____</p>
<p><b>3. Per Person Cost of Meal:</b> To Compute Meal Cost Per Person, Divide # 2 by #1. Then round up to the nearest dollar.</p>	<p>\$ _____</p>
<p><b>4. Cash Collected From Diners</b></p>	<p>\$ _____</p>
<p><b>5. Cash that Cook Team Still Needs to Collect (IOUs)</b></p>	<p>\$ _____</p>
<p><b>6. Total Cash Expected From Diners (4 + 5)</b></p>	<p>\$ _____</p>
<p><b>7. Difference Between Total Cash Collected and Meal Expenditures (6 – 2)</b></p> <p><b>Excess:</b> _____</p> <p><b>Shortfall:</b> _____</p>	<p><b>Excess:</b> _____</p> <p><b>Shortfall:</b> _____</p> <p>Explain any shortfall:</p> <p>From persons who attended meal:</p> <p>_____</p> <p>From persons who made reservations but did not attend meal:</p> <p>_____</p>
<p>7. Complete Balance Sheet in Staples Kitty with Amount Deposited</p>	
<p>8. Sign and Date this form, and put in Blue Kitchen Book</p>	