

## COFFEE URNS

The large coffee urns are stored in the bottom of the Sunday Coffee Hour Cabinet. You will need the urn & lid, grounds basket, stem & lid and the appropriate electrical cord.

Preparation takes approximately 1 minute per urn cup. Be sure to allow sufficient lead time for larger quantities.

| Urn Capacities & Heating Times |     |                            |              |           |
|--------------------------------|-----|----------------------------|--------------|-----------|
| Manufacturer                   | Qty | Pot Capacity<br>(6 oz cup) | Heating Time | Location  |
| GE (for water only)            | 1   | 42                         | 42 min       | Kitchen   |
| Delonghi                       | 1   | 50                         | 50 min       | Kitchen   |
| Hamilton Beach                 | 1   | 60                         | 1 hour       | Kitchen   |
| West Bend                      | 1   | 75                         | 1 ¼ hours    | Kitchen   |
|                                | 2   |                            |              | Storeroom |

For regular coffee we use a little over 1 tablespoon of grounds per urn cup (six ounces). For decaf we use 1 tablespoon + 1 teaspoon of grounds per urn cup.

| Coffee Prep Chart          |              |                              |                            |
|----------------------------|--------------|------------------------------|----------------------------|
| Pot Capacity<br>(6 oz cup) | Heating Time | Grounds<br>Regular<br>(cups) | Grounds of Decaf<br>(cups) |
| 15                         | 15 minutes   | 1                            | 1 ¼                        |
| 30                         | ½ hour       | 2                            | 2 ½                        |
| 45                         | 45 min       | 3                            | 3 ¾                        |
| 50                         | 50 min       | 3 1/3                        | approx. 4 3/8              |
| 60                         | 1 hour       | 4                            | 5                          |
| 75                         | 1 ¼ hours    | 5                            | 6 ¼                        |

Please do not save leftover coffee. Used grounds may be placed in the compost bin outside the exterior door off the rear of the exit hall. Never submerge the urns when washing them out.

## CONVECTION OVENS

- I. Warm – Up (10 – 20 Minutes)
  - A. POWER ON (1) with door closed
  - B. Set FAN switch to COOK (2)
  - C. Set desired cook TEMP (°F) (3)
  
- II. Cook
  - A. Verify ACTUAL cook TEMP (4)
  - B. Set cook TIME (Hrs.:Mins.) (5)
  - C. Place food pans in oven & close door
  - D. Start TIMER (7)
  - E. Timer Display counts down
  - F. Turn off End-of-cook-time-signal (9)
  - G. Remove pans, load next batch.
  
- III. COOL DOWN (after last batch)
  - A. Set FAN to COOL (11). Door must be OPEN.
  - B. Wait for ACTUAL TEMP DISPLAY (4) to read below 250° F
  - C. Power OFF (12)

NOTE: Timer does not turn oven On or Off.

## Dishwasher Operation

Fellowship Hall Kitchen, USH

*Wear full apron – splashes are inevitable and frequent!*

I. **SET BOOSTER TIMER SWITCH** Turn on booster water heater switch on wall left of sink, next to glassware cabinet. Rotate switch past off setting. Set for total amount of time DW will be in use. E.g., if it will be used for about 2 hours after a 1 ½ hour meal, set it for 3 to 4 hours.

II. **SCRAP** Scrape loose food off dishes and flatware into trash. Fruit and vegetable scraps may be saved for composting. Load dishes, flatware cups and glassware in round DW racks, either separately or in combination. Cups and glassware should be upside down, dishes with faces slanting downward.

III. **POWER RINSE** Remove steel strainer and place DW tray in bottom of sink. Use overhead pressure water nozzle to power spray hot water items until clean on both sides. Re-secure spray nozzle on hook when finished.

IV. **STERILIZE** the DW basically sterilizes rather than washes.

A. **Insert DW Strainer** – Put strainer in hole in bottom of DW reservoir, short end down. Make sure it drops correctly into fixed position.

B. **Add Soap** - put small amount of DW soap in DW. Close DW door.

C. **Heat Water** - use Jackson controls on black box beneath DW.

1. Turn on Master switch – light will go on.

2. Push up Heater switch

3. Let water heat – will take a while.

You may leave kitchen while water heats. Check back frequently. DW is ready to wash when it is steaming. If water heater temperature exceeds recommended level by more than 20 degrees (140° F for wash, 180° F for rinse) turn off Heater switch (C2) until unit cools to recommended levels, then turn on again until finished. Check temperatures periodically.

DW may have sprayed hot water onto floor. If so, wipe with paper towels where wet, especially under rubber matting.

4. Fill DW Reservoir – test if water by partially filling DW and observing for steam by holding Rinse/Fill switch in up position. If steaming, continue to fill DW reservoir to overflow level just under opening of strainer top. Add 1 – 2 scoops of soap directly into DW tub.

D. Start Washing - slide loaded round rack of pre-rinsed items left to right, from sink into DW. Slide DW door closed.

If several racks are filled, wash glasses first, cups next, dishes after, & flatware last for most efficient use of water.

Re-fill DV cavity with more soap and hot water when water gets dirty or loses soapiness.

Push Start wash switch on black box. Wash time is very short – several minutes. Prepare and rinse another rack while wash & rinse cycles complete. Rinse takes approximately 15 seconds. DW will turn off automatically when DW is done and is silent. Do Not Open until both cycles are finished.

E. Air Dry - Open DW carefully to avoid releasing steam. Use mitts or potholders to slide hot rack to counter on right. Move tray to another counter, center table or trolley to air dry before putting away.

Silverware will need to be hand dried. The City Health code does not permit cloth towels to be kept in the kitchen. Use paper towels provided or bring and remove your own cloth towels from home.

F. Wash next rack - Slide another filled rack from sink side on left into DW. Repeat steps D to F until finished.

## V. FINISH

- A. Turn off switches - when done, turn Jackson black box Heater switch and Master switch OFF.

Wall timer will turn off automatically when time set is reached. You may leave kitchen without turning it off.

- B. Stack racks - stack emptied round racks under DW to store. Extras may be left on counter. Never place trays directly on floor.
- C. Dispose of any food residue in and under sink strainer.
- D. Remove DW strainer to drain tub water, rinse and set strainer horizontally in DW. Remove any food residue in bottom of DW. Leave DW door open.
- E. Wipe down sink and stainless steel counters surrounding DW.
- F. Turn off sink water faucets supplying pressure water nozzle.

*Remember to leave kitchen as clean as ~ or cleaner than ~ you found it. –*

*Thank you!*

Thanks to Nita Hansen and Bill Willett for their dishwasher operation instructions.

## FELLOWSHIP HALL And Lower Lobby

Fellowship Hall can be accessed by either of the staircases in the upper lobby. It can also be reached by the elevator near the upper and lower northeast exits.

Speak to office or sexton staff for instructions regarding use and operation of lights, heat, cooling fans & sound system, display easels and flip charts, audio visual equipment, etc.

Coat racks are available under the stairs located to either side of the sitting area in the Lower Lobby.

Men's and Women's Restrooms are located on either side of the Historical lounge near the entrance to Fellowship Hall in the lower lobby.

There is a wheelchair accessible restroom with baby-changing and toddler facilities on the inside right of Fellowship Hall, just past the long bench.

Additional chairs and tables may be borrowed from general supply in the Storage room directly across from the kitchen.

Please take a moment to note the location of the lighted signs identifying the entrance to the two emergency exits at the ends of the northeast and southeast exit halls.

After your event, please return extra chairs and tables to the carts in the storeroom. Refer to the Fellowship Hall floor plan for placement of the tables and chairs which remain in the hall.

## FREEZER

The self-defrosting freezer was purchased by the USH Caring Network.

They use the top two shelves to store containers of food for delivery to members in need due to illness, loss, or other personal challenges. All food items include the preparation date and a listing of ingredients. An inventory is kept on one of the shelves and updated as items are removed or added. Periodically, the inventory is checked for accuracy and outdated items are discarded.

The third and fourth shelves are for supplies the Youth Group uses in their soup-making ministry for a local soup kitchen, much-appreciated containers of soup for Caring Network's food supply.

You are welcome to temporarily place items on any extra space on these shelves when hosting events in Fellowship Hall.

However, when making temporary room, PLEASE DO NOT REARRANGE items between the Caring Network's and Youth Group's shelves.

It is also essential to MARK any ITEMS you must leave before or beyond the day of your event WITH THE NAME & DATE OF THE EVENT for which they are intended or meant to be saved.

Frequently, unmarked items have been overlooked because the intended users were unsure about which items were for them. Unmarked items have also been accidentally discarded or used for a different event.

Please make sure the green light at the bottom of the freezer is on and the door is tightly closed before leaving the kitchen.

## “GREEN” GUIDELINES

The Green Sanctuary sub council at USH is working to help us follow environmentally sustaining practices as often as possible. Following their lead, we've removed paper plates and plastic cups and flatware from our general supply and usage. The Green sub council makes and sells environmentally sensitive cleaners which we now use in various ways throughout the Meetinghouse. We encourage you to follow the “green” as much as you can when using our facilities.



## MEASUREMENTS

### Equivalent Measures

3 teaspoons = 1 tablespoon

4 tablespoons =  $\frac{1}{4}$  cup

5  $\frac{1}{3}$  tablespoons =  $\frac{1}{3}$  cup

8 tablespoons =  $\frac{1}{2}$  cup

1 urn cup = 6 ounces or  $\frac{3}{4}$  cup

1 cup = 8 ounces

2 cups = 16 ounces

2 cups = 1 pint

4 cups = 1 quart

2 pints = 1 quart

4 quarts = 1 gallon

### Dry Measure

16 ounces = 1 pound

## MICROWAVE OPERATION

Place food to be heated in microwave safe container. Do not set directly on glass turntable. Heated food may melt some Styrofoam and plastics. Never use metal or aluminum foil in microwave.

Push in button on lower right to open door. Put food in dish on glass turntable. Use numbered keypad to set cooking time. E.g., 1 – 0 – 0 for one minute of cooking time. Press “Start.” Use “Stop/Clear” to pause or reset cooking time.

Wipe spatters and crumbs with water immediately after use.

## RANGE AND OVEN

## REFRIGERATOR

Unless specifically marked, items in refrigerator are provided by members of USH for general use. Please help yourself to small amounts. If you need larger quantities, please replace what you use or bring your own.

Items may be temporarily stored for individual group use. Please mark them with your group's name and date. Pens and labels are available in the drawer beside the refrigerator for this purpose.

Periodically, spoiled and outdated items are disposed of by volunteers.

The City of Hartford Health Department requires that all uncooked meat, fish and eggs are stored in separate containers on the lowest shelf to avoid cross-contamination in the event of spillage or leakage.

Please do not disturb the temperature sensor at the top of the refrigerator.

Before leaving the kitchen, make sure the refrigerator door is completely closed.

## SINKS

There are 3 sink areas in the kitchen:

### 1. Hand Washing Sink

The hand washing sink is required by the City of Hartford Health Department and is located at the front of the kitchen. Everyone preparing and serving food must wash their hands in sufficiently hot water from this sink before starting. Paper towels and a hands-free trash can are provided for sanitary drying. Extra paper towel rolls and latex food handling gloves are stored in cabinet below.

### 2. Food Washing Sink

The Food Washing Sink is inset in the stainless steel counter with a sprayer above. The City of Hartford Health Department requires that the steel basket or a colander (found in the lower rear cabinet next to the sink) is always used when food is washed.

To operate the overhead pressure water sprayer, remove it from the hook and depress the lever. Please secure sprayer to hook on chrome water pipe when not in use.

Lift out stainless steel basket to rinse the sink and drain after use.

### 3. Pot Washing Sink & Drain

The pot washing sink at the left rear of the kitchen includes a washing side on the right and a draining side on the left. Cleaning and sanitizing supplies are kept in the two cabinets below the sink.

Please comply with City of Hartford Health Department sanitizing rules posted on the inside left door of the upper cabinet to the right of the sink. Test strips are available and should be used to ensure the sanitizing strength of your bleach solution.

Overhead racks are provided for air drying items not heat-dried in the electric dishwasher. Please remove items from these racks and the in-sink drain before leaving the kitchen.

NEVER pour oil or grease down the sink drain. In case of emergencies, along with the plunger by the north entry door, there is a hand auger in the cabinet below the sink drain.

Before leaving the kitchen, please make sure the water is turned off on all the faucets, the in-sink strainers are emptied and rinsed, sink wiped, and the sponges have been sanitized by rinsing in diluted bleach and allowed to air dry on rack above.

## TRASH & RECYCLING

Trash cans must be kept covered when not in use.

There are 4 large trash bins in the rear hall for the following purposes:

1. Recyclable paper & small amounts of cardboard
2. Recyclable plastic, glass and metal cans
3. & 4. General trash

*The lids on these bins must be able to close. Overflow trash must be taken with you.*

Cooking Oil – cool and pour into securely covered container. Dispose of with general trash.

Corrugated Cardboard – please bind large quantities and leave near kitchen door for separate pickup

Deposit Bottles & Cans – Please take empties with you or dispose of with the recycled plastic, glass and metal.

Food Scraps – There is a box just outside the exterior door off the rear hall for compost items – coffee grounds, egg shells, fruit and vegetable scraps, etc. Meat, dairy or bone scraps for animal feed must be removed immediately after your event.

*Absolutely no food scraps may be left on the kitchen counters or floor.*

Grease – pour into metal container with cover and temporarily store in fridge until it hardens. Dispose of hardened grease in general trash.

