

City of Children

American Kitchen Handbook 2011

I. Ordering-

- We will send you the beginning food document that already includes a sample menu (with pre-entered formulas to calculate the number of people you will host each meal if you simply plug in the number of people in your mission team to the column below “number in mission team”) and grocery list on separate worksheets. You may amend the sample to reflect your plans, or create a new excel document.
- *Grocery lists and menu should be combined into a single Microsoft excel document.* One worksheet within this document should be your grocery list, and a second worksheet should be your menu.
- Please **submit your grocery list and menu spreadsheet to the American Director no later than one month prior to your arrival.** If you have questions or amendments needed, it is helpful to have those worked out before submitting your list and menu by the one month deadline. (Some of the food you need will be ordered through a company that makes deliveries to the home which can take up to 3 weeks to arrive.)
- When creating your grocery list, please only list the item and the amount that you need. **DO NOT INCLUDE PACKAGE SIZES IN YOUR LIST** as the package sizes that we are able to purchase varies greatly from those available in the states and possibly throughout the season.
- It is helpful to us if you organize the items on your grocery list by category (i.e. fresh produce, frozen, meats, dairy, baking, etc.). Doing so also seems to cut down on the number of “forgotten” items (things that you will need that for some reason or another were not included on the actual list).
- The beginning food spreadsheet also includes a list of staple items that we will keep in stock throughout the spring/summer mission season. We charge each group a flat fee (in 2010 it came to \$25 per group) to cover the cost of those items.

II. Arrival ‘Walk Through’

Walk through’ when you arrive with an American Director or Flor to show you where all your food is, the compost pail, the purified water tap, etc. and remind you of things like the punch formula, etc.

III. Using Teens in the Kitchen

- Each time kp (kitchen patrol) reports for duty, every kp teen is assigned one of the following clean-up tasks:
 - washing tables
 - sweeping
 - wash dishes
 - take out the garbage
 - they also help by washing fruit & veg and chopping to prep for meals as needed.
- On *Thursday*, the kitchen needs a good deep cleaning. Some groups plan meals that require less prep on this day and serve dinner outside under the patio so that they can close-off the cafeteria seating area after lunch and use their kitchen duty helpers to deep clean. Other mission teams wait until after their devotional on Thursday night to deep clean. Feel free to adapt when you deep clean to what works best in your schedule. Remember to wipe down and clean *everything* in the kitchen/cafeteria i.e. tables, front/back/legs of each chair, cabinets, counters, high chairs, shelves, tile on walls, washing machine, drink machine, floors, etc. The cleaner the visitor areas are left, the less work the teens and moms will have to do to clean and prepare guest areas for the following group.

IV. Water

- Wash dishes with soap and couple capfuls of bleach in the gray tubs. One gray tub for washing and one for rinsing
- Wash- fruit/veg/eggs in tap water with a little bleach (10% bleach solution kills most germs) and rinse in purified water.
- Wash tables with soapy/bleach water (from dishwashing)
- It takes forever for water to boil, so allow plenty of time for this.

V. Washing Dishes

You may find it helpful to keep two large pots of tap water on the stove to heat (instead of running the tap until it is warm and therefore saving water) for washing and rinsing the dishes. No need to boil the water, just get it hot.

VI. Drink Machine

- 5 parts water to 1 part punch concentrate.
- Don't let it run down to less a third.
- Turn off both at night and back on in the morning.
- Use purified water to make punch (black hose next to machine)
- Last day, do not fill it back up. Leave it as empty as it is when ya'll take your last drink. (The senioritas clean the entire thing out before the next group comes)
- Clean out the drip pans several times each day to keep ants at bay.

VII. Convection Oven

- Directions are on the oven door.
- Be sure to cool it down like the directions say.
- If the package does not say times for convection then the estimate is approximately half of the conventional times. The regular ovens are mostly used for keeping things warm.

VIII. Coffee Pot

- Use purified water. Add 2/3 coffee grounds to the filter for every one pitcher of water.
- This is a bun coffee maker which means there is a water reservoir inside, so when you add water to the top, water will immediately come out of the bottom- so be sure to have a clean, empty pot waiting underneath on the warmer. Don't turn the coffee maker off, but turn the warmers off when the pots are low or empty.

IX. Can Opener

Pull the can up close to the bar and then raise the head and stab it into the can lid very hard. Then hold on to the table, pull the lever down to the horizontal position to crank and open the can.

X. Griddle

- Keep it oiled when you are cooking on it. Turn the heat down after you get it initially warmed, b/c once it gets too hot it takes forever to cool back down.
- To clean it, attack while it is still warm, scrape it down with the brick from back to front, pouring hot water on the back of the griddle and scrape it all forward about three or four times. Then let it cool down completely and then wipe it down with paper towels because lots of the black goo will now come off.
- Don't forget to clean the crumb tray and put it back in.

XI. Outdoor Gas Grill

- Turn the gas line on at the valve located on the bottom of the side of the grill closest to the American kitchen.
- Turn on the gas tubes valves, located directly above the main gas line valve.
- Light the grill (preferably with a longer lighter to put a little distance between you and the flame).
- At the week's end, clean each grill bar individually and thoroughly using a wire brush and scouring pads.

XII. Tables

There are 21 tables in the American kitchen, 7 rows with 3 tables in each row. Each table measures 8ft long by 2.5ft wide. This information would be helpful if you are planning to bring tablecloths or table decorations for an event.

XIII. Silverware

Put out a bowl with warm soapy water out with every meal to collect the used silverware. It makes it easy to wash the silverware afterwards.

XIV. Mopping

It takes only **2 capfuls** of cleaning solution per half bucket of mop water (don't fill it all the way up as it will need to be changed at least twice to mop the Am. Cafeteria because the water gets so filthy). Tip: the dirt comes up easier from the floor when hot water (from the stove) is used.

XV. Laundry:

The washer in the kitchen is to be used for kitchen linens only. Be sure to hang the clothes out by the middle of the day, when the sun is on them so they will be dry by the evening meal.

XVI. Bathrooms

Bathrooms will be supplied with toilet paper, trash bags, hand soap, and a bottle of bathroom cleaner. These items are added on to the stock pantry items portion of a group's bill.

XVII. First aid kit

Good idea to bring a bag with band-aids, antiseptic wipes, safety pins, Neosporin (w/pain relief is great), rubber gloves, hydrocortisone, couple Pepto, couple Imodium, Benedryl antihistamine, aspirin, antacid, sunscreen and sun burn relief, etc.

XVIII. Tips:

- Before the kids enter the cafeteria, let the dorm parent know if you want the kids to sit in every other seat, leaving an empty seat between each child for American visitors to fill in.
- There are 21 tables in the American kitchen, each measuring 8x2.5ft.
- When serving hamburgers, premake several, several plates, but put only ketchup and mayo on the ready made.
- For sandwiches: they like turkey, ham, mayo and cheese.
- The kids love the sliced jalapeño peppers (for lunch and dinner- 3 cans would be enough for the week), and DO NOT like pickles.
- They do not like wild rice pilaf.
- Do not serve dessert *with* the meal; wait until after the meal before putting out dessert. The kids have to eat everything on their plate before they can have seconds or dessert.
- Use the bananas within the first few days as they are the fruit that tends to spoil the quickest.
- Lettuce- the outer layers may look gross on the outside, but peel off as many layers as needed until you get to the good part. Wash in bleach water, rinse in purified, final rinse in ice water.
- Any fruit or veg in the cases: within the first day or two look through to find which is the ripest and use it first or put them in the fridge. Otherwise, gnats will get into them.

XIX. First years (if this is your first year to be in charge of the kitchen):

- Keep it simple.
- Don't feel like you need to feed the kids at every meal, instead try to feed each group one time.
- The babies/preschoolers will eat a lot for lunch, so plan for them to have seconds and some times thirds.
- Biggest meal of the day in Mexico is lunch, which is their hot meal of an entrée and 2-3 sides. They eat lighter dinners.