

## KITCHEN JOB DESCRIPTION-December 2024

### *Important Phone Numbers:*

In case of emergency, call 911. You are at the YWCA Meadowlark Shelter on 3<sup>rd</sup> St.  
PJ, Family Promise Manager (406) 661-3359 SHELTER CELL: 406-550-3855

### **BASIC:**

- Arrive at 5:30 pm. You will need to ring the bell and tell them you are with Family Promise. PJ, manager, or Y staff will let you into the kitchen. There is a key fob hanging on the side of the freezer for you to use to get in and out of the center. Please make sure this gets returned to the same location when finished. Please place your coats, etc. on the hooks behind the door.
- There are Family Promise aprons hanging by the door or in a tub on the shelving to use while in the kitchen. After use, please place aprons in the laundry basket. Wet apron is for dish washer!
- **WASH YOUR HANDS IN THE HANDWASHING SINK AND PUT GLOVES ON. THIS SINK IS ONLY FOR HANDWASHING. ANY FOOD WASHING SHOULD BE DONE IN THE PREP SINK NEAR THE MICROWAVE.**
- After using the bathroom, touching your hair, face or eating you should remove gloves and re wash hands and get a new pair of gloves. Err on the side of caution rather than worry about waste of gloves.

### **MAIN MEAL**

- The main meal will come from **Missoula Senior Center** and will be in the warming oven. Remove food from the oven just before serving. Turn the warming oven off. Temp the food and record on white board on refrigerator door. Food thermometers are on the shelf near the microwave. They need to be disinfected using the wipes provided. Record any pertinent info about food on the white board (likes, dislikes, quantity, etc.). Serving hours are from **6:00 pm until 7:00 pm.** **Place leftovers in leftover containers and label before placing in the refrigerator in the Family Promise Dining area (directions below under cleanup)**

### **SALAD AND DESSERT PREPARATION**

All salad, fruits and desserts need to be purchased at a store and prepared in the approved kitchen.

- There are bowls, knives, and utensils in the island in the kitchen for you to use. Cutting boards are stored on the island in the middle of the room.
- Family Promise will provide the salad dressings. These can be found in the refrigerator. If the squeeze bottles are empty, please wash them in the triple sink or dishwasher and refill them. Label them with dates.

### **DISHWASHER**

All dishes, food serving items need to be washed and sterilized in the dishwasher. There are directions on the wall right next to the dishwasher, including shutting down. When you first arrive, start up the dishwasher following the directions on the wall.

- Turn dishwasher on - the master switch only  
Run 3 cycles. Wait for green light each time before opening the door (the green light does not turn off the first cycle so listen for it to be done)

### **TRIPLE SINK**

The triple sink is a dishwashing sink for oversized items such as cutting boards and is also used for sanitizing any leftover containers. The directions are on the wall about how to fill the sinks. At times it will be necessary to soak pans using this water. Discard any food water into the dishwasher drain area or to catch the food.

## SET UP TO SERVE FOOD

Turn on the hot food warmers. There are 3 on the left. There is a cold tray on the right that should be turned on for salads/fruits. These can be turned on as you arrive, so they have time to heat up/cool down before placing food in there. Remember to turn them off after use.



## SET UP THE SERVING AREA-

- Roll up the serving window just before serving. You can also roll up the dish window.
- Prepare salads/ fruit in the kitchen- use the food prep sink by refrigerator for cleaning any food.
- Residents are in charge of their own beverages.
- Use brown trays, plates, small plates or bowls as needed. Record the number of guests served.
- **SERVE from 6:00-7:00.**
- Be cordial to all guests. You are encouraged to visit with them, greet the children, etc.
- You are welcome to eat with guests after the bulk of people are served. Please DO NOT eat in the serving kitchen. It is against health department rules.
- Note on refrigerator white board **any comments about meal** both good and bad and **number of people served.**
- On Fridays, your group is responsible for taking kitchen laundry and returning it by the next Monday.
- During down time, start cleaning up. Sterilize any leftover containers in the triple sink following directions and air drying.



## CLEANUP

- Turn off food warmer master switch and cold/salad switch and warming oven.
- **Leftovers from Senior Center should be placed in plastic leftover containers with a label and date. There is a computer for you to use to make labels. There is a QR code on the laptop with the instructions on how to print the labels. Please place labeled leftovers in the large Family Promise refrigerator in the family dining room.**
- **Salads and fruits can be stored for 24 hours and re-served the following evening. Put fruits or vegetables that have been cut up into ziplock bags and note date on bag.**
- **Dispose of any salad into the compost bucket.**
- Wipe all serving areas and counter tops. The area should first be wiped with a wet cloth and dish soap. Follow up with the sanitizing spray which is found on the counter above the sinks and a clean cloth.
- Feel free to scout around the dining area for empty dishes and trays to wash in the dishwasher.

## DISHES

- Guests will bring their dishes to the cart outside the window by dishwasher. Please scrape all food into the compost bucket and rinse all dishes before running them through the dishwasher.
- Air dry all dishes, then return to the appropriate place. We cannot wipe the dishes, only let them air dry. It works best to pull the dishes out immediately after the dishwasher stops.
- Wash the pans from the Missoula Senior Center upside down in the dishwasher. Leave 3 empty food pans on the center island to return to the Missoula Senior Center.
- Any cutting boards or things that don't fit should be washed in the triple sink, following the wash, rinse, sanitize procedure posted on the wall.
- Shut down dishwasher **master switch** only
  - Turn dishwasher off and let cool for a few minutes
  - Align the water wands so you can access the drains
  - Remove horizontal screen
  - Pull side plug to empty water
  - After you drain the dishwasher, remove the vertical screen.
  - Clean screens and put back in appropriate place.
  - Clean the sink and its screens in the rinse sink.
  - Use the Squeegee to wipe down the stainless steel counters on either side of the dishwasher
  - You will most likely need to scrub with dishwasher soap and metal scrubber for any starchy items.
  - Make sure the drain is cleared of all food items and that the drain sink is clean. Use dish soap if necessary.

## OTHER CLEANUP CHORES

- Roll down window by the dishwasher and serving window.
- Sweep and Mop floor- broom, dustpan, mop and bucket are in the cleaning closet in the hall next to the door to the kitchen. Cleaning closet key is on the lanyard.
- Rinse wash bucket and return to closet.
- Empty dirty water into the sink in the closet. Hang up the mop after rinsing it.
- Take trash and compost bucket from the kitchen (out front door and on the east side of the building)- Note: you can use the key fob to get back into the building when the door is locked.
- Empty the green compost bucket into the large green compost barrel next to the garbage cans. There will be compost bags to replace in the bucket.
- Lock both kitchen doors before returning the key fob to the hook on the freezer.
- Friday night shift should take the laundry home, which includes aprons, dishcloths, hot pads, etc. The laundry should be returned by the following Monday, if possible.
- **PLEASE MAKE SURE ALL SWITCHES ARE TURNED OFF.**

## GUEST RESPONSIBILITIES

- Guests are responsible for cleaning their eating area. You can encourage them to do that. Residents have specific chores for cleaning the common areas, including the floors, tables and chairs.
- Please remind guests to return their dishes and trays to the dishwashing window.

## EMERGENCIES/FIRST AID

- In case of an emergency, call 911. You are at the Meadowlark shelter on 3<sup>rd</sup> St. Stay on the phone with the dispatcher and follow directions. Stay calm and redirect any watchers.
- Provide First Aid. There is a white First Aid cabinet in the stroller room next to the kitchen. You will find an AED, a STOP THE BLEED KIT, a NARCAN KIT and a basic FIRST AID KIT. An alarm will go off, but it is not connected to the police.
- **Call the SHELTER CELL #406-550-3855 after calling 911.**