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Welcome!

Welcome to the 2019 SSP team! This Food Service Coordinator Manual will be by your side throughout your summer. Before you arrive at training in June, you are required to have read this manual, obtain a food handler's card, and complete the SSP Online Food Training. In-person training will be a time to prepare meals for 20 to 30 people and learn together how to cook for large groups.

Over the past decade, SSP has made a big effort to professionalize the meals we serve. This has helped us stay on budget and provide healthy, high-quality home cooked meals. Now that we have that down, we are focusing on improving the Food Service Coordinators' staffing experience, and continuing to make investments in our kitchen equipment. Thank you for helping make this a reality.

Unless you are a returning Food Service Coordinator (FSC) at SSP, you may not have experience cooking for large groups for a whole summer. Don't worry, you are not alone! All of the trainings will equip you and your co-FSC to go out into the world ready to take on the challenge. If you are a returning FSC, some things will be different than in the past, so get ready to embrace the new and share all of the knowledge that you have learned.

This manual includes all of our recipes that we will be using this summer. It may not answer all of your questions about specific problems you may encounter. You are encouraged to call us at any hour; we are here for you and your team.

With love and support,



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Overview

Being a FSC at SSP is a tremendous amount of responsibility and it is a job that will challenge you in a variety of ways. The job entails more than simply cooking great food! Here are some various aspects of your job:

1. **Preparing nutritious, appealing and tasty meals** for 60+ hungry people every day for 5 to 7 weeks.

2. **Maintaining a clean kitchen** so that no one becomes ill from any food-borne bacteria and so that the people you are feeding feel very confident that they won't get sick.

3. **Managing volunteers** each day who will help you chop vegetables, cook, doing Kitchen Party (KP), washing dishes, cleaning, etc.

4. **Planning your meals carefully** to find the balance between having enough food and meeting various dietary needs you will encounter.

5. **Planning your purchases carefully** to stay within your budget.

6. **Tracking your expenses properly** to know whether or not you are within budget.

7. **Inventorying and ordering food** and organizing yourselves to do this efficiently is critical.

Although when we think of "cooking," we definitely think of the first item on this list, you can see that the actual preparation of food is only one aspect of a multi-faceted job. This manual, and the training that you will receive, will help prepare you to excel in all of these areas.

Tips & Tricks for Success

Sarah Simminger and Madeleine Guekguezian, Food Service Coordinators in Smith River, 2018:

1. **Make Prep Week live up to its name.** We recommend making 96 veggie burgers, 144 - 216 servings of granola (with and without nuts), a solid stock of oat balls for the first few weeks, and enough taco seasoning for the whole summer. These can all be safely stored and will save you a lot of time during later weeks.
2. **Be over-prepared!** For everything from stocking up on lunch items for volunteers to packing for Water Day, it is beneficial to shoot for having more than you need rather than realizing in the moment that you're short on, for example, bread or charcoal.
3. **Get your "Mise in Place!"** Getting as much done in advance for the next meal before evening devotional –for breakfast—and going to nap –for dinner—is immensely helpful for getting more time to sleep or go out to the worksites. Due to our level of preparedness, we rarely had to open the kitchen earlier than 5:45 or 6 AM and our naps never put us behind on getting dinner out on time.
4. **Clean early and often.** Make cleaning large appliances, food storage areas, drying racks, and anything else that may be a hassle or a hazard if only cleaned at the beginning and end of the summer part of your Saturday routine (e.g. any empty areas of the fridges/freezers, the oven's fume hood).
5. **Label!** Labelling the entire kitchen will not only help you have a consistent and predictable storage system, it will also be an asset during KP for directing volunteers. You can also name your large appliances –fridges, oven, etc.—to add some personality and fun to the kitchen!
6. **Don't serve what you wouldn't eat.** So much of the overall health and hygiene of a site radiates from the kitchen, so if an ingredient or dish doesn't look good or safe don't serve it and/or throw it away.
7. **Be flexible.** In an active kitchen putting out 70 to 300 plates of food each day, it is easy and commonplace for plans to go awry. Think on your feet and have ideas of how to respond quickly and effectively to sudden changes in the kitchen.!
8. **Be creative!** Use the recipe book as a canvas for thoughtfully adding your own flair to your food!
9. **Accommodate!** We can and will accommodate every dietary need and preference, and volunteers –youth, counselors, and even the parents who aren't at SSP—appreciate the care we take in including them in our menu and the ministry and community-building that is done through food.
10. **Always accept help!** No volunteer is too inexperienced and no amount of tasks are too occupied to decline help in the kitchen! The kitchen is a lot more fun with more folks working together and there is always something to do –mopping, sweeping, cleaning ovens & sinks, dishes, chopping food, food processing cheese, etc.
11. **Communicate!** FSCs spend hours and hours in a small space doing an often-stressful job, so being honest and open with each-other about how you are feeling or making each-other feel is vital to maintaining healthy professional and personal relationships as a team.
12. **Celebrate!** It can be easy to get caught up in the challenges of the job, so be intentional about affirming each-other and celebrating a job well-done or a challenge overcome!

The Psychology of Cooking

One of the challenges in cooking for 60+ people is that even though you will pour your heart, body and soul into the work, the results will not always be as good as you want and – despite your best efforts – you will get criticism. How you deal with this criticism is important and here are some tips to help you.

1. **Food is personal, don't take it personally.** Getting harsh or critical feedback about a meal can be heartbreaking because of the amount of work you put into it, however that often just comes from the preference of an individual volunteer and is not intended as an attack on your effort and competence.

2. **Critically assess your cooking.** If you can identify areas of improvement (temperature, quantity, etc.) before someone else can tell you, you won't be as surprised or defensive when you receive criticism.

3. **Expect it and use it.** You know you will get criticism. Think of it as a gift that will help you improve.

4. **Preempt the criticism by asking for feedback.** When you sit down to eat with volunteers, ask if they enjoyed their meal. This will (usually) result in positive feedback and you will gain a lot of respect by showing yourself actively seeking input. Check in with those who have special dietary needs – often changes can be made midweek to improve how someone is feeling about the food.

5. **Some criticism, while it may bring up a good point, will be almost impossible to do anything about.** But don't assume that you can't and dismiss it. Ask for input and remember that compromise is the key. Letting people know that their comments are heard and that you are receptive to input is half of the battle. Facilities, equipment, and time will limit what you are able to produce.

6. **Some criticism will be justified and should prompt you to try to change some things.** For example, if several people complain about a particular meal, you must make changes to it – even if it is your very favorite meal! Email Megan recipe changes so that they can be included in the manual for the future.

"Many complaints you will be able to do nothing about. This is a fact of the job, so take it with a grain of salt. However, there will be many comments that you can do something about. For example, we received feedback on our variety of fruit, more specifically our lack thereof. We got complaints that we served watermelon too often. This is something very easy to fix, and would have honestly helped our budget. Honeydew and cantaloupe are often cheaper than watermelon, so mixing in a few saved us money."

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7. **Be proactive (as opposed to reactive)!** Ask your site director to seek out feedback at staff-counselor meetings (or do it yourself when you attend once a week). You might be pleasantly surprised at how helpful people can be when asked for their honest opinion. Adults often have years of experience in the kitchen (some even in food service) – embrace them and invite them to help you.

Cooking is an act of love, and it can seem like your love is being rejected when you receive criticism. Try not to take food criticisms personally – the criticism is about the food, not about you!

A Theology for the Table

"Food is God's love made nutritious and delicious, given for the good of each other"

- Norman Wirzba

The Table is the site of one of the most important rituals in the Christian tradition, Holy Communion. Christ's covenant with Creation is represented through the bread and cup. God the source of our spiritual sustenance becomes a source of literal sustenance; through a meal shared with our neighbors, the promise of salvation and forgiveness is renewed. Cooking may be a series of mundane and mechanical tasks with an end result of another mundane, mechanical action (eating), yet through God, it becomes a deeply sacred part of our lives together and living in consort with Creation.

As Food Service Coordinators, your position is not removed from the spiritual experience of SSP; rather, FSCs have a critical role in the spiritual life of the site and community you are a part of. Through preparing and serving food you engage with Creation, act in the collective process of answering God's call to the world, and provide people of many different circumstances a material experience of God's love.

This summer, embrace the relationship between a full stomach and a full spirit! Be intentional in the preparation of each meal, fully understanding the sacredness that can be found in even the simplest one. Know that every piece of food in your kitchen was once a living part of Creation; that the labor of many brothers, sisters, and siblings in Christ goes into the food you will serve before your hands even touch it; that food intertwines us with the world as eating together intertwines communities. Approach even the most difficult days understanding that cooking is an act of giving your talents and labor to the Realm of God!

Blessings in your work ahead!

Maggie Guekguezian
2019 San Diego
2018 Smith River FSC
2017 Spokane FSC



Managing Your Time

Managing your time effectively will be one of the keys to your success and sanity this summer. This will prepare you to budget your time and energy so that you will have enough to take care of all of your responsibilities and maintain your wellbeing.

Your life will be filled with more joy, rest, and delicious food if you plan out your days and weeks! As an FSC, much of your time will obviously be spent in the kitchen, but we don't want you to spend every waking minute there. It's important for you to have some time for yourself. Plan each of your days to include a nap to make up for the missed sleep by waking up early to prepare breakfast. This is not optional! Prioritize time and plan each week to go to a staff-counselor meeting, go out to work sites to work with a team for a few hours, or go on FREDS with the Spiritual Lift Coordinator (visit to each work team with cookies and a discussion).



2016 Chiloquin FSCs Joseph Makunga (center) and Jocelyn Hart (2nd to right) participating in 4th of July festivities.

Sabbath and Self-Care

Every week each person on staff is allotted four hours devoted to self-care; this time is called **Sabbath**. It is broken into two chunks: a two hour sleep-in and another two hours for whatever the individual chooses. This is for whatever you need to do to rejuvenate and restore yourself. It isn't a time for catching up on your paper work, chatting with other staff members, or being interrupted with questions by volunteers or your staff. Respect your Sabbath time, and the Sabbath time of your teammates. This is sacred time that you have to plan for. You will not necessarily have access to a vehicle, it depends on what is going on and what the team needs.

The best way to learn about self-care and self-preservation is to hear from former FSCs:

"Make sure to plan accordingly for each day so you can rest when you need to. Along with that make sure to voice when you do need a break so you and your Co can figure out a way for you to get it. If you can't fall asleep during nap time I suggest a guided meditation to get your metabolic rate low enough that you are getting rest although you aren't asleep."

- Sean Neades and Savanah Case, 2018 San Diego FSCs

"If you are not the best at napping make sure to still take the time to at least lay down with lights off and relax even if you don't fall asleep. My suggestion would be listen to meditation music and go nap as soon as you can so you are still not completely awake."

- Jocelyn Hart and Michael Hsu, 2018 Spokane FSCs

"At the simplest level: stay hydrated, make time to eat, and get out of the kitchen to shower, sit down, enter receipts, call family/friends, or go outside. It is also important to make sure that you don't become a source of stress for each other, especially because FSCs spend the most time together of any part of the staff. Be honest about your needs and how you make each other feel, and talking through issues before they become problems. We also found that powering through the first hour or hour-and-a-half after volunteers left for the work day and getting a lot of our chopping done was helpful, as it put us in a better place to get good rest during our naps since there were fewer tasks waiting for us when we woke up."

- Madeleine Guekguezian and Sarah Simminger, 2018 Smith River FSCs

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Spiritual Life Coordinators Assisting in the Kitchen

The Spiritual Life Coordinator job description includes intentionally **supporting** the Food Service Coordinators to provide them with adequate rest. Here is how this works:

1. Assist with **two meals** each week to alleviate each Food Service Coordinator
    a. Each FSC has the opportunity to sleep-in one day a week. During this time, the SLC will fill in for that meal, waking up early and staying to support the working FSC until the resting FSC returns.
    b. The **2 hour sleep-in** begins when the staff team regularly wakes up (normally 15-20 minutes before waking up volunteers). If the staff gets up at 6:45am, the FSC would have until 8:45am to wake up, getting into the kitchen by 9am.
    c. The **SLC may need to delegate Spiritual Awakening** to another person on staff on days they cover for sleep-ins. This is great experience for all staff to get involved with the spiritual program. It may be possible for the SLC to leave to lead Spiritual Awakening themselves. Coordinate this in advance.
    d. **If an SLC wakes up early to prep breakfast, they are required to take a nap** (just like FSCs) to make up for lost sleep. Plan these meals according to the day an SLC has more flexibility to take a nap; **Monday and Friday work best** to avoid Freds and Adventure Wednesday (and cold breakfast!)
    e. If an FSC prefers, covering a breakfast meal with a **dinner meal** can be traded, taking into consideration the duties of the SLC during that day. Coordinate this in advance.
2. Supervise the volunteers in **preparing lunch boxes;** verify before each group leaves that they have what they need for each day (plus extras and snacks!)
3. Plan for and prepare any **foods used as part of program**:
    a. Make FRED cookies
    b. Love Feast food items
4. Select **three to five additional ways** together for the SLC to assist. Have a formal discussion to map out the specifics of these tasks and timing. These tasks can change from week to week, but make sure whatever the SLC signs up for, they follow through to prevent leaving the FSC with incomplete tasks. Examples include:

    1. In charge of water coolers: keeping them clean, filling them up, etc.
    2. Making ice in yogurt containers for water coolers daily
    3. Chopping produce for an hour daily
    4. Making snack daily
    5. Serving snack daily
    6. Making salad daily
    7. Making granola weekly
    8. Making breakfast breads weekly
    9. Making hard boiled eggs weekly
    10. Making oat balls weekly
    11. Making taco seasoning
    12. Making sure the propane tank is filled for BBQ
    13. Making burgers and/or veggie burgers weekly
    14. Barbequing or supervising volunteers while they BBQ
    15. Freezing otter pops weekly
    16. Serving root beer floats weekly
    17. Washing dishes for an hour daily
    18. Being in charge of the team doing dishes after dinner in the bucket line
    19. Mopping the kitchen daily while FSCs nap in the morning
    20. Washing rags daily
    21. Helping with weekly inventory
    22. Entering receipts into SiteManager (very easy for Sysco receipts)

FSC's Summer Checklist

The following pages contain a timeline for your entire summer, and a typical weekly, and daily schedule.

Summer Timeline

Before the summer

- ❒ Read this manual
- ❒ Complete SSP's Online Food Training
- ❒ Complete food handler certification online
- ❒ Practice preparing some of the meals for family and/or friends
- ❒ When you take trips to the grocery store, start taking notice of package and serving sizes of some of the items you'll use over the summer.

Training

Wave A: San Diego, Tsaile, Smith River: Friday, June 7th – Saturday, June 15th
Wave B: Chiloquin, Spokane: Wednesday, June 12th – Friday, June 21st

- ❒ Large group training sessions
  - Conflict resolution, diversity training, youth ministry, working with and leading adult counselors, finances, etc.
- ❒ Job specific training
  - Hands-on practice cooking for large groups, ordering food, taking feedback, and keeping track of your inventory and budget using SiteManager (web-based software application that all staff members use).
  - Cook several meals as FSC teams for all staffers (this is a good start, but you'll only be cooking for 20-30 rather than over 70!)

Drive to your site in staff vehicles (Wave A departs June 15th, both Wave B teams head to Chiloquin on June 18th and Spokane departs to site on June 21st)

Prep Week

- ❒ Clean your kitchen and food storage areas before unpacking.
  - Meet with facility host to clarify what areas you can/cannot use. Ask permission to move items.
  - Organize and de-clutter kitchen, pantry, freezer, and refrigerator.
  - Label non-SSP equipment so that it doesn't get mixed. Keep items as separate as possible.
- ❒ Unpack, inventory, and wash <u>all</u> kitchen equipment; make sure you have enough dishes for your highest week of volunteers + staff + community dinner guests! Purchase any remaining items you need.
  - Pay special attention to the water coolers and their spouts. Unscrew them and soak in a bleach solution. Use q-tips to remove any black mold. Have KP clean thoroughly <u>every</u> Saturday.
- ❒ Label all shelves and drawers so Kitchen Party (KP) knows where to put away items (they will still ask!)
- ❒ Set up garbage, recycling, compost where available, and KP stations and instructions.
- ❒ Prepare checklists for each meal of jobs for KP to complete so they can move on to the next task without interrupting the FSC team and for them to gauge how much work there it to do.

- ❒ Connect with local farms / visit farmers' markets. Ask for bulk discounts.
- ❒ Place your first Sysco (Costco for San Diego) order for staff meals during prep week and the first part of Week 1. You will have to purchase some food at the store before your first order is delivered.
- ❒ Purchase items you are not ordering through Sysco (items you can't find in the system)
- ❒ Place order for Week 1 volunteers through Sysco.
- ❒ Prepare the regular menu Sunday dinner through Friday dinner for your staff team to gain experience with the recipes and cooking in your kitchen. If needed, prepare "Sunday" dinner and "Monday" breakfast on Saturday. Prep week should mimic your Week 1 schedule as much as possible.
- ❒ Host your first community dinner on Tuesday (or other scheduled day) to practice cooking for a larger group; invite liaisons, partners, church members, homeowners, etc.
- ❒ Record all purchases as they occur into SiteManager throughout the summer
- ❒ **Make Prep Week live up to its name:**
    - Make burgers for Week 1, freeze
    - Make oat balls for the first half of the summer, freeze
    - Make 96 servings of veggie burgers, freeze
    - Make 144 servings of granola
    - Make taco seasoning for summer

Week 1 (June 23rd – June 29th – **Wave A: Smith River, San Diego, and Tsaile only**)

- ❒ Carefully plan out enough prep time for each meal, plan for more time that you expect.
- ❒ There will be hiccups this week! This is normal.
- ❒ Ask for feedback on your meals every day from youth, counselors, and fellow staff members, there are a lot of opportunities to make changes and improve these meals in the following weeks.
- ❒ After entering all purchases, take inventory after the last meal of the week and enter into SiteManager. This will tell you how much Week 1 consumed.
- ❒ Do a budget check: how did your Week 1 cost per volunteer compare to your budget? We expect this week to be higher than normal and will decrease with each week (includes all items that we do not inventory, these get divided by the volunteers evenly as they attend). Discuss any surprises with your site director.

Week 2 (June 30th – July 6th)

- ❒ This will be the first week of volunteers for **Wave B: Chiloquin** and **Spokane**! See section above.
- ❒ **Wave A:**
    - Make appropriate changes to your cooking approach, daily schedule, and KP procedures as needed.
        - Email Megan Walsh about any changes to the menu.
    - Continue to ask for feedback in order to improve.
    - Recruit volunteers to help you in the kitchen. It's both fun and lightens your load of repetitive tasks! Never turn someone away if they ask if you need any help in the kitchen – have them chop veggies for the next meal.
    - First week of Staff-in-Training for Wave A. One day the SIT will shadow the FSC position. They will help prepare breakfast with one FSC, and dinner with the other. Take the SIT shopping with you.
    - After entering all purchases, take inventory after the last meal of the week and enter into SiteManager.
    - Review your budget with your site director.

Week 3 (July 7th – July 13th)

- ❒ First week of Staff-in-Training for Wave B.
- ❒ Now you should be in the swing of things! Continue to make appropriate changes, ask for feedback and recruit volunteers.
- ❒ After entering all purchases, take inventory after the last meal of the week and enter into SiteManager.
- ❒ Do a budget check: how does your Week Three cost per volunteer compare to your budget? Discuss any surprises with your site director.
- ❒ Have your mid-summer evaluation with your site director between Weeks 3 and 4.

Week 4 (July 14th – July 20th) **& Week 5** (July 21st – July 27th)

- ❒ Continue with innovations and improvements!
- ❒ Be aware of the onset of exhaustion.
- ❒ After entering all purchases, take inventory after the last meal of the week and enter into SiteManager.

Week 6 (July 28th – August 3rd)

- ❒ Final week of volunteers for **Wave C: Spokane** and **Tsaile**. See section below.
- ❒ **Wave D:**
    - Continue to prepare wonderful food out of love; this may be your Week 6, but it's the volunteers' first and only week.
    - Talk to community liaisons and construction team about donating leftover, perishable food to community centers and homeowners.
    - Beware of over-purchasing; do not overbuy food! Get creative about substitutions and using what you have in your pantry.
    - Before purchasing food for Week 7, review your remaining budget with your site director.
    - After entering all purchases, take inventory after the last meal of the week and enter into SiteManager.

Week 7 (August 4th – August 10th – **Wave D only: San Diego, Chiloquin, and Smith River**)

- ❒ Remember, it's the only week these volunteers will have at SSP this summer! It's hard, but keep your head and heart in the moment at hand to provide the best possible experience. It's the last time you will cook these meals this summer!
- ❒ Use as much leftover pantry items as possible, but don't skimp on food.
- ❒ Begin the kitchen equipment inventory and cleaning.
- ❒ Begin the FSC report.
- ❒ After entering all purchases, take inventory after the last meal of the week and enter into SiteManager.
    - Congrats! This is your last food inventory.

Clean Up

- ❒ Follow the end of summer guidelines.
- ❒ Inventory and pack all of the kitchen equipment. Do not store anything wet in the trailer (or water coolers) – mold and rust will destroy the equipment **costing SSP money and time**.
- ❒ Clean the kitchen and food storage areas – this is one of the most important aspects of your job. The way we leave a kitchen at the end of the summer can determine if we are invited back to work in that community and use their facilities!
- ❒ Return all non-perishable food. Enter these receipts into SiteManager with **positive price** and **negative quantity**. This will reduce your inventory.
- ❒ Take perishable food to the donation locations previously determined.
- ❒ Only bring **unopened non-perishable food** back to Sacramento that you weren't able to return locally.
- ❒ Help with other end-of-summer activities like finishing construction projects.
- ❒ Thank the appropriate people for their help.

Return to Sacramento

Wave C: Spokane and **Tsaile** depart site August 6th and return the 7th
Wave D: San Diego, Smith River, and **Chiloquin** depart site and return August 13th

Debrief

Wave C: August 7-15th
Wave D: August 13-17th

- ❒ Finish the FSC report.
- ❒ Have your exit evaluation with site director and office staff.
- ❒ Be prepared to offer constructive feedback on the positives and negatives of FSC training and your summer.
- ❒ Participate in planning and presenting your team's oral report.
- ❒ Celebrate the summer!

Sample Daily Schedule

Every day has its own joys and challenges, and no two days will be the same. It is helpful to plan out a schedule for your FSC team every day, allowing for extra time in case something unexpected happens and to give yourself the rest you need to remain healthy and happy throughout the summer.

5:00 AM — Wake up and begin breakfast prep. Some days you will be able to sleep in later than others (i.e. cold breakfast day). You won't, however, be able to sleep in as long as the rest of the staff.

7:00 AM — Sing the volunteers awake, one FSC participate each day on a rotating basis.

7:45 AM — Kitchen Party team arrives for pre-breakfast KP duties. Have them do whatever you need most: put dishes out for breakfast, set up the topping/condiments table, chop veggies for snack and dinner, fill the cold buckets for dishes team, etc. Have someone start on dishes to make clean-up go faster after breakfast. Get the serving line ready with serving utensils. Verify that you have out everything that you need for the meal.

8:00 AM — Serve breakfast: instruct staff to serve large enough servings so that seconds are minimized, but not too big that food is being wasted. The best way to do this is to ask each person if they want more, with the understanding that e.g. 3 pancakes/2 sausages is the maximum for a first serving.

Call KP when seconds have slowed down. You may not be able to eat during this time. Arrange with your co-FSC a schedule of who is managing KP and who gets to eat with the volunteers.

Begin KP duties. This is a fun time, but it must be efficient as well. Work with them and make it fun. Many youth may not know how to properly wash dishes or wipe down tables. The goal is for them to finish all of the clean-up from breakfast, but if it is not done in a time effective manner, you will have to finish the work. Many hands make light work. **Determine a time** as a team when you will release KP of their duties.

8:30 AM — Lunch prep monitored by SLC. KP can set up sandwich making supplies, snacks, etc. SLC can monitor if extra supplies are needed and will check lunch boxes before they leave for site. The worst thing is for a youth to forget to pack something when we have plenty of it.

9:00 AM — Teams leave for site. Finish anything that KP didn't get to. A clean sink is a happy sink.

9:30 AM — Morning nap. It is your goal every day to make up for the sleep here that you missed earlier in the morning! Some FSC teams rotate when they take naps; you can take them at the same as each other, or different times.

11:30 AM — Prep for dinner. Do what you can to get ahead while youth are at the work site. Make it a goal to get out to the work sites at least once per week either on FREDs, delivering otter pops, or even working with a team for a few hours.

3:00 PM — Prepare snack. Teams should arrive back to site around 4 PM (3 for middle school). Recruit a staff member or counselor to distribute snack. This is a great job for the site director to check in as teams return from site. Make sure that everyone knows when and where snack is available.

4:00 PM Finish cooking dinner. Try to finish early to have some free time with volunteers!

5:00 PM Staff/counselor meeting. Attend once each week.

5:45 PM KP team arrives for pre-dinner work. Have them do whatever you need most: put dishes out for dinner, set up the topping/condiments table, chop fruit for breakfast, fill the cold buckets for dishes team, etc. Have someone start on dishes to make clean-up go faster after dinner.

6:00 PM Serve dinner: instruct staff to serve large enough servings so that seconds are minimized, but not too big that food is being wasted.

Call KP when seconds have slowed down

Begin KP duties. **Determine a time** as a team when you will release KP of their duties.

7:00 PM **Participate** in program, singing, mail, site reports, etc. Unless there is an emergency, you are expected to be present with volunteers during this time. Leftover dishes and breakfast prep can wait until after.

9:00 PM Free time and volunteers prepare for bed. A great time to hang out with the youth. At the beginning of the week, let youth know they can come to you at this time for a snack. Complete any last minute prep for tomorrow's breakfast.

9:45 PM Evening devotional led by a work team

10:00 PM Volunteer lights out and story time

10:30 PM Staff meeting

11:00 PM Candling and staff lights out. Take advantage of the time you have to sleep! The FSCs have the most irregular sleeping pattern of all the staff.

Note: The middle school work day is one hour shorter than high school, and the evening schedule is moved up one hour starting with a 3 PM return time from the work sites.

"Leave site whenever humanly possible. Whether it's going otter popping, on Adventure Wednesday, or out with your team on the weekends, it will do your mental health a world of good to step out of the kitchen and put your energy toward something new. That being said, make sure you've done enough prep to accommodate for your time outside of the kitchen."

Daily To-Do Lists

Use the recipes and the meal plan to make a to-do list for each day. Determine KP tasks for each meal, and FSC assignments for taking the lead on certain elements of each meal. Adjust throughout the summer to make specific to your site!

"WRITE EVERYTHING DOWN.
Actually keep an organized notebook that you can refer back to! Running low on something? Write it down for the next list you make. There's so much going on that you'll thank yourself when you need a reminder for something and know where to find it, or when you notice something you wrote down that you would have forgotten otherwise."

- Austin Jones and Caroline Hines, 2018 Chiloquin FSCs

"We decided to make daily to-do lists with recommended start times so that nothing is forgotten and it is easier to split up the work evenly. This created more time for breaks which can be easily skipped because there will always be something to do. We found that starting the dinners about an hour or more than we think we should makes the day go by much smoother. If you plan for the meal to be 100% complete 15-30 minutes before the meal, it allows time for forgotten things, and for you to have KP do prep work to get ahead for the next meals."

- Savanah Case and Sean Neades, 2018 San Diego FSCs

Maintaining a Clean Kitchen and Food Handling Safety

The importance of hygiene and proper food handling procedures at SSP can't be overstated. We are responsible for the lively hood of 60+ youth and adults who are working hard and not getting a lot of rest. By following food safety standards, we can make sure that these individuals thrive at SSP. We are in the position of making the best, cleanest, and safest kitchen out of our sites even though we don't run out of industrial or restaurant kitchens. The challenge is up to you!

Maintaining a clean kitchen

Contamination Hazard: Anything that can taint food and hurt someone or make them sick falls into one of three categories: biological, chemical, and physical.

1. **Biological hazards** encompass everything that's too small to see; bacteria and pathogens fall into this category. Pathogens are usually transferred from sick people to food that they're preparing, whereas bacteria thrive when food is cross-contaminated or improperly stored.

2. **Chemical hazards** are when a foreign substance makes food unsuitable for consumption. An example of this is when bleach or another cleaning solution gets on food.

3. **Physical hazards** are when objects get into food. Examples of this are chipped nail polish, hair and broken glass. While these might not make someone sick, they could hurt someone, or make them repulsed by the food we are serving with love.

Kitchen Cleanliness:

- Make sure all surfaces are wiped down with a soap solution in a spray bottle and then sprayed with a bleach solution and left to air dry (this sanitizes). Sanitizing surfaces is especially important if they have had raw meat juice or egg on them.

- Wash all dishes in a timely manner. Ideally, this should be done by KP, but it's your responsibility to finish up anything they didn't get to. No dishes should be left from one meal to the next.

- In addition to a KP team, there is a Buckets team that washes everyone's dish in the bucket line. The objective of a team doing this is to alleviate everyone from waiting in line when they could be getting ready for the day or doing their assigned community service opportunity.

  The order of the buckets is:

  1. **Scrape** into trash with spatula (table space is needed for people to drop their dirty dishes)
  2. **Rinse** with long handled scrub brush (**cold** water)
  3. **Wash** with soap with long handled scrub brush (**warm** water)
  4. **Rinse** (**warm** water)
  5. **Bleach** solution (**cold** water)
  6. **Air dry** in dish racks (at least ten minutes, then they can be dried)

  Through this process dishes are cleaned and sanitized.

- Sweep and mop the kitchen at the end of each day or after breakfast when you are done in the kitchen. If needed, ask a staff member to help with this, it isn't an efficient job for KP since it one keeps one person busy. Make sure to wash out the mop and let it dry after every use.

- If you have large griddles with built-in grease traps, empty them regularly (at least once a week.) This includes the panels on the hood and sometimes an upper grease trap. These have the potential to overflow or damage the equipment.

- Clean your cooking and food storage areas once a week. This is a great job for your KP team on the final morning each week before volunteers leave! If you're unaware of how to clean something (and you probably will be) ask your site liaison for tips or google it.

- Clean while you work!

    - Take out all the ingredients you'll need before you start cooking. When you're done with something, put it away. This also helps you keep track of what you have added to a recipe.
    - When you're done prepping something, place it into the sink (other than knives). If you've got a free minute (while something is roasting in the oven, for example) wash a few dishes, or ask someone hanging out in the kitchen with you to do the same. This will decrease your post-meal workload.

- Everything needs to have a place in your kitchen. Label cupboards and drawers (masking tape and marker) to help with this and to enable your KP team to put things away correctly without asking you. A chart or kitchen graphic of where items go can also be helpful to direct people to.

- **Keep a pail of bleach water to put dirty kitchen rags in.** Drain before washing rags in hot water, soap and bleach to wash.

Cleaning vs. Sanitizing is an important distinction to make. Cleaning something means to clear the surface of all food, dirt, grime, etc. Sanitizing is the process of killing bacteria and pathogens. Everything in your kitchen needs to be *cleaned*, but only surfaces that are coming into contact with food need to be sanitized.

Food Handling Safety

Purchasing:

The first step in making sure that food will be safe for consumption is to check it right after it is delivered as you are putting it away. If you find something that doesn't look right, contact your Sysco representative immediately for a refund.

- Anything past its expiration date
- Produce that is bruised, discolored, mushy, or doesn't smell right.
- Meat that is discolored, dry, slimy, or doesn't smell right
- Frozen food that has ice crystals on it: this means it hasn't been kept at the proper temperature.

Storage:

- **All food** must be stored more than **six inches off the ground** (whether in dry storage or a walk-in fridge/freezer). If you don't have enough storage space, all the central office to see if more shelves can be purchased. Store cleaning items **separately** from food items to prevent the possibility of chemical contamination.

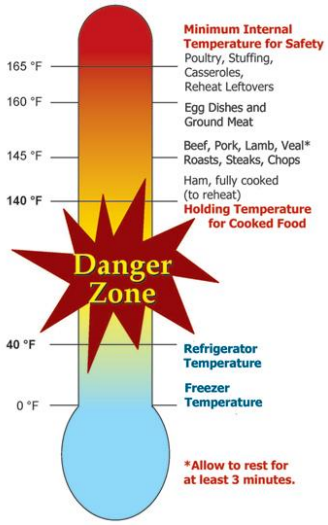
- **"First In, First Out" (FIFO)** is a principle in food service that means that whatever was bought first needs to be used first. This applies to all foods, but is especially important with meat, dairy products, and produce. All food should be labeled with a date to ensure this rule is followed. When you buy more of something, put it behind the old items, forcing you to grab the newer items first.

- **Raw Meat** must always be stored on the bottom shelf of the refrigerator on a tray. This is so that leaking juices from raw meat don't contaminate any food stored below it. Do not store meat in the refrigerator for more than 48 hours. If you are not cooking it today or tomorrow, freeze it. Raw meat that has been defrosted can't be refrozen.

- **Bulk bags** (flour, sugar, rice, beans, etc.) must not remain open because they will attract pests. Use cleaned plastic containers to store bulk food (square containers with lids or white circular bins with lids tightly closed).

"Danger Zone" (40°F – 140°F):

Leaving food out too long at room temperature can cause bacteria (such Salmonella and E. coli) to grow to dangerous levels that can cause illness. Bacteria grow most rapidly in the range of temperatures between 40°F and 140°F, doubling in number in as little as 20 minutes. This range of temperatures is often called the "Danger Zone."



- **Keep Food Out of the "Danger Zone.":** Never leave food out of refrigeration over 2 hours. If the temperature is above 90°F, food should not be left out more than 1 hour.
    - **Keep hot food hot** — at or above 140°F. Place cooked food in chafing pans, warming trays, and/or slow cookers.
    - **Keep cold food cold** — at or below 40°F. Place food in containers on ice.
- **Cooking:** Raw meat and poultry should always be cooked to a safe minimum internal temperature (see graphic). When roasting meat and poultry, use an oven temperature no lower than 325°F.

  If you aren't going to serve hot food right away, it's important to keep it at 140°F or above.
- **Storing Leftovers:** One of the most common causes of foodborne illness is improper cooling of cooked foods. Bacteria can be reintroduced to food after it is safely cooked. For this reason, leftovers must be put in shallow containers for quick cooling and refrigerated at 40°F or below within two hours.
- **Reheating:** Foods should be reheated thoroughly to an internal temperature of 165°F or until hot and steaming. In the microwave oven, cover food, and rotate so it heats evenly.

Here is what you need to do:

1. Verify that your refrigerator is between 40˚F and 32˚F, and your freezer is 0˚F or below. There is a refrigerator thermometer in your trailer. Test each fridge as they will be different.
2. To properly chill food (and slow bacteria growth), cold air must be allowed to circulate in your refrigerator. For this reason, it's important not to over-stuff your fridge.
3. Get perishable foods into the refrigerator or freezer within one hour. Store leftovers within one hour as well. By dividing leftovers into several clean, shallow containers like chafing pans, you'll allow them to chill faster (beans, pasta, etc.) If you prep parts of a meal early in the day, cool rapidly and refrigerate within one hour.
4. Don't refrigerate leftover food (i.e. tomato products) in cans. Once a can is opened, residual metal on the rim can leach into food and leave a metallic taste.
5. Salads and cut fruit should be stored, covered, in the fridge until meal time. Anything that needs to be hot should be kept simmering on the stove or in a warm oven.
6. Throw away food that has sat out that may be in the "danger zone":
    a. Any leftover sour cream or mayonnaise (BBQ and burrito meals.)
    b. Raw meat that has been in the refrigerator for over 48 hours. To avoid this, you can cook it before it has been 48 hours and use in a meal later. I.E. brown meat and store cooked meat in refrigerator.

Storage Times for the Refrigerator and Freezer (read directions on package):

Category	**Food**	**Refrigerator** (40°F or below)	**Freezer** (0°F or below)
Salads	Pasta salad, green salad	3 to 5 days	Does not freeze well
Hot dogs	opened package	1 week	1 to 2 months
	unopened package	2 weeks	1 to 2 months
Lunch meat	opened package	3 to 5 days	1 to 2 months
	unopened package	2 weeks	1 to 2 months
Sausage		1 to 2 days	1 to 2 months
Ground Meats	Ground beef, turkey	1 to 2 days	3 to 4 months
Hard boiled eggs		1 week	Do not freeze.
Fresh Poultry	Chicken or turkey, pieces	1 to 2 days	9 months
Leftovers	Cooked meat or poultry	3 to 4 days	2 to 3 months
	Pizza	3 to 4 days	1 to 2 months
	Cooked beans	5 days	6 months

"PRO TIP: have a fridge dedicated to leftover food if you can. This makes putting food away during KP easier, as well as give having a space for volunteers to have a snack and not having to worry about them eating food that is needed for a meal."

- Liam Smith and Jamie Maynard, 2018 Tsaile FSCs

Handling:

- **Hand Washing:** Hands must be washed before and after handling any food, after using the restroom, after touching your face (especially eyes, ears, nose or hair) after touching someone else, after blowing your nose, after taking out the garbage, after cleaning, and more. This is the most powerful line of defense against sickness. When in doubt, re-wash them, and make sure everyone else in the kitchen does the same; KP will need reminders to do this.
    - Practice using your arm or shoulder to itch your nose.
    - If you touch anything with your hands, you must wash them again. Hands should be washed with soap and hot water (as hot as you can comfortably stand) for at least 30 seconds and then dried with a paper towel (not a cloth towel used to dry dishes). It's a good idea to turn the sink off while still holding the paper towel so you don't contaminate your freshly washed hands.
    - Using hand sanitizer is not a substitute for washing hands.

- **Hand Care:** Keep your fingernails neatly trimmed at all times and clean underneath them.
    - ***You must not wear nail polish*** (even if it's clear) or fake nails when cooking for SSP.
    - If you have a cut anywhere on your hands, you need to keep it covered with a clean bandage and wear gloves at all times until the cut is fully healed.
    - All jewelry that can be removed should be.

- **Hair Care:** All people helping in the kitchen (staff and volunteers) must tie back hair or wear a hair net.

Preparation:

- **Cross-Contamination** is one of the most common ways of transmitting foodborne illness.
    - Store raw meat on the lowest possible shelf on a tray.
    - Designate and label one cutting board for raw meat. Once you have done this, ONLY use this board for raw meat; never veggies, cheese, bread, etc. We have some cutting boards that are already designated; red for red meat and yellow for poultry (chicken).
    - Once food is cooked, never place it on a surface that has been used to prepare raw meat or eggs. Set a clean cutting board or plate by the stovetop so you can have a clean place to put utensils that you are using to stir food as it cooks, making sure not to mix meat and vegetarian spoons.
    - When making food for people with dietary needs, never use utensils or prep surfaces that have been cross contaminated with the foods they must avoid. Avoid using wood cutting boards and serving utensils for this reason.

- **Fruits and vegetables** should be rinsed thoroughly before you use them, even if you are going to cook them. This will remove pesticides and bacteria.

- **Meat** must always be cooked thoroughly. Ground beef and turkey must be cooked well-done. This will reduce the risk of foodborne illness, and is particularly important on BBQ day. Make sure to inform volunteers to cook burgers well done.

Serving:

- The staff will serve each meal wearing food service gloves. Make sure the staff all wash their hands before circle up, and then use hand sanitizer. If a staffer is sick, they must not serve food. After everyone has been served, one or two staff or counselors need to stay behind to serve seconds. These counselors should eat first so they are ready to serve seconds.

- These same rules apply to snack time. Snack time must be served and monitored by a staff member (or counselor) to make sure food safety rules are being followed.

- No one is allowed to "reach in" to a communal serving dish with their bare hands (bag of pretzels, bowl of sliced oranges, etc.) Someone with gloved hands can reach in to a bag to serve.

"Keeping this kitchen clean is incredibly important, and it reflects how volunteers perceive you and your food. Staying on top of dishes, and doing them as you cook will help keep the space clean, as well as making sure that all surfaces, including the floor, get soaped and bleached. Having a bucket of bleach as well as a spray bottle of bleach next to the sink is really important so that every dish gets well sanitized."

SSP Kitchen Best Practices

1. Use two serving lines and two bucket lines unless the group is under 40 people
2. Everyone serving food must wear food service gloves
3. Keep all food off of the ground at least 6" – you may need to purchase shelving or use boxes to elevate food off of the ground
4. Label where everything goes
5. "Soap, Wipe, Bleach, Wait" for cleaning then sanitizing surfaces
6. Mop at least once a day

"Never underestimate the number of rags that will be used. Plan on doing a load daily so that you never run out to keep your (and your team's) sanity intact."

"The key to an efficient KP is cleaning up as you go. When we had moments in between tasks while cooking we would wipe counters and do dishes. No matter how much cleaning you do before the meal is served, there is still plenty for KP to do after the meal, so it is less likely you'll have to do dishes after them if you do all you can before!"

- Austin Jones and Caroline Hines, 2018 Chiloquin FSCs

Kitchen Party

Kitchen Party or Kitchen Patrol (KP) is a group of dedicated volunteers at your disposal twice a day. Doing a good job of delegating tasks to KP might end up being the difference between a one-hour and a two-hour nap. Have KP and Buckets teams eat first at meal time so they are ready to help earlier.

- **Pre-meal jobs (15-20 minutes beforehand):**
  - Set up tables and chairs / get dining area ready
  - Get the serving lines ready with serving utensils
  - Put out toppings
  - Fill cold buckets
  - Wash dishes
  - Chop fruit and veggies for following meals

- **Post-meal jobs (up to 30 minutes afterwards):**
  - Wash dishes
  - Package, label, and put away leftovers
  - Clean and sanitize all the surfaces in the kitchen and the dining area
  - Take out the trash
  - Sweep
  - Chop fruit and veggies for following meals

Tips from previous Food Service Coordinators about KP:

- "Have each meal **ready before KP comes** in. This makes it less stressful than depending the team to prep for that meal. KP can focus on getting the serving tables ready and toppings out for the meal, then prep fruit or veggies for the next."

- "We would often **ask their opinions for meal toppings**, which was fun because it gave them an opportunity to contribute to the meal and let them know that their opinions mattered. "

- "**Create signs** for every meal that detail what **KP tasks** you need them to complete."

- "We had a **youth and counselor do dishes together** so that the counselor could guide the dish washing process."

- "Show volunteers **how to chop everything safely** and give detailed instructions. Be patient, peppy, encouraging and gracious throughout this entire process!"

- "Be prepared to **over explain and then explain a few more times**. Respond to volunteers making mistakes with grace and patience – it is okay to feel frustrated, but never okay to take it out on a youth."

- "We made **playlists of SS-PG songs** to play and would take requests from youth, it was a simple touch that legitimately made KP a party in the kitchen."

- "We made a list of **dismissal times** for morning KP so that the team's Sandwich Maker, Hydration Specialist(s), and Tool Toter(s) could have enough time to do their jobs as well."

Tips from previous Food Service Coordinators about Buckets:

- "It's less stressful if one FSC is in charge of the **KP team** and the other is in charge of **buckets**. When we lead buckets, we would help out and be in charge of one of the buckets (especially with smaller teams) to bond with the team (got a lot of good feedback about helping out). Once the buckets team finished, the FSC would come in and help with KP."

- "As the **FSC in charge of buckets**, you should make sure that you are **frequently switching out buckets with dirty water with clean ones** so that you don't end up with greasy dishes."

- "**Label the buckets** with what goes in them. Have one person, each with scrub brushes, for each of the first two buckets, and one person for the last two buckets. If you have two lines this goes pretty fast."

- "Another helpful trick is to **send serving utensils** and other smaller dishes **through the bucket lines**."

"Take the time to support and engage with the youth on KP, they may not ever set foot into a kitchen outside of SSP and struggle with tasks that you will find simple. This is absolutely okay. KP can be a big help in cleaning and prep, but it is important for them to have a positive experience while helping in the kitchen."

Purchasing & Budgeting

Ordering Food from Sysco

We will be working with the national food supplier, Sysco, to order most of our food from. This means **deliveries twice a week** at most of our sites (sorry Smith River and Spokane – too remote!) We save on travel time and the hassle of pulling items from the shelf, checking out, and loading a vehicle which normally took a full day of work outside of the kitchen. Sysco has customers like restaurants, camps, and schools – we are actually a smaller customer. Because of this, sometimes the quantity of items is too large for us. We have learned a lot about what Sysco is good for, and what we should avoid purchasing from them.

Site Specific Shopping

San Diego	Order through Costco Business Center, no Sysco deliveries. Local shopping at Grocery Outlet, Trader Joe's, etc.
Chiloquin	Sysco and local shopping at Cash 'n Carry and Sherm's Thunderbird in Klamath Falls. Eggs from local farm in Chiloquin.
Tsaile	Sysco and local shopping at Cash 'n Carry in Farmington, Basha's in Chinle, and Walmart in Gallup.
Smith River	Sysco and local shopping at Fred Meyer in Brookings. Ground beef and eggs from Alexandre Family Farm, cheese from Rumiano, and produce from Otter Bee's Farm & Fungi and Ocean Air Farm.
Spokane	Sysco and ordering produce from Wellpinit Trading Post. Local shopping at Cash 'n Carry and Walmart in Spokane

Sysco Process

Deliveries are free if they are over $500, so make sure that you hit that minimum if you are planning on two orders each week. At in-person training in June we will walk through the process using your real accounts:

1. **Inventory** food on hand before placing an order (do not enter in SiteManager just for you to know what you have on hand).
2. Log in to Sysco account and add quantities to **standard SSP shopping list** before **1PM** the day before your scheduled delivery day. Search for items you can't find on the list.
3. Enter your orders (purchases) in **SiteManager** just like you would a receipt from a store.
4. The office will arrange for **automatic payments** directly through Sysco.
5. Enter your **inventory** in SiteManager at the end of each week. Make sure you have entered all of your purchases for the week before entering your inventory.

Sysco Tips

- **Place a Sysco order once a week.** It can be difficult to manage two deliveries.
- **Call to confirm the delivery window the morning of your scheduled delivery.** Deliveries are unpredictable and often come earlier or later than expected.
- All of the quantities of Sysco are very large so **if you aren't sure you're going to use it all, don't buy it!**
- When ordering, make sure you **check if the item says CS (for case) or EA (for each).** You may not want to purchase a case of something you only need one item (yeast for example).
- **Test purchasing produce from Sysco.** The produce at times is not great quality and can be expensive.
- **Label the delivery date of all egg boxes.** They're not supposed to be unrefrigerated for over one week.

"Download the Sysco app onto your phone. Even though cell service wasn't always good enough to do our entire order on the app, it was very helpful in checking the status of our order (i.e. if everything we ordered was shipped or not) and the expected time of delivery. Sysco usually gives you a two-hour window, but it often changes, so it was especially convenient to be able to check the app frequently the morning of our delivery."

"We advise to not schedule Sabbaths on Sysco delivery days."

Shopping at Stores

If you only have a small shopping list, go ahead and make a trip to the store instead of placing an order. Sysco doesn't carry all of the items that we need in quantities that we can handle (too large in size or expensive), for instance gluten-free food and for other dietary needs.

Make a trip to the store on a weekday for the rest of your list. Thursday can be a great day for this. Regular shopping on the weekends is highly discouraged outside of emergency items – this eats into quality team time in your precious weekend hours.

Make a shopping list every time you go to the store or place an order. Even if you think you only need a couple items. Review upcoming meals and what you have in your inventory. You will forget things, so keep a running list whenever you think of something that you missed and add to it until you go to the store or place an order.

- If you chose to shop at **Costco** or **WinCo**, request your **PIN** number from Jake Bailey before shopping.

- SSP's **tax identification number** is **68-0222320** and your site director has a copy of SSP's IRS Determination Letter.

- **Buy smart**. Food packaged in bulk tends to cost less per unit than the same food in smaller packages. Sometimes this is not the case, and you should compare the price per unit to determine which item is the cheapest. The cheapest food, however, isn't the best quality or healthiest for us. Strike a balance between affordable and healthy ingredients.

"One mistake we made was purchasing the cheapest things in store without reading ingredients. Even if it is cheaper does not always mean it is better. Make sure you read ingredients to follow SSP's guidelines on healthy eating."

"When you shop, try and place like items together on the belt so that when they are scanned, they are all scanned together. This will make inputting your receipts later SO much easier and ensure that you don't forget an item."

"Take pictures of the label on the items you buy as you shop or put them away. Store receipts don't include the size of the item (i.e. a can that is 28 oz.) This means that when you go to input the item into SiteManager, you won't know how big the item was. If you have pictures, you won't have to go running around the kitchen like a chicken with your head cut off collecting sizes, or worse, regretting that you've already finished the item and thrown it away before inputting the receipt!

Credit Card Problems

Credit cards, when used for the first time in an area are likely to be 'blocked' by our bank. This is to protect us from fraudulent charges, but at SSP we go new places all the time so we often face this challenge. This typically happens at the beginning of the summer, but it can happen any time. Nothing can be done about this in advance, Bank of America already knows where are cards are going in the field. If your card becomes blocked, here is what you do:

1. Stay calm and **call Jake Bailey immediately**, regardless of the day of the week or time of day. He will respond as quickly as he is able.
2. Typically, cards can be unblocked within 10 minutes, sometimes it takes longer. Please be patient.
3. Use another SSP card – this is why it is helpful to go shopping in pairs. If a second card is also blocked, do not try any additional cards. **Never use a personal card.**
4. If you are stuck at the store, laugh and smile! Ask if you can put your carts in a walk in refrigerator.

Call Jake Bailey:

- Office phone first (916) 488-6441 Monday – Friday, 9 to 6 PM
- Cell phone next (916) 677-7228
- Leave a detailed message:
    - Full name on card
    - Where you were attempting a purchase and the total cost
    - Last successful purchase that was made on the card

"Make sure that you are always respectful and courteous to people you see while you are out doing SSP business; you are the face of a great organization, and your actions reflect the values that SSP believes in!"

Managing Your Food Budget

Your FSC team is responsible for maintaining complete records of money spent on food and making sure you are staying on budget. You will use SiteManager, our online portal and budget/inventory tracking tool, to do this.

SiteManager:

At the end of every week, inventories are completed to capture how much was consumed during the week. Units of food items are important to enter correctly.

	Total purchases	**-**	**cost of items in inventory**	**= how much was consumed**
i.e.	$2,000 of purchases	-	$200 in inventory	= $1,800 consumed

Now you can find out how much you spent per person:
$1,800 / 55 volunteers = $32.73 cost per person

SSP employees use SiteManager to enter in all purchases and inventories which automatically calculates the cost per person. We do this to manage our spending to stay within budget.

Each volunteer pays to attend SSP. The standard rate is **$415 per person, but ranges between $365-455.**

- We have given $76,500 in scholarships in 2019 for lower-income youth to attend SSP, this is about 1/3 of all volunteers!
- Out of the $415 each person pays, **$37 is budgeted for food**
- Based on your site's enrollment, your food budget will be between $9,000 and $16,000.
- **Be prepared to spend about $2,000 on food each week**, more at the beginning of the summer to set up your pantry.
- This is probably more money than you regularly spend on anything, so take this responsibility seriously, but also know that we trust you.

How to stay on budget:

1. Make time to immediately **recording Sysco orders and purchases from stores in SiteManager**. Every order and receipt will be entered into SiteManager. If you wait, you are more likely to forget what you purchased.

2. At the end of each week, take a **food inventory** and record it in SiteManager. This must be done after breakfast of the last day, before you do any shopping. It tells us how much was consumed during the week.
   - Keep careful track of your food inventory. An organized kitchen will be easier to inventory and to know where items are stored, making things quicker to locate when you need them.
   - It is normal to be over budget on the first week, as you are purchasing many things like flour and spices that you will use the entire summer.
   - Take out all items from fridge to clean, organize, and inventory them each week.

3. **Avoid wasting food:**
   - Save leftovers properly, heat them up to the proper temperature, and serve them at the next meal. Label any leftovers you put in the refrigerator or freezer with the date they were prepared. Keep a list on the door of the items you have inside as a reminder to use them.
   - While it is a good idea to over purchase at the beginning of the summer to prevent running out, don't over purchase near the end of the summer. It can be difficult to use or return all items.

The Meal Plan and Recipes

Feel free to change the day that a meal is made, or swap in a different meal after consulting with Megan! You have to own the changes you make, but also know that we have years of survey responses with comments about what people like and dislike which have guided this standard plan. Youth will generally want sweet breakfasts; adults will want less carbohydrates and more protein. Keep in mind that variety is the key to planning your menu – no one wants similar meals back to back.

Breakfast	**Main Dish**	**Sides at every breakfast:**
Monday	Breakfast Burritos, Sausage/Tofu	• Oatmeal (small pot) • Hard boiled eggs • Yogurt and granola • Cereal with milk • Fruit salad including a changing variety of ingredients
Tuesday	Pancakes, Sausage, Applesauce	
Wednesday	Breakfast Sandwiches, Sausage, Hash Browns	
Thursday	Breakfast Breads, Overnight Oats, Hardboiled Eggs	
Friday	Breakfast Hash, Scrambled Eggs, Sausage/Tofu	
Saturday	Cold Cereal, Breakfast Leftovers	

Snack	
Sunday	Orange Slices and Pretzels
Monday	Hummus, Ranch, Veggie Sticks
Tuesday	Chips and Salsa, Leftover Pancakes, Veggie or Fruit
Wednesday	Watermelon, Oat Balls
Thursday	Popcorn, Leftover Breakfast Breads and Hardboiled Eggs, Veggie or Fruit
Friday	Root Beer Floats, Veggie or Fruit

Dinner	**Main Dish**	**Sides at every dinner:**
Sunday	Rice Bowls, Cabbage Salad	• Salad including a changing variety of ingredients • White rice (as requested by group) • Fruit if there are no birthdays for a sweet treat
Monday	Baked Pasta, Roasted Broccoli & Cauliflower, Caesar Salad	
Tuesday	Burrito Bar, Fajita Bell Peppers & Onions, Southwest Salad	
Wednesday	Burgers, Hot Dogs, Summer or Pasta Salad, Zucchini	
Thursday	Enchilada Bake, Rice, Spring Salad	
Friday	Pizza, Heated Dinner Leftovers, Italian Chopped Salad	

Optional Dinner Meals:

- Chili, Cornbread, Baked Potatoes, Salad Bar
- Spaghetti, Pesto, Garlic Bread, Roasted Cauliflower & Broccoli, Caesar Salad

2019 Food Mantra

We are constantly responding to the ever changing expectations, eating habits, and needs of our volunteers. Our priority is to serve well prepared, healthy food, while maintaining your well-being.

The reality is that many youth attending SSP come from home environments of food insecurity, without affordable access to the fresh and nutritious options we provide. Many youth may also come from family structures where gathering together to share a meal on a regular basis is not the norm. We have an opportunity to make a place for these youth at our table, and conscientiously meet their needs by facilitating a holistically fulfilling environment at SSP mealtimes.

Based on the evaluation comments from 2018, here are our goals for 2019:

- **Larger initial servings,** ask people how much they want (this will decrease the rush for seconds)
- **Salt and pepper** available at every meal
- **Napkins** available at every meal. Put them out near the topping table.
- **Lunch:** include snacks for before and after lunch at the worksite. Include a veggie at least twice a week. Volunteers need fuel for their working bodies.
- **Snacks:** offer a fruit or veggie every afternoon as a part of snack
- **Fresh fruit** available at every meal
- **Veggies** served at every dinner in addition to green salad
- **More variety:** mix up what is in the daily fruit and green salads
- **Drinks:** provide a second beverage in addition to water at every dinner. Options include iced tea, lemonade, Gatorade, etc.

"Food is a social event and morale booster. It is more than calories."

Handy Cooking Tips

1. **Read the entire recipe** from beginning to end before you start cooking.
2. **Mise-en-place** is a French phrase used by chefs that means "everything in place." It refers to the act of prepping everything (ingredients and equipment) one would need before cooking or baking. It allows for the cooking process to be organized and fluid, a must in professional kitchens and often lost in the act of home cooking. When you are organized in the kitchen it allows cooking to be more fun and a lot less frustrating.
    - Chopping vegetables is time consuming; do it before you start cooking. This is a great job for Kitchen Party or people who want to help out in the kitchen. Teach them how to cut the item as you are taught at training.
    - When you get ready to cook a meal, assemble all ingredients beforehand so that after you have used them in the recipe you can put them away. That way, the only things left on the counter are those that still need to be used and there is no confusion as to what has been put in yet and what hasn't, since there will be times when something distracts you from your prep or your co-FSC takes over.
3. **Too much food is better than too little.** We don't want to waste food, but having people go to bed or the worksite hungry is not acceptable. You have been given an adequate budget to satisfy all of our hungry volunteers. Leftovers can be turned into tomorrow's snack or side dish.
4. **Spice**. Be careful not to add too much, or too little, seasoning. Add a little at a time and then taste before adding more. Remember that you are seasoning food for 60+ and it will look like a lot! People have varying tolerances of salt and spice (especially middle school volunteers!), and they are impossible to remove once they have been added. Put out salsa, hot sauce, and salt and pepper shakers for those who like to spice things up. Putting out salt is particularly important to replace the electrolytes your body loses when working hard and sweating a lot.
5. **Cooking spray**. Use to spray every pot, pan, skillet, etc. before using. Liberally spraying pots and pans before using them, paying special attention to the edges and corners, will reduce the amount of scrubbing required.
6. **Rotate baking sheets and pans** in the oven front to back and top to bottom to promote even cooking.
7. **Boiling water**. Always allow plenty of time for water to come to a boil, especially Week 1. The volume of water you will be working with takes a lot longer to boil than you might think particularly if you are working with small burners. Divide into two pots to decrease boiling time and to make it easy to serve from two lines. Cover to decrease boiling time.
8. **Coffee.** Regardless of your personal caffeine needs, you must have coffee available for staff and counselors. A great way to take care of this is to prep your coffee maker the previous night. Add the filter, grounds, and water the night before and you (or early bird counselors) need only flip the switch first thing in the morning. There are differing opinions regarding the ratio of grounds to water, but a good compromise is one heaping tablespoon of grounds for every six-ounce cup of coffee you're making. If you want to brew a 10 cup pot of coffee, ¾ cup of grounds should make a strong cup of joe.

9. **<u>High Altitudes.</u>** Areas that are 3,500 feet above sea level are considered to be high altitude areas. All cooking processes are directly affected by atmospheric pressure. At sea level, water boils at 212º F, but in high-altitude regions, the boiling point is much lower. For about every 500 feet of ascent, the boiling point is lowered 1ºF. At a 7,000-foot elevation, water would boil at about 198º F. Because the water is boiling at a lower temperature, it would take longer to cook food by boiling.

   High altitude sites:

   Tsaile is at 7,000 feet.

   Chiloquin is at 4,000 feet.

   Spokane is at 2,500 feet.

   Sea level sites:

   San Diego and Smith River.

   Atmospheric pressure is less at high altitudes than at sea level. Cakes can remain underdone if temperature is not raised to adjust for the lower boiling point at high altitudes. Due to rapid evaporation of liquids at high altitudes, bread and cakes must be carefully timed to avoid excess dryness. To convert standard recipes into those that can be used for high-altitude baking:

   - Use 5% more flour to disperse the leavening action and slow down the rapid rise of the bread or cake.
     - *For every 10 cups of flour, add an additional ½ cup.*
   - Use 20% more water to counterbalance the rapid evaporation of liquids at high altitudes and the extra flour added to the bread or cake batter.
     - *For every 10 cups of water, add an additional ½ cup.*
   - Bake about 25 ºF higher to help "set" the bread or cake's crust.
   - Reduce baking time by about 20% to prevent over baking at the higher temperature.
     - *For every 20 minutes, reduce by 4 minutes. For every hour, reduce by 12 minutes.*

   At high altitudes:

   - Air pressure is lower, so foods take longer to bake. Temperatures and/or bake times may need to be increased.
   - Liquids evaporate faster, so amounts of flour, sugar and liquids may need to be changed to prevent batter that is too moist, dry or gummy.
   - Gases expand more, so doughs rise faster. Leavening agents (baking soda and baking powder) may need to be decreased. Doughs may need shorter rising times and may need to be “punched down” (deflated) twice during the rising process.

Baking at High Altitudes:

BAKED FOOD	POSSIBLE PROBLEMS	ADJUSTMENTS TO TRY
Breads, Quick	*Includes banana bread and other quick breads.* • Overexpansion during baking • Bread may partially collapse • Sticky or tacky to the touch • Dipped center	• Decrease baking soda or baking powder (⅛ to ¼ tsp) • Decrease sugar (1 to 2 Tbsp.) • Decrease fat (2 Tbsp. to ¼ cup) • Increase water (1 to 4 Tbsp.) • Increase flour (2 to 4 Tbsp.) • Increase oven temperature by 15°F to 25°F
Pizza Dough	• Overexpansion during rising time • Drier texture • Bread may have large holes throughout	• Decrease flour and/or increase liquid until dough is soft and elastic • Allow dough to rise only until double in size (rising time may be shorter) • Punch down dough (and allow to rise) twice
Cakes	• Too dry, crumbly, pasty or dense • Sunken center • Over baked exterior, under baked interior • Overly moist layer at top or bottom • Cake “falls” (not enough structure)	• Decrease oil or shortening (1 to 2 Tbsp.) • Decrease baking soda or baking powder (⅛ to ¼ tsp) • Increase liquid (1 to 4 Tbsp.) or add an egg • Increase flour (1 Tbsp. to ½ cup) • Increase bake time until doneness is achieved
Cookies	*Cookies generally bake well at high altitudes. You may notice:* • Cookies have a drier texture • Cookies may spread too much • Cookies may not spread enough • Cookies may overbrown • Cookies may be underdone	• Decrease butter or shortening (2 Tbsp. to ¼ cup) if cookies spread too much • Decrease sugar slightly if cookies spread too much (amount depends on size of batch and other ingredients) • Increase liquid by 1 to 2 Tbsp. only if dough is too dry and cookies don’t spread • Increase flour (starting with 1 or 2 Tbsp.) if cookies spread too much • Increase bake time by 1 to 3 minutes • Decrease bake time by 1 to 2 minutes

Cooking at High Altitudes:

- Air pressure is lower, so foods take longer to cook. Temperatures and/or cook times may need to be increased.
- Water boils at a lower temperature, so foods prepared with water (such as pastas and soups) may take longer to cook. Temperatures and cook times may need to be increased.

COOKED FOOD	POSSIBLE PROBLEMS	ADJUSTMENTS TO TRY
Eggs, Hard Boiled	• May take longer to cook • Liquid may evaporate faster	• Add a pinch of salt to the water before heating • For hard boiled eggs, boil 5 minutes, then cover and let stand 15 minutes • After allowing to stand, drain and rinse with cold water
Pasta and Rice	• May take longer to cook • Liquid may evaporate faster	• Increase cooking liquid (water) if necessary • Increase cooking time
Vegetables	• May take longer to cook	• Increase cook time up to 5 minutes or until hot and tender

Food Allergies & Dietary Needs

More and more at SSP our volunteers have food allergies and other dietary needs. According to a study released in 2013 by the Centers for Disease Control and Prevention, food allergies among children increased approximately 50% between 1997 and 2011. 1 in 13 children have a food allergy. In 2018, 15% of SSP volunteers listed a dietary need were 4% Vegetarian, 2% dairy free, 2% peanut allergy, 2% gluten free, and 1% vegan.

It is important to accommodate all food allergies and dietary needs to the best of our ability to make sure that everyone stays safe at SSP, and feels included and well-nourished.

"One thing we found that worked well is we had two serving lines. One of the serving lines was specifically for dietary needs (allergies, vegetarian, etc.). We also designated a table for just toppings. This made the serving lines go much faster."

"The food was amazing. They had great options for people with allergies. In the past they lumped all the allergies together and I end up eating vegetarian. I'm not vegetarian. I appreciate the time that Joseph and Jocelyn took to create separate meals for all the people with allergies. I know it's not easy but it's much appreciated."

Food Allergies versus Food Intolerances:

A food allergy is an overreaction of the immune system to a specific food protein. When the food protein is ingested, in can trigger an allergic reaction that may include a range of symptoms from mild symptoms (rashes, hives, itching, swelling, etc.) to severe symptoms (trouble breathing, wheezing, loss of consciousness, etc.). A food allergy can be potentially fatal. The job of the body's immune system is to identify and destroy germs (such as bacteria or viruses) that make you sick. A food allergy results when the immune system mistakenly targets a harmless food protein – an allergen – as a threat and attacks it.

Unlike other types of food disorders, such as intolerances, food allergies are "IgE mediated." This means that your immune system produces abnormally large amounts of an antibody called immunoglobulin E — IgE for short. IgE antibodies fight the "enemy" food allergens by releasing histamine and other chemicals, which trigger the symptoms of an allergic reaction.

While only eight foods (milk, egg, peanut, tree nuts, fish, shellfish, wheat, and soy) account for approximately 90 percent of all food-allergic reactions, a person can be allergic to virtually any food. Allergic reactions to fresh fruits and vegetables, such as apple, carrot, peach, plum, tomato and banana, to name a few, are often diagnosed as Oral Allergy Syndrome.

With the exception of celiac disease, food intolerances do not involve the immune system. Although food intolerances may cause some of the same symptoms as a true food allergy, they cannot trigger anaphylaxis, a potentially life-threatening reaction.

Specific Allergies & Intolerances

Here is some information for some of the most common dietary restrictions; what they are and some tips for modifying your menu. A great online resource is **FoodAllergy.org** which also creates the "*Tips for Avoiding Your Allergen."*

Celiac disease & Wheat Allergy

Celiac Disease or Gluten Intolerance:

Celiac disease, which affects the small intestine, is caused by an abnormal immune reaction to gluten. This chronic digestive disease requires a lifelong restriction of gluten, which is found in wheat, rye, barley, and sometimes oats. People with celiac disease must strictly avoid these grains and their by-products. When people with celiac disease eat gluten, they experience an immune reaction in the small intestine. IgE, the antibody responsible for life-threatening reactions (anaphylaxis) does not play a role in this disorder. However, the immune response in celiac disease may damage the lining of the small intestine, preventing proper absorption of the nutrients in food. Over time, patients may become malnourished. Celiac disease can cause many symptoms, including bloating and gas, diarrhea, constipation, headaches, itchy skin rash, and pale mouth sores, to name a few. The symptoms may vary among affected individuals.

Wheat Allergy:

Symptoms of a wheat allergy reaction can range from mild, such as hives, to severe, such as anaphylaxis.

A wheat allergy can present a challenge for the diet as well as for baking, because wheat is the nation's predominant grain product. In planning a wheat-free diet, look for alternate grains such as amaranth, barley, corn, oat, quinoa, rice, rye, and tapioca.

At SSP:

If you are unable to purchase gluten-free sandwich bread at your site, ask for the groups to bring one to two loaves per person with that need. Ask your site director to make this request when they connect with the next session's group liaisons. If you are able to purchase gluten-free bread, always have an extra loaf in the freezer!

Many products will now say "gluten free" on the package. If you aren't sure or can't tell from the package, search for it on the internet. Corn tortillas and rice cakes are a great substitute and good to have on hand for meal replacements and snack items (verify on package that they are gluten free.) This will impact a lot of your menu. See the note next to recipe title to see if it is gluten free or what to change. There are a lot of mixes out there for gluten free pancakes, pizza dough, etc. Gluten free pasta is also available. Some meals are naturally gluten free like stir fry, burrito bar (with corn tortillas), and enchiladas.

Peanut Allergy

Peanut allergy is one of the most common food allergies. Peanuts can cause a severe, potentially fatal, allergic reaction (anaphylaxis). The number of children in the U.S. with peanut allergy more than tripled between 1997 and 2008.

Peanuts are not the same as tree nuts (almonds, cashews, walnuts, etc.), which grow on trees. Peanuts grow underground and are part of a different plant family, the legumes. Trace amounts of peanut can cause an allergic reaction. Casual contact with peanuts, such as touching peanuts or peanut butter residue, is less likely to trigger a severe reaction. Casual contact becomes a concern if the area that comes into contact with peanuts then comes into contact with the eyes, nose or mouth (for example, a child with peanut allergy gets peanut butter on her fingers, and then rubs her eyes).

Peanut allergy is common, especially in children. Peanut allergy symptoms can range from a minor irritation to a life-threatening reaction (anaphylaxis). For some people with peanut allergy, even tiny amounts of peanuts can cause a serious reaction.

At SSP:

If you have a peanut allergy on a roster, make sure your site director asks about the severity of the allergy (can the person be around other people eating peanut butter?) For minor allergies, you can often still serve PB&J sandwiches for everyone other than just that person or the work team that the person is on. In this case you will need to provide almond or sunflower butter instead of peanut butter, or cold cut sandwiches. Open new jelly jars to be sure that they have not been cross contaminated.

Severe peanut allergies require a lot of planning, cleaning and awareness. Make sure to clean and sanitize everything in your kitchen and equipment very well the weekend prior. In severe cases, everyone will need to eat sunflower butter and jelly (if approved) or cold cut sandwiches for lunch where no peanut butter is allowed during the week (including in oat balls.)

Tree Nut Allergy

Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts.

Tree nut allergy is one of the most common food allergies. Tree nuts can cause a severe, potentially fatal, allergic reaction (anaphylaxis). These are not to be confused or grouped together with peanut, which is a legume, or seeds, such as sunflower or sesame. Coconut is not a botanical nut; it is classified as a fruit. While allergic reactions to coconut have been documented, most people who are allergic to tree nuts can safely eat coconut.

Lactose Intolerance

Lactose intolerance occurs when a person's small intestine does not produce enough of the lactase enzyme. As a result, affected individuals are not able to digest lactose, a type of sugar found in dairy products. They may experience symptoms such as nausea, cramps, gas, bloating and diarrhea. While lactose intolerance can cause great discomfort, it is not life-threatening. The symptoms of lactose intolerance typically occur within 30 minutes to two hours after ingesting dairy products.

Always have nondairy milk available for cereal, oatmeal, etc. Examples of nondairy milk include soy, almond, rice, hemp, etc. Many will be okay if the milk is cooked in an item, like in pancakes, but be ready to substitute with nondairy milk just in case. You can also find soy cheese to use in meals. Shelf-stable nondairy milks are great to keep in your pantry for surprise lactose intolerance volunteers. Broccoli, nondairy milk, oranges, pinto beans and spinach all have calcium in them to supplement those not consuming dairy products.

Diabetes

The person's body has trouble regulating glucose and insulin levels on its own.

Avoid high fat, high carbohydrate foods, especially sugary or processed foods like white bread and all-purpose flour. Complex carbohydrates are absorbed more slowly than simple carbs and include whole grains (whole grain bread, brown rice, corn tortillas, etc.), fresh fruit and vegetables. A lot of the food we eat at SSP already is in line with this – we make beans from scratch, purchase whole grain bread with no high-fructose corn syrup, avoid soda, etc. It would be smart to keep a special jar of sugar-free or low sugar jam around for diabetics.

Diabetics are typically very used to monitoring what they eat their needs, but be sure to communicate with them about how they are feeling and what you can offer them. Keep some hard candy on hand, or allow them to, in case they are feeling low.

Hypoglycemia

Hypoglycemia is a condition characterized by an abnormally low level of blood sugar (glucose), your body's main energy source.

Immediate treatment of hypoglycemia involves quick steps to get your blood sugar level back into a normal range, either with high-sugar foods or medications. The main thing is that people with hypoglycemia need to eat balanced meals and to eat regularly, every 2-3 hours. Since you cannot provide constant meals, it is important to allow them to have snacks readily available, especially snacks that have complex carbohydrates (whole grains, fruits, vegetables, beans, etc.)

Vegetarianism

There are different types, but most do not eat any meat products (eggs and milk are generally OK). This includes broths, lard, and gelatin.

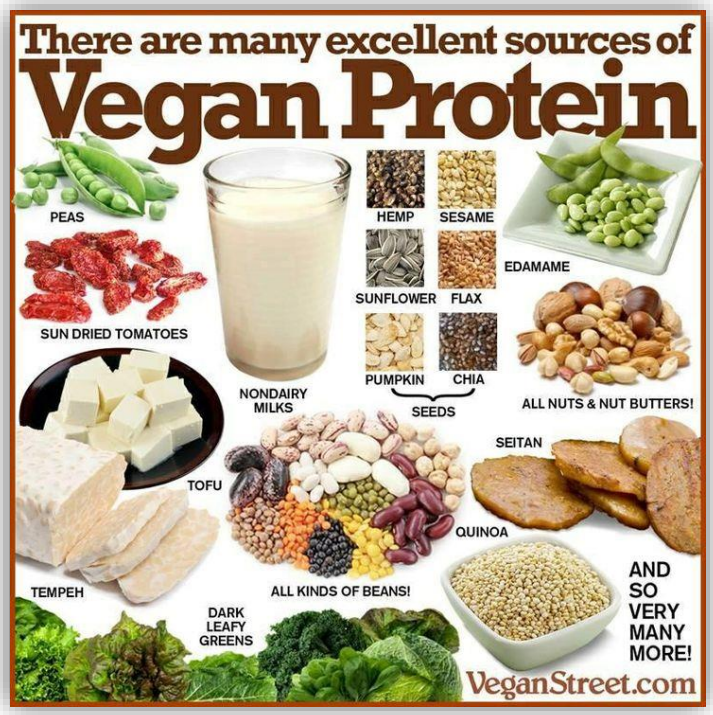
By making our own beans from scratch, we know that they don't have lard in them. Purchase vegetarian substitutes for sausage (brands like Morningstar, some of these contain egg, milk and wheat). Make two pieces of vegetarian breakfast meat substitute per vegetarian.

Make sure to provide extra protein for vegetarians and vegans. This can include rice and beans (together make a complete protein), hummus (make from chickpeas), nuts and nut butters, tofu and nondairy milks, seeds (sesame, sunflower, flax, and pumpkin), dark leafy greens, and quinoa.

Veganism

Vegans do not eat any animal products or by-products, including eggs, milk, cheese, ice cream, and mayonnaise. Some do not eat honey or ingredients like Omega-3, which are typically derived from animals.

Check your breads and pastas to make sure they do not contain eggs or milk. You can buy nondairy milk, vegan cheese and vegan butter spread. You can use Egg Replacer to make vegan baked goods, or make a "flax egg" by combining 1 tbsp. flaxseed meal with 3 tbsp. hot water and let sit for 5 minutes. Prepare tofu scramble instead of scrambled eggs.



Flax Egg: 1 tbsp. ground flaxseed + 3 tbsp. hot water = let sit 5 minutes to congeal

Great resource for vegan recipes: PlantBasedOnABudget.com/recipes

What to Remember When Accommodating Food Allergies, Intolerances & Dietary Needs:

1. **Ask Questions.** Find out about any dietary needs before ordering and shopping food for the following week. Review the information on next week's volunteers on the roster in SiteManager, which includes information about special dietary needs. Ask your site director to confirm this information when they make calls to liaisons the week prior. Some allergies will seriously impact your menu and kitchen, and you'll need time to prepare (like some peanut allergies). Be sure to ask clarifying questions, some people have more extreme needs than others.

2. **Read Your Ingredient Labels Carefully.** There are hidden items you may not realize are in your food. Keep your labels around in case someone has an allergy you are not familiar with and have not planned for. They will be more knowledgeable about what they can and cannot eat than you are. See Food Allergy Research & Education's "*Tips for Avoiding Your Allergen"* information sheet for specific allergy free diets.

3. **Avoid Cross Contamination.** Always use separate dishes and utensils, for cooking and serving foods for those with special dietary needs. You do not want to cross contaminate foods – some allergies are very severe and even trace amounts could lead to an anaphylactic reaction. Label stirring and serving utensils vegetarian, etc. to prevent confusion in a busy kitchen. Vegetarian burgers should be cooked on foil on a grill, flipped with a separate spatula and served on a separate platter. Any dishes vegetarians eat should be cooked separately from the meat.

4. **Be Flexible!** Of course there are allergies and dietary needs not listed on the roster that will come as surprises after people arrive, or even throughout the week. Plan ahead for this by having common allergy free staples in your pantry like gluten free pasta, corn tortillas, sunflower butter, etc.

5. **Be Sensitive!** It can be embarrassing to be called out as a teenager for any reason; because of this some young people will not draw attention to themselves or their needs. They may not want you to go out of your way for them, or go to you to tell you exactly what they can and cannot eat. Ask them discretely, not in front of a group. Assure youth that it is your job and that you are happy to do it! Follow up with someone with a dietary need after a meal to make sure that they had enough to eat.

6. **Be Inclusive!** Please take allergies and dietary needs into consideration for traditions like FRED cookies; it can be really hurtful to be left out. Remember, the center of SSP is in the margins, and so are our jobs a lot of the time! Corn tortilla chips and salsa are great to use for love feast because then people with gluten allergies and people who are vegan can participate equally.

Here are examples from 2019 rosters (only will have a few per week):

Allergic to all nuts - carries Benadryl and an epi-pen
Allergic to red meat and strawberries. PB&J will not work for her sugar levels; please provide a cold cut.
Allergic to Sesame and Nuts. Also, legumes, peas and bananas.
Allergic to shellfish & chicken (ok with vegetarian option). Carries an epi-pen for anaphylactic reactions.
Allergic to the following: wheat, corn, rye, beef, chicken, chocolate, lettuce, grapes/raisins, peppers, allspice, huckleberries, kale
Allergic to tree nuts, milk and milk proteins (whey, casein), avocado, bananas, tropical fruits, sesame seeds and coconut
Allergies to ALL NUTS (PEANUTS, TREE NUTS, COCONUTS), EGGS, AND SHELLFISH. This included baked goods with eggs and condiments like mayonnaise.
Allergy to the following foods: all seafood (fish and shellfish). Nuts: pistachio, cashew, brazil nuts, mango
Anaphylactic to peanuts and has an additional severe allergy to tree nuts. He cannot eat anything with any nuts in it or food that is processed in a facility that mfg peanuts. He carries an epi pen and Benadryl with him at all times.
Can have all dairy. But regular milk. Can only have almond milk. And is allergic to raisins not grapes.
Celiac disease, which means no cross contamination with anything that contains or has touched wheat.
Dairy products can cause stomach pain, soy replacement products are great. Can usually eat butter and cheese without much issues.
Egg sensitive- I cannot eat scrambled eggs, omelets, quiche, etc. I can eat baked things with eggs in them such as pancakes, waffles, etc.
Ensure 3 x a day. A protein bar at pm with melatonin 1 hour before bed. He does have some OCD issues in how his food is arranged...(not touching each other)
Gluten, dairy, chicken, peanuts, bananas, tomatoes
Gluten free + allergies to eggs, dairy, all legumes, and pineapple
I do need low carb options with meals, but I can usually pick them out myself.
Melon [all melon], Avocado, Mango
Mild allergy to pecans, walnuts, cashews, etc. Peanuts are fine. Also, mild allergy to salmon.
No Bananas, oats or peanuts. Almond butter okay
No peanut butter. No nut butters.
Not dairy free, just doesn't drink cow’s milk because of a protein allergy. Cheese and yogurt are fine
Paleo diet. Has anxiety disorder and manages it by her diet and working out.
PB not airborne, would prefer cold cuts.
Peanut skin allergy. If in contact needs to wash with soap and water only.
Severe dairy allergy & hypoglycemic. Limit 30 carbs/meal, 110/day. She will bring bread for sandwiches. No foods high in potassium. Extra salt required b/c she cannot retain sodium in her blood. She eats meat, eggs, most veggies, fruits, seeds, nuts
Severe intolerance to msg (monosodium glutamate) which is found in ranch dressing, some pizza & spaghetti sauces and pre-made seasonings (ex: Mccormick's or Lawry's taco or sloppy Joe's seasonings).
Tree nut allergy. She can't eat things with cashews, almonds, walnuts, pinenuts, hazelnuts, pecans, pistachios. If items are made in a factory or may contain traces, that IS okay. She CAN have peanuts, as she is NOT allergic to them.
Very sensitive to dyes. No artificial food coloring of any kind

Guide to Cutting Vegetables

Tip: *When cutting vegetables or fruit, do all of one task at a time before moving on to the next step.*

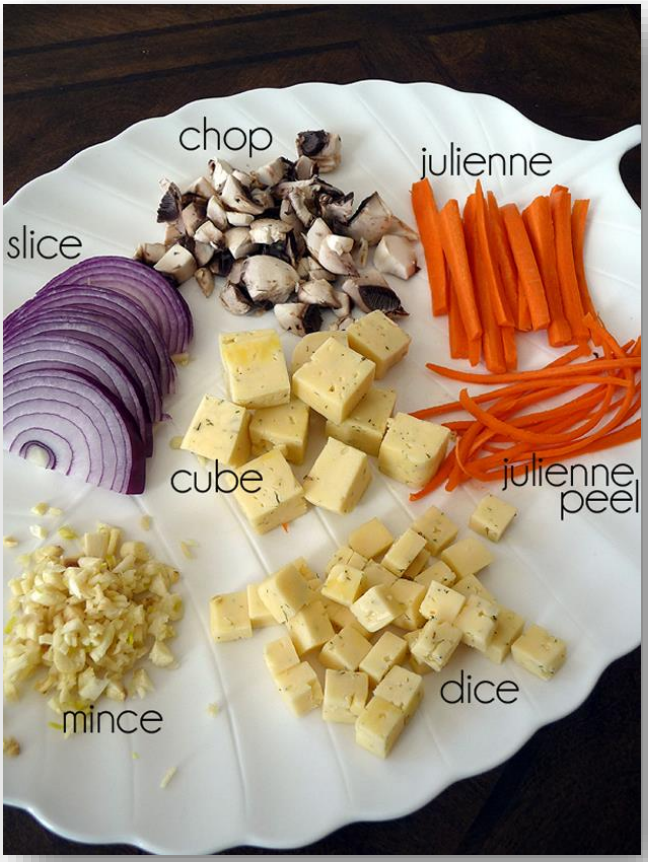
Chop: To cut pieces into irregular shapes, roughly the same in size. You can cut food into fine, medium or course pieces.

Cube: Ingredients cut uniformly ½" on all sides are said to be cubed. First, cut slices into your ingredient, such as cheese. Then, cut each slice into sticks and cut each stick into cubes.

Dice: Ingredients cut uniformly ⅛ to ¼" on all sides are said to be diced. First, cut slices into your ingredient, such as cheese. Then, cut each slice into sticks and cut each stick into small cubes.

Mince: To mince is to very finely chop ingredients so that it is more evenly distributed throughout the dish. Mincing is smaller than dicing. Commonly used for garlic, herbs, and ginger. In addition, one may "bruise" the ingredient with the back of the knife to further release the juices and oil.

Slice: A portion that is cut thin and flat is said to be sliced, such as: sliced onion, bread, meat, or tomatoes. To slice an onion, first cut it in half from root to tip. Then peel the onion. Place one half, inside facing down, on your cutting surface, and make thin vertical cuts through the onion.



All About Beans

SSP prepares dried beans for all of our recipes. They are cheaper, lighter to transport to our sites, lower in sodium, create far less waste, and lack the preservatives and additives of canned, processed beans. Dried beans help us save money, be more environmentally conscious, and model good nutrition for youth. Beans and rice make a complete protein; 1-⅓ cups of black beans has as much protein (21 grams) as 3 oz. of chicken, and half of the fiber recommended per day (meat has none).

Steps to hydrating and cooking dry beans:

1. In a large stock pot, measure out dry beans for the week. **Rinse beans** a few times.
    a. The rinsing and soaking process helps beans be less gassy for individuals.
    b. Run water into the pot, swish around the beans with a clean hand or utensil. Drain water with lid and repeat 2 or 3 times.
    c. Or use a colander and rinse with running water before transferring into your cooking pot.
2. Fill pot with beans no more than half way. **Cover beans with water** 3-4 inches above beans. Beans will absorb water. Extra water will be drained, so you don't need to measure. Discard beans that float.
3. Cover the pot. **Let the beans soak overnight** or, if you're doing this during the day, for 6-8 hours.
4. **Drain and rinse.**
5. Spray smaller pots with cooking spray. **Divide beans into the smaller pots to cook beans quicker**. Cover beans with water (the ratio of water to beans should be about 3:1). If you have too much water at the end of the cooking time, you can drain the beans.
6. **Bring pot to a boil and simmer for one to two hours**, until a bean can easily be smashed between two fingers. This is key! We did a great job in 2018 making excellent beans, let's keep this high-standard up. If the water drops below the level of the beans, add more boiling water. Stir frequently. Test a few beans before calling them done.
7. Once they are done, drain and allow to cool before storing in the fridge. **Spread them in chafing pans no more than half way full to cool.** Stir often to cool. **Store** in refrigerator or freezer until needed.

Tips:

- **Make beans for the entire week**. This is a good task for Sunday mornings (soak the beans overnight on Saturday). Keep different types of beans separate for various cooking times.
    - 1lb dry = 2 ¼ to 2 ½ cups dry = 6 to 7 cups cooked beans
    - 1 cup dry = 2 ⅔ cups cooked
    - 1 cup cooked = ⅓ cup dry
        - If you need 10 cups of cooked beans, you will prepare 3-⅓ cups of dry beans (10/3).

- The volume of beans listed in your recipes is based on cooked beans. Use the conversion above to determine how much beans you need to purchase, soak, and cook for all of your meals that week.

- If you forget to soak beans, you can use the **"quick soak" method**: In small pots, bring the beans in water to a boil over high heat. Cook the beans for 1 minute, then remove the pot from the heat. Cover with a lid and soak in the warm water for one hour. To finish the beans, follow steps 6-8.

How store and reheat beans:

- **Save some of the cooking liquid** to store leftover beans in. If needed, used fresh water. This prevents beans from drying out.
- Reheat beans on the stove top (or in a chafing pan in oven) **covered with the cooking liquid or water**.
- Add salt, pepper, minced garlic, and granulated onion to taste. No one likes unseasoned beans!

Recipes using beans:

- Burrito bar
- Breakfast burritos
- Enchilada bake
- Veggie burgers
- Snacks: hummus, roasted chickpeas
- Feel free to put them out for a salad topping and use them creatively!

Browning Meat

At SSP, we use a mix of ground turkey and ground beef, as turkey is usually cheaper and leaner. Purchase ground meat with less than 20% fat content. Here's what you need to know about cooking ground meat safely.

- **If frozen, thaw meat before you cook it. There are three safe ways to do this:**

    1. Move it from the freezer to the fridge no more than 48 and no less than 24 hours before you plan to cook it. Defrost it in a baking pan on the lowest possible shelf so that raw meat juices won't drip down and contaminate ready to eat foods.

    2. Wrap in plastic wrap completely and place it in a sink full of cold (never warm or hot) water. Replace the water every 30 minutes with cold water until the meat is defrosted all the way through (this usually takes at least 2 hours).

    3. *Use this method as a last resort: defrost frozen meat in the microwave. Turn the microwave down to 50% power and microwave for four or five minutes or until the meat is thawed all the way through. While perfectly safe, this isn't ideal. It usually makes a mess, and almost always cooks the meat to some degree. You must cook the meat immediately after thawing it in the microwave.*

- **Brown ground meat by roasting in the oven on rimmed baking sheets:**

    1. Preheat oven to 450°F
    2. Spray rimmed baking sheets with cooking spray, especially the edges.
    3. Break up ground meat with spoon onto the baking sheets.
    4. Roast in oven, breaking large clumps every so often. Remove from oven and stir with the oven door closed to minimize dropping oven temperature.
    5. A liquid of fat will cook out of the meat. Never pour this down the sink. It will solidify and clog the drain, damaging the sink. Keep an empty #10 can in the kitchen to store fat that has cooked out of meat before throwing it away. A large metal colander is helpful to drain meat. Drain as needed.
    6. When no longer pink, drain meat into #10 can. Make sure to cover this can to prevent flies.

- **When limited by oven space, you can also browning ground meat on griddle or skillet:**

    1. Turn your griddle or skillet to high heat. Let it heat up for a few minutes.
    2. Put meat on cooking surface; make sure not to cook too much at once. Break the meat into smaller pieces and spread it out to cover the bottom of the pan. You don't need to use oil because there is plenty of fat in the meat to prevent it from sticking.
    3. Allow the meat to cook without stirring or flipping it. You will know when enough fat has cooked out that it can be flipped because it will no longer stick to the bottom of the pan. When this happens, flip and stir so that the uncooked meat comes into contact with the surface of the pan.
    4. Continue breaking the meat apart and stirring until it has become brown and there is no pink anywhere.
    5. Once you have drained the fat, you can add the meat to a sauce or add seasoning. See recipes for details.

Lunch Planning

Nutrition Specialists are one or two youth on a work team assigned to prepare lunches at the work site for the entire team. Each team is assigned a lunch box (reused box from Sysco) with their ingredients for the week. Label the box with the team name for accountability and recycle at the end of each week. The SLC will help the Nutrition Specialists replenish their ingredients each day and check their boxes before leaving each morning. If someone has dietary needs, they should be assigned to be a Nutrition Specialist to make sure their needs are being met.

- **Bread (whole grain or whole wheat with no high-fructose corn syrup)** – Plan for one loaf of bread per person per week. If you end up with too much bread, freeze some of it to prevent it from molding. This is important in hot kitchens.

- **Peanut Butter (chunky and creamy) and Jam (where high-fructose corn syrup is not the first ingredient):** Generally strawberry is more popular than grape, but if you find other kinds like blackberry, raspberry, etc. at a similar cost, buy it! Avoid purchasing in #10 cans from Sysco. Also beware of glass jars; broken glass and spilled jam are a mess to clean up.

- **Fruit**: Hand fruit every day. Buy apples as a last resort, (not in season in the summer and tend to be poor quality). Oranges (also not in season) keep better. Look for grapes, plums, peaches, pears, etc. Some of these fruit are more fragile than others.

- **Veggie:** Include vegetables at least twice a week. Carrot sticks, celery, bell peppers, cucumber slices, precut broccoli, etc.

- **Salty Snack**: It's really important that we provide a salty snack like pretzels or crackers. Volunteers are working hard and sweating a lot, and it's important that they replace the electrolytes they have lost. Leftover breakfast breads, trail mix, and popcorn are also a good snack to package for lunch. Rotate what you offer each day for variety.

- **Cold Cut Sandwiches**: *Only during weeks when almond/sunflower seed butter is not an option for the work team/full group in the case of severe peanut allergies!* Ingredients include:

    - Bread
    - Cold cut turkey and ham
    - Mayonnaise
    - Mustard
    - Sliced cheese
    - Lettuce
    - Tomato
    - Cucumbers
    - Bell pepper
    - Avocado, etc.

Include cream cheese and hummus for vegetarians. Make these at site before leaving for the work site. After people drop off their breakfast dishes, they will make their own sandwich by going down each side of a table set up with all of the ingredients (in logical order). Do not try to have them make their sandwiches on site! Use coolers to keep sandwiches cool until lunch. Make ice by freezing yogurt containers of water.

Daily Lunch Packing List

- ❒ 2 loaves of bread
- ❒ 2 peanut butter (or almond/sunflower)
    - Crunchy
    - Creamy
- ❒ 2 jam / jelly
    - Strawberry
    - Grape
- ❒ Fruit for each person on team
- ❒ Veggie (twice a week)
- ❒ Salty Snack: pretzels, crackers, trail mix, popcorn, leftover breakfast breads
- ❒ 4 Serving gloves
- ❒ 2 Plates
- ❒ 2 Spoons
- ❒ 2 Knives
- ❒ Napkins
- ❒ Hand sanitizer
- ❒ Plastic bags for clean-up
- ❒ LOVE!

Snacks

Snack time is the perfect way to turn leftovers into something new and exciting! This is where your creativity really makes a difference.

Snack time is immediately after the work day while folks are waiting for showers (ideally 4-5pm or earlier for middle school). Snack is also available by request at any time of the day when someone is hungry. Let everyone know at the beginning of the week about snack, and that our goal is for no one to be hungry. We have food and the budget to make sure that everyone is well fed.

Snack time must include at least a fruit or vegetable option. Everyone might not take it, but it needs to be available for those who want it.

Fresh fruit and veggies:

- Apples and oranges, sliced
    - People are more likely to have a few slices versus a whole piece, especially important for those with braces!
- Celery or apples (sliced) with peanut butter
- Veggie sticks (cucumber, bell pepper, celery, carrots, radishes, etc.) with hummus and ranch
- Melon wedges
- Snap peas or edamame

Other healthy options:

- Nuts for protein in trail mix or alone (almonds, peanuts, soy nuts, etc.)
- Dried fruit like dried cranberries or raisins
- Beans in hummus or roasted chickpeas
- Whole grains like popcorn and oat balls

Facilitating snack time:

1. Prepare snack ahead of time and delegate to a staff or counselor so you can focus on dinner.
2. Snack time must be constantly monitored so that the food safety rules are followed and that there is enough for everyone.
3. Heat up leftovers to serve if your kitchen is near where snack is served.
4. Snack time should be in the same place every day or be well announced so that people know where to get food if they are hungry before dinner.
5. Have hand sanitizer available and the server always needs to wear gloves.
6. Distribute snack in coffee filters or bowls if dinner won't require them.
7. Return snack supplies to kitchen when it is gone or before dinner.

Breakfast Base Recipes

Granola – *gluten free (check oats) and vegan*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Rolled oats (not quick cooking)	4 cups	8 cups	24 cups
Mixed Nuts (unsalted, raw almonds and walnuts)	1 cup	2 cup	6 cup
Maple Syrup	2 tbsp.	¼ cup	¾ cup
Sugar, white	¼ cup	½ cup	1 ½ cups
Optional: shredded unsweetened coconut, ground flaxseed, chia seeds, raisins, cinnamon (tbsp.), etc.	½ cup	1 cup	3 cup

Estimated prep time	10 minutes	15 minutes	20 minutes
Estimated cook time	40 minutes	40 minutes	40 minutes
Ready in	50 minutes	55 minutes	1 hour

Equipment:

- Knife & Cutting board
- Measuring cups
- Measuring spoons
- Large mixing bowl
- Mixing spoon
- Rimmed baking sheets

Step 1	Preheat oven to 325°F
Step 2	Roughly chop nuts.
Step 3	Make a simple syrup by reducing sugar and maple syrup in equal parts water. Mix with oats & nuts.
Step 4	Divide ~5 cups onto each rimmed baking sheet and bake for 40 minutes. Stir after 25 minutes of baking and continue baking for 15 more minutes. Add optional ingredients after baking.

Tips:

- Make a batch large enough for two weeks' worth. Will keep for two weeks in a sealed container.
- Make a fancy and a plan batch (allergy free). Be mindful of cross contamination!

Serving Instructions:

- Serve every morning with yogurt on the toppings table.
- Serve with nondairy milk for vegans and lactose intolerant folks.

Yogurt & Applesauce – *Greek yogurt may contain gluten additives.*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Yogurt	1 quart	2 quarts	6 quarts
Applesauce	6 cups	12 cups	36 cups

- Serve a variety of yogurt flavors: at least one plain, one vanilla, and lots of fruit yogurt each morning.
- Avoid purchasing applesauce in #10 cans. Purchase in smaller containers than can be resealed.

Fruit Salad

Ingredients:	12 Servings	24 Servings	72 Servings
Watermelon, 1" cubes	1	2	4
Honeydew, 1" cubes	1	2	4
Cantaloupe, 1" cubes	1	2	4
Pineapple, 1" cubes	½	1	2
Kiwi, halved and sliced	2	4	12
Blueberries, raspberries, or blackberries	8 oz.	16 oz.	32 oz.
Strawberries, quartered	8 oz.	16 oz.	32 oz.
Grapes, halved	8 oz.	16 oz.	32 oz.

Estimated prep time	30 minutes	40 minutes	1 hour

Equipment:

- Knife
- Cutting board
- Large mixing bowl
- Mixing spoon

Step 1	Chop various fruit and mix to distribute.

Tips:

- **Have KP chop fruit the night before.**
- Avoid fruits that will brown overnight (bananas, apples, etc.)
- Mix up the variety each day so it doesn't get boring.
- Cut fruit in different ways for a different presentation, thin slices vs. cubes.

Serving Instructions:

- Drain liquid and serve with a slotted spoon.
- Serve every morning and at dinners when there are no birthdays for a treat.

Oatmeal – *gluten free (check oats) and vegan*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Rolled Oats (not quick cooking)	6 cups dry	12 cups dry	36 cups dry
Water	12 cups (3 quarts)	24 cups (6 quarts)	72 cups (4.5 gallons)
Salt	½ tsp.	1 tsp.	1 tbsp.
Toppings are the key to tasty oatmeal: Chopped fruit and berries (fresh or thawed frozen), brown sugar, raisins, walnuts, almonds, flax seed meal (labeled so it doesn't get mixed up for brown sugar), milk, and nondairy milk.			

Estimated boil time	20 minutes	30 minutes	1 hour
Estimated cook time	10 minutes	15 minutes	20 minutes
Ready in	30 minutes	45 minutes	1 hour 20 minutes

Equipment:

- Stock pots and lids
- Cooking spray
- Measuring cup
- Measuring spoon
- Large mixing spoon
- Ladle for serving

Step 1	• Use multiple pots to decrease boiling time – one for each serving line. Spray pots with cooking spray. • Bring water and salt to boil over high heat with lid on. • If you want creamier oatmeal, add the oats to the water before bringing to a boil.
Step 2	• Add oats after the water is boiling if you want chewier oatmeal, stirring well. • Reduce the heat to a simmer. • Mix until oatmeal is hot and water is absorbed. Stir every five minutes, taking special care to stir the oatmeal at the bottom of the pot to keep it from burning. • Remove from heat once it is done and cover to retain heat until ready to serve.

Tips:

- Measure out two parts water to one part oats (2:1).
- If the oatmeal is too thin, keep cooking and stir occasionally.
- If the oatmeal is too thick, add a little more water and cook until it the oatmeal thins.
- How long it will take to bring your water to a boil depends on several factors, including how much water you're boiling, the altitude (higher=longer) and how powerful your burners are. <u>The first time you do this, allow at least an hour</u> for the water to boil until you know how long this will take you.

Serving Instructions:

- **Serve a small batch every morning** (start with 12 servings on Monday and increase/decrease as needed)
- Oatmeal is cheap and doesn't reheat well – throw away leftovers.
- One serving of oatmeal is ⅔ cup. Serve this with a ladle or two mixing spoons.
- Instruct your staff how to avoid acting like a stereotypical school cook – avoid the slop factor! Use two spoons to unstick oatmeal, rice and other sticky foods.
- Put toppings on a separate table (with serving utensils) to keep the serving line moving.

Hardboiled eggs – *vegetarian*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Eggs	1 dozen	2 dozen	6 dozen
Topping: salt and pepper			

Estimated boil time	20 minutes	30 minutes	1 hour
Estimated cook time	15 minutes	15 minutes	15 minutes
Ready in	35 minutes	45 minutes	1 hour 15 minutes

Equipment:

- Stock pots and lids

Step 1	Place eggs in the pot carefully, stacking no more than 2 layers tall to promote even cooking. Use multiple pots to help the water boil quicker by making smaller batches.
Step 2	Add enough cold water to cover the eggs by at least 2 inches. Add 1 tsp. salt. Bring to a rapid boil over high heat (water will have large, rapidly breaking bubbles).
Step 3	Remove from heat, cover and let stand for 15 minutes. Test an egg, and if done, drain water and run cold water over the eggs to cool them, draining again. If not quite done, keep eggs in hot water and test a new egg every few minutes until done.
Step 4	Place in refrigerator overnight.

Tips:

- **Make hardboiled eggs the day before you need them.**
- At high altitudes, boil for 5 minutes before removing from heat.
- Leftovers make a great snack, or serve tomorrow morning.

Serving Instructions:

- **Serve hard boiled eggs daily.** Start the week by serving half as many as the number of people you are serving; increase to one per person for cold breakfast day.
- A serving is one egg. Serve with salt and pepper on toppings table.

Scrambled Eggs – *dairy free; scramble tofu w/ sautéed veggies*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Eggs	30 eggs (2 ½ dozen)	5 dozen	15 dozen
Salt and Pepper	½ tsp. each	1 tsp. each	1 tbsp. each
Garlic, minced (jar)	½ tsp.	1 tsp.	1 tbsp.

Estimated prep time	10 minutes	20 minutes	30 minutes
Estimated cook time	20 minutes	30 minutes	40 minutes
Ready in	30 minutes	50 minutes	1 hour 10 minutes

Equipment:

- Small bowl
- Large bowl
- Whisk
- Large nonstick skillet
- Cooking spray
- Heat safe spatula
- Glass bowl or glass dish
- Plastic wrap
- Plastic slotted spoon

Step 1	**Scramble the eggs:** • Crack eggs a few at a time into a small bowl. This is to make fishing egg shells out of the bowl much easier. Use a piece of shell to remove any pieces in the cracked eggs. Egg shells can be composted. • Beat eggs with a whisk. Beat eggs a few at a time to make it easier to get all the yolks and whites integrated. Continue mixing until egg yolks are all broken up. • Add in salt, pepper, and garlic.
Step 2	Spray a large nonstick skillet with cooking spray. Set to medium heat.
Step 3	**Cook the eggs:** • Let the eggs cook, without stirring, until egg begins to set around the edges. Lift and fold the partially cooked egg so that the uncooked portion flows underneath. • Continue cooking for 2-3 minutes or until cooked throughout. Do not overcook. • Set cooked eggs aside in a glass bowl or pan until ready to serve. • Serve with a plastic slotted spoon. Drain if watery after cooking them before serving.

Tips:

- **Day before: crack eggs, season and whisk, then store in refrigerator.**
- The eggs should be a consistent yellow color, avoided browning the eggs.
- **To scramble tofu for breakfast sandwiches**: purchase extra-firm tofu, drain and smash with a potato masher. Sauté some veggies, then add tofu and beans. Cook until heated and stir in fresh or dried herbs; season with salt and pepper. Recipe: plantbasedonabudget.com/favorite-tofu-scramble

Serving Instructions:

- A serving is ~¾ cup or 2 ½ scrambled eggs (or tofu); serve with a plastic slotted serving spoon.

Hash Browns 3 Ways – *gluten and vegan*

Option 1: Roast in oven pre-shredded/cut potatoes from Sysco. This will take less time than Options #2 and 3.
Option 2: Cut in quarters and shred potatoes in food processor. Soak. Season. Roast in oven.
Option 3: Cube potatoes. Season. Roast in oven.

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Option 1:			
Pre-shredded/cut potatoes	4 lb.	8 lb.	24 lb.
Options 2 & 3:			
Potatoes, Red (or sweet potatoes!)	4 lbs.	8 lbs.	24 lbs.
Garlic, minced (jar)	2 tbsp.	¼ cup	¾ cup
Olive Oil	¼ cup	½ cup	1 ½ cups
Salt	1 tsp.	2 tsp.	2 tbsp.
Pepper	½ tsp.	1 tsp.	1 tbsp.
Option 3 extras:			
Onion, yellow	1	2	6
Bell Pepper	1	2	6
Mushrooms	4	8	24
Spinach, Baby	8 oz.	16 oz.	48 oz.
Toppings: serve with ketchup, salsa, hot sauce, etc.			

Estimated prep time (much less for Option 1)	15 minutes	20 minutes	30 minutes
Estimated cook time	45 minutes	1 hour minutes	1 hour 30 minutes
Ready in	1 hour	1 hour 20 minutes	2 hours

Equipment:

- Food processor
- Knife
- Cutting board
- Rimmed baking sheets
- Cooking spray
- Heat safe spatula
- Chafing pans
- Oven mitts

Option 1:	Follow instructions on package. Or: 1. Preheat oven to 425°F. 2. Spray baking sheets with nonstick spray. 3. Spread out frozen pre-shredded potatoes on sheets. 4. Roast in oven for 25 minutes. Flip once midway through cooking time. 5. Make sure they are browned and crispy before removing from oven. 6. Store in chafing pan covered to keep warm.
Option 2:	1. Chop potatoes into quarters. Have KP do this the evening prior. Cover potatoes with water and refrigerate for no more than 24 hours before you will cook them (or they will turn black). 2. Preheat oven to 425°F. 3. Shred potatoes in food processor, setting them aside in a large bowl. 4. Add water to "rinse" potatoes, removing the starch. Do this twice. 5. Squeeze out excess water by using a clean towel. 6. Add olive oil, minced garlic, and seasonings to potatoes. Mix by hand. 7. Spray baking sheets with nonstick spray. 8. Spread out shredded potatoes on sheets. 9. Roast in oven for 25 minutes. Flip once midway through cooking time. 10. Make sure they are browned and crispy before removing from oven. 11. Store in chafing pan covered to keep warm.
Option 3:	1. Chop potatoes, onion, bell pepper, and mushrooms into ½" cubes. Have KP do this the evening prior. Cover potatoes with water and refrigerate for no more than 24 hours before you will cook them (or they will turn black). 2. Preheat oven to 425°F. 3. Toss veggies in mixing bowl with olive oil and minced garlic. Add spices and toss by hand until coated. 4. Spray baking sheets with nonstick spray. 5. Divide between multiple rimmed baking sheets. Do not crowd sheets – they will steam and not brown. 6. Roast in oven for 25 minutes. Flip once midway through cooking time. 7. Toss with a spatula and shake the pan twice during the roasting time. 8. After 25 minutes, crank temperature up to 500°F and continue to roast for 15 to 20 minutes longer, tossing twice more. They are done when crisp and golden with some dark bits. 9. Add spinach and store in chafing pan covered to keep warm.

Tips:

- **Day before: chop veggies.** Cover potatoes with water and refrigerate for no more than 24 hours before you will cook them (or they will turn black).
- Make some with sweet potatoes for added nutritional value.
- Try dehydrated potatoes and follow instructions on container.
- Try making different versions throughout the week so they don't get boring.

Serving Instructions:

- A serving is a ½ cup of potatoes.

Sausage – *check box for instructions and ingredients*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Sausage (frozen links)	24 pieces	48 pieces	144 pieces
Veggie Sausage	2 per person		

Estimated prep time	10 minutes	15 minutes	20 minutes
Estimated cook time	20 minutes	30 minutes	40 minutes
Ready in	30 minutes	45 minutes	1 hour

Equipment:

- Rimmed baking sheets
- Oven mitts
- Metal tongs
- Baking pan
- Chafing pans

To reheat precooked sausage from Sysco:	1. Preheat oven to temperature on box. 2. Spray baking sheets and place sausage so that they aren't touching each other. 3. Cook for time on box. 4. Check often to make sure they are cooking evenly (they may need to be turned). 5. Keep warm in covered chafing pans.
To cook sausage (not precooked):	1. Preheat oven to 400°F 2. Spray baking sheets and place sausage so that they aren't touching each other. 3. Check often to make sure they are cooking evenly (they may need to be turned). 4. Cook for about 15-20 minutes, or until there is no pink in the middle of the sausages. You can cut one link in half to test doneness. Do not overcook. 5. Pour grease from the baking sheet into a can. 6. Keep warm in covered chafing pans.

Tips:

- Read the box and store accordingly. Most specify to stay frozen and not be thawed before cooking.
- Right before breakfast, cook the veggie sausage. Follow instructions on box for cooking in a skillet, oven, or microwave. Keep frozen until ready to use.
- Check meat and vegetarian/vegan packages for hidden gluten and soy.
    - **Vegetarian brands:**
        - **Morning Star**: contains wheat, soy, egg, and milk ingredients
        - **Quorn**: contains wheat and egg ingredients
    - **Vegan brands:**
        - **Gardein:** contains wheat and soy ingredients
        - **Amy's Kitchen**: dairy free/lactose free/tree nut free/kosher

Serving Instructions:

- A serving of sausage is 2 pieces. Serve with metal tongs.
- People will eat sausage for days. Purchase 3 per person (including staff) per meal.

Breakfast Recipes

Breakfast Burritos – *use corn tortillas, rice & beans*

Ingredients:	12 Servings	24 Servings	72 Servings
Hash browns, Options 1, 2, or 3			
Sausage (frozen links)	24	48	144
Veggie Sausage	2 per person		
Marinated Taco Tofu, depending on number of vegetarians			
Eggs	30 eggs (2 ½ dozen)	5 dozen	15 dozen
Salt and Pepper	½ tsp. each	1 tsp. each	1 tbsp. each
Garlic, minced (jar)	½ tsp.	1 tsp.	1 tbsp.
Beans, precooked	3 cups	6 cups	18 cups
Flour Tortillas (medium 8")	12	24	72
Toppings: ketchup, salsa, hot sauce, sour cream, shredded cheese, chopped onion, leftover warmed fajita veggies, and any other veggies. **Optional spices**: paprika, cumin			

Estimated prep time	20 minutes	30 minutes	1 hour
Estimated cook time	45 minutes	1 hour	1 hour 15 minutes
Ready in	1 hour 5 minutes	1 hour 30 minutes	2 hour 15 minutes

Equipment:

- Knife
- Cutting board
- Rimmed baking sheets
- Chafing pans
- 2 heat safe spatulas
  Measuring cups
- Measuring spoons
- Large mixing bowl
- Small mixing bowl
- Whisk
- Large glass bowl or dish
- Plastic wrap

Step 1	**Dinner KP can chop fruit and veggies.** Store potatoes in water overnight in refrigerator (unless pre-shredded).
Step 2	**Make hash browns according to instructions**. Set aside in chafing pans until ready to serve.
Step 3	**Cook sausage in oven according to instructions**. Set aside in chafing pans until ready to serve.
Step 4	**Cook tofu according to instructions.** Keep warm until ready to serve.
Step 5	**Make scrambled eggs according to instructions**. Set aside in chafing pans until ready to serve.
Step 6	**Reheat precooked beans in oven or stove top**, covered with cooking liquid or water. Season to taste with paprika and cumin.
Step 7	**Cook veggie sausage according to instructions**. Keep warm until ready to serve.

Tips:

- **Day before: chop fruit and veggies, and crack and scramble eggs, make sure you have beans cooked.**
- Reheat and serve any leftover rice. Add a bit of water to prevent drying out rice.
- Heat tortillas in microwave/griddle; chafing pan in oven works but higher a chance of getting crunchy.

Serving instructions:

- A serving is one tortilla topped with whatever ingredients the person chooses.
- Serve with large serving spoons.
- Put toppings on a separate table (with serving utensils) to keep the serving line moving.

Pancakes – *use gluten & dairy free mix*

Ingredients:	**12 Servings** **36 pancakes**	**43 Servings** **130 pancakes**	**87 Servings** **260 pancakes**
Krusteaz (or other "just add water" mix)	6 cups	5 lb (20 cups)	10 lb (40 cups)
Water	4 cups	13 cups (3 ¼ quarts)	26 cups (6 ½ quarts)
Optional mix ins: Cinnamon, frozen or fresh berries (1 cup per 4 cups mix), sliced/mashed bananas, etc.			
Toppings: Maple syrup, butter, powdered sugar, peanut butter, jam			

Estimated prep time	15 minutes	20 minutes	25 minutes
Estimated cook time	30 minutes	45 minutes	1 hour
Ready in	45 minutes	1 hour 5 minutes	1 hour 25 minutes

Equipment:

- Large mixing bowl
- Measuring cup
- Liquid measuring cup
- Whisk
- Cooking spray
- Griddle or large skillet
- Chafing pans
- Heat-safe spatula
- Clean cloth

Step 1	Liberally coat griddle with cooking spray. Preheat to medium heat (375°F)
Step 2	**Make pancake batter:** • Measure mix into a bowl; this will need to be done in batches • Add water, and mix with a whisk until just combined. Do not over-mix the batter, because this will make the pancakes tough and chewy. The ingredients should be just combined, and the batter should appear slightly lumpy *(do not use electric mixer).* Let batter stand for 2 minutes.
Step 3	**Cook pancakes:** • Pour batter, about ¼ cup at a time, onto the griddle. An ice cream scoop works well for this. • Wait until bubbles start to pop along the edge of the pancake and don't fill back in. • Flip the pancake only once and let it cook until golden brown (~60-75 seconds on each side, up to 90 seconds if there are berries)
Step 4	Place finished pancakes in a sprayed chafing pan, cover with a clean cloth. If possible, place them in the oven on very low heat until they are ready to serve (no more than 20-30 minutes)

Tips:

- **Day before: chop fruit.**
- **To calculate how much to use for your group: use ½ cup of mix and 1/3 cups of water per serving**.
- Make three different types of pancakes, example: berry, chocolate chip, and regular
- Do not press down on pancakes while cooking, this will prevent them from being fluffy.
- If your pancakes are sticking, the batter could be too thin, the griddle could be too cool, or there may not be enough cooking spray on the griddle.

Serving Instructions:

- A serving is 2 pancakes. Ask if they want 2 or 3. Serve these with a spatula or tongs.
- Serve maple syrup at the end of the serving line to keep the toppings table cleaner.
- Put toppings on a separate table (with serving utensils) to keep the serving line moving.

Breakfast Sandwiches – *use gluten free bread*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Hash browns, Options 1 or 2, pre-shedded	4 lbs.	8 lbs.	24 lbs.
Sausage patties	24 pieces	48 pieces	144 pieces
Veggie Sausage	2 per person		
English muffins, toasted	12	24	72
Cheddar cheese, sliced	12 slices	24 slices	72 slices
Eggs	30 eggs (2 ½ dozen)	5 dozen	15 dozen
Salt and Pepper	½ tsp. each	1 tsp. each	1 tbsp. each
Garlic, minced (jar)	½ tsp.	1 tsp.	1 tbsp.
Toppings: hot sauce, butter, sliced tomato, spinach, red onion slices, avocado for vegetarians, etc.			

Estimated prep time	20 minutes	30 minutes	1 hour
Estimated cook time	30 minutes	45 minutes	1 hour 15 minutes
Ready in	50 minutes	1 hour 15 minutes	2 hour 15 minutes

Equipment:

- Knife and cutting board
- Rimmed baking sheets
- Chafing pan
- Heat safe spatulas
- Measuring cups
- Measuring spoons
- Large mixing bowl
- Small mixing bowl
- Whisk

Step 1	**Dinner KP can chop fruit and potatoes, and slice tomatoes and red onion.** Store potatoes in water overnight in refrigerator (unless pre-shredded).
Step 2	**Make hash browns according to instructions**. Set aside in chafing pans until ready to serve.
Step 3	**Cook sausage in oven according to instructions**. Set aside in chafing pans until ready to serve.
Step 4	**Make scrambled eggs according to instructions**. Set aside in chafing pans until ready to serve.

Tips:

- Toast English muffins open on a griddle or in oven on rimmed baking sheet, optional.

Serving instructions:

- A serving is one English muffin (two halves) topped with whatever ingredients the person chooses.
- Put toppings on a separate table (with serving utensils) to keep the serving line moving.

Breakfast Bread – *use gluten free baking flour, nondairy milk, flax egg etc.*

Ingredients:	**36 Servings** (One 12x18 pan)	**72 Servings** (Two 12x18 pans)	**98 Servings** (Three 12x18 pans)
Flour, all purpose	6 cups	11 ¾ cups	17 ¾ cups
Cinnamon, ground	1 tbsp. + ½ tsp.	2 tbsp. + 1 tsp.	3 tbsp. + 1 ½ tsp.
Nutmeg, ground	1 tbsp. + ½ tsp.	2 tbsp. + 1 tsp.	3 tbsp. + 1 ½ tsp.
Baking soda	2 tbsp. + ¾ tsp.	¼ cup + 1 ½ tsp.	¼ cup + 2 tbsp. + 2 ¼ tsp.
Salt	1 ¾ tsp.	1 tbsp. + ½ tsp.	1 tbsp. + 2 tsp.
Eggs	7	14	21
Oil	1 ⅔ cups	3 ⅓	5 cups
Sugar, white	2 ½ cups	5 cups	7 ½ cups
Sugar, brown packed	2 cups	4 cups	6 cups
Milk	1 cup	2 cups	3 cups
Vanilla extract	1 tbsp.	2 tbsp.	3 tbsp.
Versions:			
Yam (cooked and mashed) - Ginger, ground - Pepper, ground black	5 cups 1 tbsp. 2 tsp.	10 cups 2 tbsp. 1 tbsp. + 1 tsp.	15 cups 3 tbsp. 2 tbsp.
Banana (extra ripe)	10	20	30
Zucchini (shredded)	5 cups	10 cups	15 cups
Apple (shredded) - Ginger, ground	5 cups 1 tbsp.	10 cups 2 tbsp.	15 cups 3 tbsp.
Coffee - Coffee grounds, decaf - Pepper, ground black	 ½ cup 2 tsp.	 1 cup 1 tbsp. + 1 tsp.	 1 ½ cups 2 tbsp.
Lemon Poppy Seed *Omit cinnamon & nutmeg* - Lemons (zest and juice) - Poppy seeds	 4 ¼ cup + 2 tbsp.	 8 ¾ cup	 12 1 cup 2 tbsp.

Estimated prep time	25 minutes	35 minutes	45 minutes
Estimated cook time	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Ready in	1 hour 55 minutes	2 hours 5 minutes	2 hours 15 minutes

Equipment:

- 12”x18” baking pans
- Cooking spray
- Medium mixing bowl
- Large mixing bowl
- Potato masher or food processor
- Measuring cup
- Measuring spoons
- Whisk
- Mixing spoon
- Toothpicks
- Knife
- Plastic wrap
- Spatula for serving

Step 1	**Prep ingredients:** - Shred apples/zucchini in a food processor - Mash bananas with a potato masher - Bake yam: Preheated oven to 425°F. Poke each sweet potato with a fork a few times on different sides. Roast for 40 minutes to an hour or until soft. Check by poking with a fork to gauge. Have KP mash the yams with a potato masher or food processor. Store in refrigerator until ready to bake bread.
Step 2	Preheat oven to 350°F and spray 12”x18” baking pans with cooking spray liberally.
Step 3	In a medium bowl, whisk the flour, cinnamon, nutmeg, baking soda, and salt. Set aside.
Step 4	In a large bowl, beat eggs with a whisk then add oil, sugars, milk, and vanilla. Stir in the prepped ingredients of choice with a mixing spoon.
Step 5	Slowly mix dry mixture into the wet ingredients until fully incorporated.
Step 6	Bake for 60 to 70 minutes in preheated oven or until a toothpick inserted near center comes out clean. If your ovens cook unevenly, rotate pans midway through baking and move to a different rack.
Step 7	When the bread is completely cool, cut the pan into an even 6x6 grid. Wrap in plastic wrap until serving. Will keep for just 2 days at room temperature. Store in refrigerator for 2-7 days at most.

Tips:

- **Ask KP to prep your ingredients of choice and chop fruit.**
- It is best to make one pan or two at a time rather than trying to mix all 17+ cups of flour at once, that way you can get pans in the oven while preparing the next batches.
- Bake the bread the day before you serve it. The point of cold breakfast is for you to sleep in!
    - Do not make batter the day prior and bake the next morning; the wet ingredients react immediately with the leavening agents, so your bread will not rise when it is baked.
- Breakfast bread leftovers can be packed into lunches and used as snack. When in doubt, overestimate how much you should make, it *will* be eaten.
- Make an allergy free batch. Using gluten free baking mix, nondairy milk, and flax egg as needed.
    - If you are using flax egg, make first and let congeal while working on the rest of the recipe.
- Replace some of the oil 1:1 with applesauce to be lower in fat.

Serving Instructions:

- A serving is one piece of bread 2” x 3”. Cut into a 6x6 grid. Serve with a spatula.

Overnight Oats – *gluten free (check oats) and vegan with nondairy milk.*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Rolled Oats (not quick cooking)	6 cups dry	12 cups dry	36 cups dry
Milk (dairy or nondairy)	3 cups	6 cups	18 cups
Yogurt (vanilla or fruit, double nondairy milk for lactose free)	3 cups	6 cups	18 cups
Fruit (frozen or fresh blueberry, blackberry, raspberry, sliced strawberry, chopped apple, sliced banana, mango, etc.)	4 cups	8 cups	24 cups
Salt	1 tsp.	2 tsp.	2 tbsp.
Chia seeds	¼ cup	½ cup	1 ½ cup
Cinnamon	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.
Nutmeg	½ tsp.	1 tsp.	1 tbsp.
Nuts on side (toasted, chopped almonds and walnuts)	1 cups	2 cups	6 cups

Example flavor combinations:

Horchata (vegan) *(Use almond/rice milk instead of dairy)* All above ingredients Vanilla extract	2 tbsp.	¼ cup	¾ cup
Vanilla Chai *(Use vanilla yogurt, half of milk)* Tea, brewed chai (6-8 bags) Pepper, black Cloves, ground Vanilla extract	1 ½ cups (3 bags) 1 tsp. 1/8 tsp. 2 tbsp.	3 cups (6 bags) 2 tsp. ¼ tsp. ¼ cup	9 cups (18 bags) 2 tbsp. ¾ tsp. ¾ cup

Ready in	30 minutes	45 minutes	1 hour 20 minutes

Equipment:

- Square storage container with lid
- Measuring cup
- Measuring spoon
- Large mixing spoon
- Ladle for serving

Step 1	• Combine ingredients. Refrigerate overnight and enjoy in the morning!

Tips: Use a one-to-one ratio of raw oats and your choice of milk, yogurt, or any dairy substitutes.

Serving Instructions:

- One serving of overnight oats is 1 cup. Serve this with a ladle.
- Put nuts and extra toppings on a separate table (with serving utensils) to keep the serving line moving.

Breakfast Hash – *make batch with mushrooms, kale & tofu for vegetarians*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Eggs	30 eggs (2 ½ dozen)	5 dozen	15 dozen
Salt and Pepper	½ tsp. each	1 tsp. each	1 tbsp. each
Garlic, minced (jar)	½ tsp.	1 tsp.	1 tbsp.
Potatoes, red diced (or sweet potatoes)	4 lbs.	8 lbs.	24 lbs.
Bell Pepper, diced	1	2	6
Onion, yellow diced	1	2	6
Spinach, baby (or kale, rib removed, thinly sliced)	12 oz. (or 1 bunches)	24 oz. (or 2 bunches)	72 oz. (or 6 bunches)
Corn, frozen thawed	1 cup	2 cups	6 cups
Garlic, minced (jar)	2 tbsp.	1 tbsp. + 1 tsp.	¼ cup
Paprika	2 tsp.	1 tbsp. + 1 tsp.	¼ cup
Salt	1 tsp.	2 tsp.	2 tbsp.
Pepper	½ tsp.	1 tsp.	1 tbsp.
Olive Oil	¼ cup	½ cup	1 ½ cups
Sausage, ground	1 lb.	2 lbs.	6 lbs.
Mushrooms, quartered	8 oz.	16 oz.	48 oz.
Marinated Herb Tofu, depending on number of vegetarians			
Toppings: hot sauce, ketchup, etc.			

Estimated prep time	20 minutes	40 minutes	1 hour
Estimated cook time	45 minutes	45 minutes	45 minutes
Ready in	1 hour 5 min	1 hour 25 min	1 hour 45 min

Equipment:

- Cutting board and knives
- Rimmed baking sheets
- Cooking spray
- Large mixing bowls
- Heat safe spatula
- Chafing pans

Step 1	**Have KP chop fruit and dice potatoes, bell pepper, onion, and mushrooms into ½" cubes.** • Cover potatoes with water and refrigerate for no more than 24 hours before you will cook them (or they will turn black).
Step 2	**Preheat oven to 400°F.** • Spray rimmed baking sheets with nonstick spray.
Step 3	**Cook tofu in oven (or in skillet) according to instructions.** • After 30 minutes, the tofu should be done (flip in the middle). • Remove from oven and keep warm.
Step 4	**Cook sausage and veggies in oven according to instructions.** • Increase temperature to 425°F. **Sausage**: • Spread out ground sausage on as many baking sheets as needed. • Cook in oven for 25 minutes, breaking up chunks throughout cooking time. • Drain fat from sausage as needed into a #10 can. **Veggies**: • Toss veggies in mixing bowl with olive oil and minced garlic. Add spices and toss by hand until coated. • On separate baking sheets, divide the veggies on as many as needed. Do not crowd sheets – they will steam and not brown. • Cook in oven for 25 minutes. • Toss with a spatula and shake the pan twice during the roasting time. • After 25 minutes, crank temperature up to 500°F (make sure no sausage or tofu is in the oven!) and continue to roast veggies for 15 minutes more, tossing twice more. They are done when crisp and golden with some dark bits. • Add corn (and kale if using) and cook for a final 5 minutes. • After removing from the oven, add spinach (if using) and store in chafing pans covered to keep warm.
Step 5	**Store in chafing pans, covered ready to serve:** • Reserve a vegetarian batch with tofu (more than you anticipate needing – meat eaters can eat this, vegetarians can't eat the one with sausage). • Combine sausage with the remaining veggies.
Step 6	**While everything is cooking in the oven, scramble eggs on the stove top according to instruction.**

Tips:

- **Day before: chop fruit and hash veggies, and crack and scramble eggs.**
- Make some with sweet potatoes for added nutritional value.
- Add in any leftover roasted veggies into the final 5 minutes! Broccoli, cauliflower, or fajita veggies would work well.
- This recipe is highly flexible add, subtract, or substitute component veggies or protein to your taste and resources

Serving Instructions:

- A serving is a ½ cup of hash and ¾ cup of eggs

Lunch & Snack Recipes

Oat Balls – *gluten free (check oats), omit chocolate to be vegan.*

Ingredients:	**12 Servings** **20-25 balls**	**24 Servings** **40-50 balls**	**72 Servings** **120-100 balls**
Rolled oats (not quick cooking)	1 cup	2 cup	6 cup
Coconut, unsweetened shredded	⅔ cup	1-⅓ cup	4 cup
Peanut butter (or almond/sunflower seed butters)	½ cup	1 cup	3 cup
Flaxseed, ground	½ cup	1 cup	3 cup
Vanilla extract	1 tsp.	2 tsp.	2 tbsp.
Maple syrup	⅓ cup	⅔ cup	2 cup
Chocolate chips, semi-sweet (optional)	½ cup	1 cup	3 cup
Chia seeds (optional)	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.

Estimated prep time	1 hour	1 hour 15 minutes	1 hour 30 minutes

Equipment:

- Rimmed baking sheet
- Large mixing bowl
- Measuring cups and spoons
- Mixing spoon
- Airtight container for storage

Step 1	Toast coconut flakes in oven at 350°F for 5 minutes, shaking every few minutes and checking for doneness. Watch carefully as they will burn easily.
Step 2	Stir all ingredients together in a large mixing bowl until thoroughly mixed.
Step 3	Let chill in the refrigerator for half an hour.
Step 4	Once chilled, roll with your hands into balls about 1" in diameter. This is a great job for KP. Store in an airtight container.

Tips:

- Flaxseed and chia seeds can be found at health food stores.
- Substitutions are welcome! Keep in mind ratios to maintain stickiness that holds them together. Ideas include chopped dried apricots, dates, raisins, cranberries, chopped raw unsalted almonds and walnuts, sunflower seeds, rice cereal, etc. For an allergy friendly treat, use sunflower seed butter, crisp rice cereal, and omit the chocolate chips!
- Make during prep week and freeze oat balls.
- Volunteers love helping with oat balls, and it saves a lot of time having a few of them roll them out.

Serving Instructions: A serving is two 1” balls served in a coffee filter.

Hummus – *gluten free and vegan*

Ingredients:	**16 servings** (4 cups)	**32 servings** (8 cups)	**64 servings** (16 cups)
Chickpeas, precooked on Sunday	4 ½ cups	9 cups	18 cups
Salt	2 tsp.	1 tbsp. + 1 tsp.	2 tbsp. + 2 tsp.
Pepper	1 tsp.	2 tsp.	1 tbsp. + 1 tsp.
Oregano/Thyme/Paprika	1 tbsp. total	2 tbsp. total	4 tbsp. total
Garlic, Minced	2 tsp.	1 tbsp. + 1 tsp.	2 tbsp. + 2 tsp.
Tahini (sesame seed paste)	¼ cup + 2 tbsp.	¾ cup	1 ½ cup
Lemon juice	3 tbsp.	¼ cup + 2 tbsp.	¾ cup
Olive oil	¼ cup + 2 tbsp.	¾ cup	1 ½ cup
Serve with carrot and celery sticks. Cut up pita bread / garlic bread also works.			

Estimated prep time	15 minutes	20 minutes	30 minutes
Estimated cook time	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Ready in	1 hour 45 minutes	1 hour 50 minutes	2 hours

Equipment:

- Measuring cups and spoons
- Food processor
- Stock pot with lid
- Cutting board
- Chopping knife

Step 1	Have KP prepare veggie sticks.
Step 4	Combine all ingredients in the food processor. Process the hummus continuously until it becomes very smooth, 5 minutes. Scrape down the sides of the bowl as needed to integrate any large chunks.
Step 6	Taste and add more of any of the ingredients to taste. If your hummus is stiffer than you'd like, blend 2 to 3 tablespoons of the reserved chickpea cooking liquid to thin it out and make the hummus creamier.
Step 7	The hummus can be kept in an airtight container in the fridge for up to a week. Serve, sprinkled with cumin and drizzled with oil.

Tips:

- Make early in the week to have on hand.
- Hummus is great protein for vegetarians and vegans. Making it from scratch in a food processor is much cheaper than purchasing it. Great for vegetarian/vegan cold cut sandwiches.
- Make in batches to fit in food processor.
- Morning KP can chop the veggies.

Serving Instructions:

- Top it off with a bit of olive oil and minced garlic in the center, then make a pattern with paprika and oregano on top!
- A serving is a coffee filter or bowl of veggies and hummus. Spoon onto filter/bowl to follow food safety guidelines.

Fred Cookies

Ingredients:	12 Servings	24 Servings	72 Servings
Whole wheat flour	1 ½ cups	3 cups	9 cups
Baking powder	¾ tsp.	1 ½ tsp.	1 tbsp. + 1 ½ tsp.
Baking soda	½ tsp.	1 tsp.	1 tbsp.
Salt	¾ tsp.	1 ½ tsp.	1 tbsp. + 1 ½ tsp.
Butter, softened	1 stick (½ cup)	2 sticks (1 cup)	6 sticks (3 cup)
Brown sugar	½ cup, packed	1 cup, packed	3 cups, packed
Sugar	½ cup	1 cup	3 cups
Egg	1	2	6
Vanilla extract	1 tsp.	2 tsp.	2 tbsp.
Chocolate chips, semi-sweet	⅔ cups	1-⅓ cups	4 cups

	12 Servings	24 Servings	72 Servings
Estimated prep time	20 minutes	30 minutes	40 minutes
Estimated cook time	30 minutes	1 hour	2 hours
Ready in	50 minutes	1 hour 30 minutes	2 hours 40 minutes

Equipment:

- 2 Large mixing bowls
- 1 large mixing spoon
- Measuring cup
- Measuring spoons
- Baking sheets
- Heat safe spatula
- Cooling racks

Step 1	Preheat oven to 350°F
Step 2	Combine dry ingredients (flour, baking powder, baking soda and salt) in one bowl.
Step 3	Combine wet ingredients (butter, eggs, vanilla) and sugars in a separate bowl.
Step 4	Add dry ingredients to wet ingredients and mix until barely combined. Mix in chocolate chips.
Step 5	On an ungreased baking sheet, place 2 tbsp. dollops of dough about 2 inches apart. Bake cookies 16-20 minutes, rotating sheet halfway through until the cookies are evenly dark brown. Transfer onto a cooling rack. After they have cooled completely, package with two slices of bread to stay moist.

Tips:

- Add a second baking pan underneath the first to help them from becoming too dark and crispy on the bottom.
- Add slices of bread to each storage container. The cookies absorb the moisture from the bread, keeping the cookies fresh.
- If initial batches are too dry, add more eggs and vegetable oil as needed. Bake a test cookie if you are unsure.

Serving Instructions:

- A serving is one cookie (two if you are feeling generous).
- Count how many people are on each work team, including counselors, and separate enough cookies for each team into separate bags to make it easier to take to site.

Peanut Butter Oatmeal Cookies – *gluten free (check oats), omit chocolate to be vegan*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Bananas, ripe mashed	2	4	12
Peanut butter	⅓ cup	⅔ cup	2 cups
Applesauce	⅔ cup	1-⅓ cup	4 cups
Vanilla extract	1 tsp.	2 tsp.	2 tbsp.
Salt	½ tsp.	1 tsp.	1 tbsp.
Cinnamon, ground	½ tsp.	1 tsp.	1 tbsp.
Cloves, ground	⅛ tsp.	¼ tsp.	¾ tsp.
Nutmeg, ground	⅛ tsp.	¼ tsp.	¾ tsp.
Rolled oats (not quick cooking)	1 ½ cups	3 cups	9 cups
Nuts (almonds, walnuts, peanuts, chopped)	¼ cup	½ cup	1 ½ cup
Chocolate chips, semi-sweet	¼ cup	½ cup	1 ½ cups
Coconut, shredded unsweetened	¼ cup	½ cup	1 ½ cups

Estimated prep time	20 minutes	30 minutes	40 minutes
Estimated cook time	30 minutes	1 hour	2 hours
Ready in	50 minutes	1 hour 30 minutes	2 hours 40 minutes

Equipment:

- Large mixing bowl
- Large mixing spoon
- Potato masher
- Measuring cups
- Measuring spoons
- Baking sheets
- Heat safe spatula
- Cooling racks

Step 1	Preheat oven to 350°F
Step 2	Combine ingredients (bananas, peanut butter, applesauce, vanilla and spices) in one bowl.
Step 4	Add in oats, nuts, chocolate chips and coconut. Stir until well combined.
Step 5	On a baking sheet, place 2 tbsp. dollops of dough about 2 inches apart. Bake cookies 20-30 minutes, rotating sheet halfway through until the cookies are evenly cooked. Allow to cool slightly before transferring onto a cooling rack.

Tips:

- Add a slice of bread to each storage container. The cookies absorb the moisture from the bread, keeping the cookies fresh.

Serving Instructions:

- A serving is one cookie.
- Count how many people are on each work team, including counselors, and separate enough cookies for each team into separate bags to make it easier to take to site.

Roasted Chickpeas – *gluten free, omit cheese to be vegan*

Ingredients:	**16 servings**	**32 servings**	**64 servings**
Chickpeas, precooked on Sunday	4 cups	8 cups	16 cups
Olive oil (if you skimp, they will be less crunchy)	2 tbsp.	¼ cup	½ cup
Honey Cinnamon:			
Cinnamon	1 tsp.	2 tsp.	1 tbsp. + 1 tsp.
Nutmeg	¼ tsp.	½ tsp.	1 tsp.
Salt	¼ tsp.	½ tsp.	1 tsp.
Honey	2 tbsp.	¼ cup	½ cup
Garlic Parmesan:			
Parmesan Cheese	¼ cup	½ cup	1 cup
Garlic, minced	1 tsp.	2 tsp.	1 tbsp. + 1 tsp.
Pepper	¼ tsp.	½ tsp.	1 tsp.
Salt	½ tsp.	1 tsp.	2 tsp.
Smoky Spicy:			
Chile powder	½ tsp.	1 tsp.	2 tsp.
Paprika	½ tsp.	1 tsp.	2 tsp.
Garlic, minced	½ tsp.	1 tsp.	2 tsp.
Cumin	½ tsp.	1 tsp.	2 tsp.
Pepper	¼ tsp.	½ tsp.	1 tsp.
Salt	½ tsp.	1 tsp.	2 tsp.

Estimated prep time	10 minutes	15 minutes	20 minutes
Estimated cook time	1 hour	1 hour	1 hour
Ready in	1 hour 10 minutes	1 hour 15 minutes	1 hours 20 minutes

Equipment:

- Stock pot with lid
- Rimmed baking sheets
- Measuring cups and spoons
- Mixing bowl

Step 1	• Cook dried chickpeas on Sunday. Cook for 90 minutes or until the chickpeas are very soft. Drain well.
Step 2	• Preheat oven to 400°F. • Spray rimmed baking sheet lined with parchment paper. • Dry the chickpeas as much as possible. Leave them to air dry for a few minutes. • Toss the chickpeas with olive oil and salt: Spread the chickpeas out in an even layer on the baking sheet. Drizzle with olive oil and sprinkle with salt. Stir with your hands or a spatula to make sure the chickpeas are evenly coated.
Step 3	• Roast the chickpeas in the oven for 20-30 minutes or until the beans are crunchy throughout (test one – if they are still mostly soft on the inside and there's no crunch, keep baking).
Step 4	• Stir the chickpeas or shake the pan every 10 minutes. A few chickpeas may pop – that's normal. The chickpeas are done when golden and slightly darkened, dry and crispy on the outside, and soft in the middle.
Step 5	• Toss the chickpeas with the spices: Sprinkle the spices over the chickpeas and stir to coat evenly. Serve while the chickpeas are still warm and crispy. They will gradually lose their crispiness as they cool, becoming addictively chewy. They are best the first day, but can be kept in an airtight container for up to 4 days.

Tips:

- Great protein for vegetarians and vegans.
- Add more or less seasonings if you like, these are just guidelines.

Serving Instructions:

- A serving is ¼ cup served in a coffee filter.

Seasoned Popcorn – *gluten free, use oil to be vegan.*

Ingredients:	**18 Servings**	**36 Servings**	**72 Servings**
Popcorn	1/2 cup	1 cups	2 cups
Butter, melted or olive oil	2 tbsp.	¼ cup	½ cup
Salt	2 tsp.	1 tbsp. + 1 tsp.	¼ cup
Seasonings	To taste	To taste	To taste

Estimated prep time	5 minutes	5 minutes	5 minutes
Estimated cook time	5 minutes	10 minutes	15 minutes
Ready in	10 minutes	15 minutes	20 minutes

Equipment:

- Popcorn air popper
- Measuring spoons
- Large bowls
- Coffee filters for serving

Step 1	Using the electric popcorn air popper, measure the popcorn into the included measuring cup. Make sure it is level and not overfull (the excess won't pop). Pour into chamber. Do not place salt, butter, seasonings, etc. in the popping chamber.
Step 2	Place cover on the popper with measuring cup in place on top of the cover. Place bowl under chute.
Step 3	Plug in unit to turn on. Popping will be completed within 2 to 3 minutes after it starts popping.
Step 4	Unplug the unit when popping is complete. Some popped corn may remain in the chamber after popping has stopped. To prevent scorching, unplug the popper without waiting for this corn to clear the unit. Carefully remove the cover—use hot pads— and pour the remaining popcorn into the bowl, then immediately place the cover back on the unit.
Step 5	Measure 1 cup into coffee filters for serving.

Tip: Add seasoning! For each of these mixtures, mix ingredients in a medium bowl; stir until they are combined, and transfer to an airtight container for storage. Season popcorn to taste. Here are some ideas:

<u>Cajun Popcorn</u>
2 Teaspoons Paprika
1 Teaspoon Onion Powder
1 Teaspoon Garlic Powder
2 Tablespoons Salt
½ Teaspoon Black Pepper

<u>Curry Popcorn</u>
1 Tablespoon Curry Powder
2 Tablespoons Salt
¼ Teaspoon Black Pepper
1 Teaspoon Turmeric

<u>Italian Popcorn</u>
¼ Cup Parmesan Cheese
½ Teaspoon Dried Oregano
½ Teaspoon Salt
¼ Teaspoon Black Pepper

<u>Southwestern Popcorn</u>
1 ½ Teaspoons Chili Powder
1 Tablespoon Paprika
1 Tablespoon Ground Cumin
2 Tablespoons Salt

<u>BBQ Popcorn</u>
2 Teaspoons Paprika
1 Tablespoon Brown Sugar
1 Teaspoon Cinnamon
1 Teaspoon Garlic Powder
1 Tablespoons Salt
1 Teaspoon Black Pepper

Serving Instructions:

- A serving of popped popcorn is one cup served in a coffee filter.

Smashed Chickpea & Avocado Salad Sandwiches – *vegan and gluten free*

Ingredients:	**4 servings**	**8 servings**	**16 servings**
Chickpeas, precooked on Sunday	1 ½ cups	3 cups	6 cups
Avocado, ripe	1	2	4
Cilantro, fresh chopped	¼ cup	½ cup	1 cup
Green onion, chopped	2 tbsp.	¼ cup	½ cup
Lime juice	1 (2 tbsp.)	2 (¼ cup)	4 (½ cup)

Estimated prep time	10 minutes	15 minutes	20 minutes

Equipment:

- Measuring cups and spoons
- Stock pot with lid
- Cutting board
- Chopping knife
- Medium bowl
- Potato masher

Step 1	Cook dried chickpeas on Sunday. Cook for 90 minutes or until the chickpeas are very soft. Remove any skins that float to the top.
Step 2	In a medium bowl, using a potato masher smash the chickpeas and avocado together. Add in cilantro, green onion, and lime juice. Season with salt and pepper, to taste.

Tips:

- Great protein for vegetarians and vegans if cold sandwiches are needed due to peanut allergies.
- Avocados will brown, so best to make immediately before serving. Store with avocado pits to minimize browning.

Yellow Cake – *Make if there is a birthday at your site! Make special treat for gluten free / vegan individuals.*

Cake Ingredients:	**27 Servings** (One 12x18 pan)	**54 Servings** (Two 12x18 pans)	**81 Servings** (Three 12x18 pans)
Butter, unsalted	2 ½ sticks (1 ¼ cup)	5 sticks (2 ½ cups)	7 ½ sticks (3 ¾ cups)
Milk	1 ¾ cups + 2 tsp.	3 ½ cups + 1 tbsp. + 1 tsp.	5 ¼ cups + 1 tbsp.
Vanilla extract	1 tbsp. + 2 tsp.	3 tbsp. + 1 tsp.	¼ cup + 1 tbsp.
Eggs	7	14	21
Flour, All Purpose	2 ¼ cups	4 ½ cups	6 ¾ cups
Sugar, white	2 ½ cups	5 cups	7 ½ cups
Sugar, powdered	2 ¾ cups	5 ¾ cups	8 ¾ cups
Baking powder	1 tbsp. + 2 tsp.	3 tbsp. + 1 tsp.	¼ cup + 1 tbsp.
Salt	1 ¼ tsp.	2 ½ tsp.	1 tbsp. + ¾ tsp.

Frosting Ingredients:			
Butter	⅔ cup	1 ⅓ cup	2 cups
Powdered sugar	6 cups	12 cups	18 cups
Milk	¼ cup	½ cup	¾ cup
Vanilla extract	1 tbsp.	2 tbsp.	3 tbsp.

Estimated prep time	20 minutes	30 minutes	40 minutes
Estimated cook time	25 minutes	25 minutes	25 minutes
Ready in	45 minutes	55 minutes	1 hour 5 minutes

Equipment:

- 12”x18” Baking pans
- Glass bowl
- Whisk
- 2 large mixing bowls
- Mixing spoon
- Spatula
- Measuring cups and spoons
- Toothpicks

Step 1	Preheat oven to 350°F and spray 12”x18” baking pans with cooking spray liberally.
Step 2	• Melt butter in a glass bowl on high, just until melted. • Add milk and whisk briskly to reduce temperature of mixture. Add in vanilla. • Add eggs and stir quickly until yolks are broken and mixture is smooth.
Step 3	• In same bowl, add the flour, sugar, powdered sugar, baking powder and salt.
Step 4	• Slowly mix dry mixture into the wet ingredients until fully incorporated.
Step 5	• Bake for 15 to 25 minutes or until a toothpick inserted near center comes out clean. • If your ovens cook unevenly, rotate pans midway through baking and move to a different rack.
Step 6	When the cake is completely cool, frost. • Bring butter to room temperature for at least an hour. • In large bowl, mix powdered sugar and butter. Stir in vanilla and half of the milk. • Gradually beat in just enough remaining milk to make frosting smooth and spreadable. • If frosting is too thick, add in more milk, a few drops at a time. • If frosting becomes too thin, add in a small amount of powdered sugar. Cut the pan into an even 3x9 grid. Wrap in plastic wrap until serving.

Tips:

- This recipe is easily customized. Add in cocoa powder to make it chocolate (reduce flour by the same amount), add in spices such as cinnamon and nutmeg, or take your own spin on things!

“At any time during the week, have ingredients to make birthday cake that very day. Ask your site director for any upcoming birthdays for the week.”

Dinner Base Recipes

Salad – *gluten free and vegan (check dressings)*

Make a different salad every day including a changing variety of greens, veggies, and toppings!

Green Salad:

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Spinach or Spring Mix	1 small package (~10 oz.)	1 large package (~20 oz.)	2 large packages (~40 oz.)
Lettuce, romaine/green/red leaf	1 head	2 heads	6 heads
Carrots, sliced	1	2	6
Cucumber, peeled and sliced	1	2	6
Tomatoes, diced	2	4	12
Toppings: Italian or Balsamic, and Ranch Dressings (no high-fructose corn syrup in dressings), croutons, almonds, walnuts, sunflower seeds, raisins, any other veggies etc.			

Cabbage Salad: (serve with Rice Bowls)

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Cabbage, Napa, Green, and Red (finely shredded in food processor)	2 pounds (8 cups)	4 pounds (16 cups)	12 pounds (48 cups)
Carrots, shredded	3 carrots (2 cups)	6 carrots (4 cups)	18 carrots (12 cups)
Cilantro, chopped	2/3 cup	1-2/3 cups	5 cups
Onions, Green sliced	1 bunch	2 bunches	4 bunches
Dressing, Sesame with ginger (serve on side if allergy)	1-1/3 cup	2-2/3 cup	8 cups
Ramen package (3 oz. packages with the flavor packet discarded, break noodles into small pieces, serve on side if allergy)	2 packages	4 packages	12 packages
Peanuts, chopped (serve on side if allergy)	1 cup	2 cups	6 cups

Caesar Salad: (serve with Baked Pasta)

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Lettuce, Romaine	2 heads	4 heads	12 heads
Carrots, sliced	1	2	6
Croutons (on side if allergies)	2 cups	4 cups	12 cups
Dressing, Caesar	1 cup	2 cups	6 cups
Pepper for sprinkling			

Southwest Salad: (serve with Burrito Bar)

Ingredients:	12 Servings	24 Servings	72 Servings
Lettuce, romaine, green and red leaf	3 heads	6 heads	18 heads
Beans, **black** precooked	1 cup	2 cups	6 cups
Corn, frozen thawed	1 cup	2 cups	6 cups
Tomatoes, diced	2	4	12
Onions, green thinly sliced	3	6	18

Summer Salad: (serve with BBQ)

Ingredients:	12 Servings	24 Servings	72 Servings
Cucumbers, cubed	3	6	18
Tomatoes, diced	4	8	23
Onion, red thinly sliced	½	1	3
Oil, olive oil	2 tbsp.	¼ cup	¾ cup
Vinegar, red wine vinegar	¼ cup + 2 tbsp.	¾ cup	2 ¼ cups
Salt and pepper to taste			

Spring Salad: (serve with Baked Enchiladas)

Ingredients:	12 Servings	24 Servings	72 Servings
Spring mix	8 oz.	16 oz.	48 oz.
Kale, bunches, rib removed and thinly shredded	2	4	12
Apples, thinly sliced in food processor after coring	3	6	18
Sunflower seeds, or any other nut or seed, toasted (allergy depending)	1 cup	2 cups	6 cups
Feta cheese, crumbled	4 oz.	8 oz.	24 oz.

Italian Chopped Salad (serve with Pizza)

Ingredients:	12 Servings	24 Servings	72 Servings
Onion, red (halved then thinly sliced)	1	2	6
Lettuce, romaine (thinly sliced)	2	4	12
Cabbage, red (thinly sliced)	½	1	3
Tomatoes, cherry (halved)	1 pints	2 pints	6 pints
Cucumber, peeled and sliced	1	2	6
Beans, chickpea precooked	2 cups	4 cups	12 cups
Pepperoncini (stems cut off and thinly sliced)	1 cup	2 cups	6 cups
Olives, kalamata	1 cup	2 cups	6 cups
Dressing, Italian	1 cup	2 cups	6 cups
Lemon juice	2 tbsp.	¼ cup	¾ cup
Oregano for sprinkling			

Estimated prep time	15 minutes	30 minutes	45 minutes

Equipment:

- Cutting board
- Knife
- Large bowls
- Metal tongs

Step 1	**Set out all vegetable that will be used and rinse them in the sink.**
Step 2	**Chop/food process veggies; KP can help with this in the morning or the night prior.**
Step 3	**Prep salad:** • Chop leafy greens and separate into large bowls • Chop/food process all other vegetables and mix evenly throughout salad. • No need to peel carrots, slice thinly in food processor • Peel cucumber then quarter lengthwise and slice thinly
Step 4	**Croutons from stale bread / ends:** • Preheat oven to 350°F • Cube bread (leave crust on) • Toss bread with olive oil and seasonings on sprayed rimmed baking sheet • Bake for 10-15 minutes, checking and shaking pan every so often

Tips:

- Make it different every night depending on the meal!
- Add some cooked quinoa to a salad to instantly add a complete protein. Would work well in place of pasta in pasta salad, or in addition to the summer and spring salads.
- Make up to 24 hours in advance (dress immediately prior to serving). It is really nice to just be able to pull it out of the fridge. Make sure to have enough because everyone appreciates a lot of veggies and it's easy if you have leftovers to serve it first at the next meal.
- Do not purchase iceberg lettuce! No nutritional value.

Serving Instructions:

- Put toppings and dressing on a separate table to keep the serving line moving.
- Serve dressings in a squeeze bottle to prevent cross-contamination

How to Cook Dry Beans – *great complete protein when paired with rice*

Ingredients:	**16 Servings**	**32 Servings**	**64 Servings**
Chickpeas, Dry	1 ½ pounds dry = 3 cups dry = *9 cups cooked* *(over ½ a gallon!)*	3 pounds dry = 6 cups dry = *18 cups cooked* *(over 1 gallon!)*	6 pounds dry = 12 cups dry = *36 cups cooked* *(2 ¼ gallons!)*
Seasonings: salt, pepper, minced garlic (jar), sliced lime			

Makes standard meal plan recipes for the week: ***Hummus, Roasted Chickpeas.***
Boil with one sliced ***lemon*** *and seasonings.*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Black Beans, Dry	2 ¼ pounds dry = 4 ½ cups dry = *13 ½ cooked* *(almost 1 gallon!)*	4 ½ pounds dry = 9 cups dry = *27 cups cooked* *(1-2/3 gallons!)*	13 ½ pounds dry = 27 cups dry = *81 cups cooked* *(over 5 gallons!)*
Seasonings: salt, pepper, minced garlic (jar), sliced lime			

Makes standard meal plan recipes for the week: ***Burrito Bar, Veggie Burgers, BBQ Beans, Enchilada Bake.***
Boil with one sliced ***lime*** *and seasonings.*

- The volume of beans listed in your recipes is based on cooked beans. Use the ratios below to determine how much beans you need to purchase, soak, and cook for all of your meals that week:
  - **1lb dry = 2 cups dry = 6 cups cooked beans**
  - 1 cup dry = 3 cups cooked
  - 1 cup cooked = ⅓ cup dry
  - **Example**: If you need 9 cups of cooked beans, you will prepare 3 cups of dry beans (9/3) which is equivalent to 1 ½ pounds dry beans.

Estimated prep time	10 minutes	15 minutes	20 minutes
Estimated soaking time	6 hours minimum to 24 hours maximum	6 hours minimum to 24 hours maximum	6 hours minimum to 24 hours maximum
Estimated cooking time	2 hours	2 hours	2 hours
Ready in	8 hours and 10 minutes minimum	8 hours and 15 minutes minimum	8 hours and 20 minutes minimum

Equipment:

- Stock pot
- Colander
- Smaller pots
- Cooking spray
- Measuring cups
- Large mixing spoon
- Chaffing pans
- Square storage containers with lids

Step 1	In a large stock pot, measure out dry beans for the week. Keep different varieties separate because they will have different cooking times. Rinse beans a few times: a) Run water into the pot, swish around the beans with a clean hand or utensil. Drain water with lid and repeat 2 or 3 times. b) **OR** use a colander and rinse with running water before transferring into your cooking pot.
Step 2	Fill pot with beans no more than half way. Cover beans with water 3-4 inches above beans. Beans will absorb water. Extra water will be drained, so you don't need to measure. Discard beans that float.
Step 3	Cover the pot. Let the beans soak overnight or, if you're doing this during the day, for at least 6-8 hours.
Step 4	Drain and rinse.
Step 5	Spray smaller pots with cooking spray. Divide beans into the smaller pots to cook beans quicker. Cover beans with water (the ratio of water to beans should be about 3:1). If you have too much water at the end of the cooking time, you can drain the beans.
Step 6	Season beans with some taco seasoning and one lime, sliced.
Step 7	Bring pot to a boil and simmer for one to two hours, until a bean can easily be smashed between two fingers. If the water drops below the level of the beans, add more boiling water. Stir frequently. Test a few beans before calling them done.
Step 8	Once they are done, drain and allow to cool before storing in the fridge. Spread them in chafing pans no more than half way full to cool. Stir often to cool.
Step 9	Store in refrigerator or freezer until needed.

How to Store, Reheat, and Season Beans:

Step 1	Save some of the cooking liquid to store beans in. Make sure the beans are covered in liquid. If needed, used fresh water. This prevents beans from drying out.
Step 2	Reheat beans on the stove top (or in a chafing pan in oven) covered with the cooking liquid or fresh water. Make sure the beans are covered in liquid. Use a low temperature and stir regularly. Make sure the beans are hot before serving.
Step 3	Add salt, pepper, minced garlic, granulated onion, and any other seasonings to taste before serving. No one likes unseasoned beans!

Tips:

- Make beans for the entire week:
  - **Saturday**: soak beans overnight
  - **Sunday**: cook beans in multiple pots, cool, and store properly until needed
- If you forget to soak beans, you can use the "**quick soak**" method: In small pots (sprayed), bring the beans in water to a boil over high heat. Cook the beans for 1 minute, then remove the pot from the heat. Cover with a lid and soak in the hot water for one hour. To finish the beans, follow steps 6-8. *Beware, this quicker approach is the gassier approach!*

How to Cook Tofu – *great protein for vegetarians and vegans*

Ingredients:	**4 Servings**	**8 Servings**	**16 Servings**
Tofu, Extra Firm	*1, 14-16 oz. block per meal*	*2, 14-16 oz. blocks per meal*	*4, 14-16 oz. blocks per meal*
Rice Bowl Marinade			
Black pepper	*½ tsp*	*1 tsp.*	*2 tsp.*
Salt	*1 tsp*	*2 tsp.*	*1 tbsp. + 1 tsp.*
Onion, granulated	*½ tsp*	*1 tsp.*	*2 tsp.*
Garlic, minced	*½ tsp*	*1 tsp.*	*2 tsp.*
Cumin, ground	*¼ tsp*	*½ tsp.*	*½ tsp.*
Ginger, ground	*¼ tsp*	*½ tsp.*	*½ tsp.*
Cinnamon	*¼ tsp*	*½ tsp.*	*½ tsp.*
Paprika	*¼ tsp*	*½ tsp.*	*½ tsp.*
Oil, Vegetable	*2 tbsp.*	*¼ cup*	*½ cup*
Taco Marinade: Breakfast Burritos, Burrito Bar, & Enchilada Bake			
SSP taco seasoning	*1 tbsp.*	*2 tbsp.*	*¼ cup*
Lime, juice	*2 tsp.*	*1 tbsp.*	*2 tbsp.*
Oil, Olive	*2 tbsp.*	*¼ cup*	*½ cup*
Herb Marinade: Baked Pasta & Breakfast Hash			
Black pepper	*½ tsp*	*1 tsp.*	*2 tsp.*
Salt	*1 tsp*	*2 tsp.*	*1 tbsp. + 1 tsp.*
Oregano	*½ tsp*	*1 tsp.*	*2 tsp.*
Basil, chiffonade	*2 tbsp.*	*¼ cup*	*½ cup*
Garlic, minced (jar)	*½ tsp*	*1 tsp.*	*2 tsp.*
Lemon, juice	*2 tsp.*	*1 tbsp.*	*2 tbsp.*
Oil, Olive	*2 tbsp.*	*¼ cup*	*½ cup*

Makes standard meal plan recipes for the week:
Rice Bowls, Breakfast Burritos, Baked Pasta, Burrito Bar, Enchilada Bake, Breakfast Hash

Estimated prep time	10 minutes	15 minutes	20 minutes
Estimated marinate time	1 hour to 1 week	1 hour to 1 week	1 hour to 1 week
Estimated cooking time	20 minutes	30 minutes	40 minutes (2 batches)
Ready in	1 hour 30 minutes	1 hour 45 minutes	2 hours

Equipment:

- Colander
- Cutting board and knife
- Square storage containers with lids, or yogurt containers
- Measuring cups and spoons
- Cooking spray
- Skillet
- Heat safe spatula

Step 1	On **Saturday** prep tofu for the entire week's meals. Make enough for each vegetarian/vegan plus a few more servings. • Drain tofu in colander. If you have time, press tofu between clean paper towels under a heavy weight for 15-30 minutes. This allows the water to drain, and for more of the marinade to soak into the tofu. • Chop tofu into **¾" cubes** for Rice Bowls, Breakfast Burritos, Burrito Bar, and Breakfast Hash • Chop into **½" thin strips** for Baked Pasta and Enchilada Bake
Step 2	Assemble the three marinades into different containers. Mix thoroughly.
Step 3	Add chopped tofu into to marinades: • 1/2 of the tofu should go in the **Taco Marinade (for 3 meals)** • 1/3 into the **Herb Marinade (for 2 meals)** • Remaining 1/6 into the **Rice Bowl Marinade (for 1 meal)**
Step 4	Seal tightly with a lid and shake vigorously to distribute the marinade. • Label with date and marinade name.
Step 5	Refrigerate until needed. Shake every day or so to distribute marinade.
Step 6	When ready to cook, heat a bit of oil in a skillet. When hot, add tofu in single layer. May need to cook in multiple batches.
Step 7	Sear tofu until golden brown on each side. This add crunch and is key for delicious tofu!
Step 8	Keep warm until ready to serve, or add to a dish and bake.

Tips:

- **Bake in the oven instead:**
  - Preheat oven to 400°F
  - Spray rimmed baking sheet liberally or use parchment paper
  - Add cornstarch to tofu in marinade (1 tbsp. per tofu package / 4 servings), incorporate thoroughly.
  - Arrange tofu in single layer on rimmed baking sheet(s)
  - Bake for 15 minutes remove from oven and flip so that they can brown on the other side
  - Return to the oven for 15-20 more minutes, or until the tofu is crispy!
- Make extra for non-vegetarians! If it is tasty, everyone will want to try it.

Dinner Recipes

Red Curry Sauce

Ingredients:	12 Servings	24 Servings	72 Servings
Milk, coconut	2 cans (27 oz.)	4 cans (54 oz.)	12 cans (164 oz.)
Red curry paste	2 tbsp.	¼ cup	¾ cup

Step 1	• In a medium pot, stir coconut milk and curry paste together until incorporated, simmer. • Keep sauce warm until dinner, **serving size is ~⅛ to ¼ cup or enough to lightly cover rice.**

Peanut Sauce

Ingredients:	12 Servings	24 Servings	72 Servings
Peanut butter	¾ cup	1 ½ cups	4 ½ cups
Sugar, white	3 tbsp.	¼ cup + 2 tbsp.	¾ cup
Soy sauce	¼ cup	½ cup	1 ½ cups
Red chili flakes	½ tsp.	1 tsp.	2 tsp.
Oil, vegetable	2 tbsp.	¼ cup	¾ cups
Vinegar, rice wine	¼ cup	½ cup	1 ½ cups
Ginger, ground	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.
Pepper	½ tsp.	1 tsp.	1 tbsp.
Water, to thin sauce	½ to 1 cup	1 to 2 cups	2 to 4 cups

Step 1	• In a medium pot, stir all ingredients together until all are incorporated • Cook mixture on medium-high heat, stirring continually, until sauce is runny • Keep sauce warm until dinner, **serving size is ~⅛ to ¼ cup or enough to lightly cover rice.**

Teriyaki Sauce

Ingredients:	12 Servings	24 Servings	72 Servings
Teriyaki sauce	1 ½ to 3 cups	3 to 6 cups	9 to 18 cups

Tips:

- Look for premade teriyaki sauce that doesn't include high fructose corn syrup (Soy Vay is a great brand). Offer tamari for a gluten free option.

Rice Bowls

"It is an amazing way to start of the week. With many youth and counselors often forgetting to comment on their dietary restriction, this gave us some wiggle room on any surprise gluten-free, vegan, and vegetarian diets."

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Chicken breasts or thighs, skinless, boneless, frozen	6 lbs.	12 lbs.	36 lbs.
Marinated Tofu, depending on number of vegetarians			
Oil, Vegetable	¼ cup	½ cup	1 ½ cups
Carrots, chopped	6	12	36
Bell pepper, chopped	2	4	12
Onion, yellow chopped	1	2	6
Veggies, frozen	6 cups	12 cups	36 cups
White rice, dry	4 cups	8 cups	24 cups
Brown rice, dry	1 cup	2 cups	6 cups
Sauces: Red Curry, Peanut, and Teriyaki			
Toppings: • Veggies for this recipe are flexible, use what you have on hand: cauliflower, broccoli, cabbage, summer squash, etc. • Toast cashews and sesame seeds for extra protein for vegetarians.			

2 cups water per 1 cup of white rice, 2 ¼ cups water per 1 cup of brown rice

Estimated prep time	40 minutes	55 minutes	1 hour 10 minutes
Estimated cooking time	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Ready in	2 hours 10 minutes	2 hours 25 minutes	2 hours 40 minutes

Equipment:

- Cutting boards
- Chef's knives
- Rimmed baking sheets
- Cooking spray
- Heat safe spatula
- Large wooden or plastic mixing spoon (do not use metal in the rice cooker)
- Rice cooker
- Medium pot with lid

Step 1	**Saturday, prepare the chicken:** 1. Move chicken to refrigerator on Friday night or Saturday morning. 2. Cut frozen chicken into ½" cubes (wear gloves). 3. Wash cutting board and knife with hot soapy water, immerse in bleach solution and air dry. 4. Toss cut chicken with vegetable oil, salt, paper, minced garlic, granulated onion, and any other spices (cinnamon, chili flakes, paprika, ginger). **Chop vegetables:** 1. Chop veggies into similar sizes pieces, keeping different veggies separate from each other.
Step 2	**On Sunday, preheat oven to 400°F to cook veggies:** 1. Toss each type of veggie with vegetable oil, salt, pepper, minced garlic, granulated onion, and any other spices (cinnamon, chili flakes, paprika, ginger). 2. Spray rimmed baking pans and arrange different veggies on different pans. Each has a different cooking time and it is easiest to remove a pan one at a time once they are finished. 3. Check veggies every 5-10 minutes, tossing and scraping the bottom of the pan. 4. Once starting to brown, remove from oven. Remember that they will continue to cook so it is best to remove them from the oven before they are completely cooked. 5. At this point veggies can be combined in chaffing pans covered until ready to serve.
Step 3	**Cook tofu in oven (or in skillet) according to instructions:** 1. Spray rimmed baking sheets with nonstick spray. 2. After 30 minutes, the tofu should be done (flip in the middle). Remove and keep warm.
Step 4	**Increase oven temperature to 425°F to cook chicken:** 1. Spray rimmed baking sheets and spread chicken in even layer. 2. Cook the chicken in the oven undisturbed until the outside is no longer pink (7 minutes) 3. Stir occasionally until the chicken is fully cooked (7-10 more minutes until lightly brown) 4. Test a piece by cutting in half and checking for pinkness. Do not overcook or the chicken will be rubbery. Keep in covered in liquid that cooked off of the chicken in the oven.
Step 5	**90 minutes before dinner, start a small pot of brown rice on the stove top:** 1. Measure brown rice into medium pot. Add 2 ¼ cups of water for every cup of rice. 2. Add some salt, cover, and bring to a boil 3. Once boiling, reduce heat to a simmer. Cook with the lid on for 50 minutes. 4. When done, remove from heat and leave the lid on for 10 minutes for the rice to soak in the remaining water. After this, fluff with a fork and keep warm until ready to serve. **1 hour before dinner, start rice cooker (follow rice cooker instructions in manual):** 1. Measure white rice into rice cooker – 40 cups dry or 14lbs. is the maximum. 2. Follow instructions on bag of rice for correct water measurement. 3. After rice is done, leave the lid on the unit for 15 minutes. Can keep warm up to 2 hours.
Step 6	**Make Red Curry and Peanut Sauces**
Step 7	**Toast cashews and sesame seeds in oven until lightly browned (~10 min.)**

Tips:

- **Have your site director ask at the first staff counselor if any volunteers would like rice at breakfast or at every dinner.** This helps people feel more at home if that is what they are used to eating.
- **Clean inner pan of rice cooker immediately after cooking**. Do not use immerse in water or use course scouring pads or steel wool to clean.
- **Do not mix rice types,** they have different time and water requirements.
- Quinoa can be used as a rice substitute for extra protein for soy-free folks.

Serving Instructions: One serving is a cup of rice with a large spoonful of vegetables, and chicken or tofu.

Chicken Baked Pasta – *use gluten free pasta and tofu as needed*

Ingredients:	**12 Servings (1 chafing pan)**	**24 Servings (2 chafing pans)**	**72 Servings (6 chafing pans)**
Broccoli	3	6	18
Cauliflower	1	3	9
Mushrooms, quartered	8 oz.	16 oz.	48 oz.
Chicken breast or thighs, skinless and boneless frozen	3 lbs.	6 lbs.	18 lbs.
Marinated Herb Tofu, depending on number of vegetarians			
Pasta, penne (or other fun shape)	24 oz.	48 oz.	144 oz.
Pasta sauce, tomato-basil	50 oz.	100 oz.	300 oz.
Cheese, shredded mozzarella	4 cups	8 cups	24 cups
Cheese, shredded parmesan	⅔ cups	1-⅓ cups	4 cups
Spinach, baby (or kale, rib removed, thinly sliced)	12 oz. (or 1 bunches)	24 oz. (or 2 bunches)	72 oz. (or 6 bunches)
Basil, fresh	½ cup	1 cup	1 bunch
Vegetable oil	As needed		
Cooking spray	As needed		
Garlic, minced (jar)	As needed		

Estimated prep time	30 minutes	45 minutes	1 hour
Estimated bake time	30 minutes	35 minutes	40 minutes
Ready in	1 hour	1 hour 20 minutes	1 hour 40 minutes

Equipment:

- Stocks pot with lid
- Colander
- Rimmed baking sheets
- Cooking spray
- Knife
- Cutting board
- Measuring spoons
- Measuring cups
- Chafing pans
- Mixing spoon

Step 1	**Chop broccoli, cauliflower, and mushrooms:** 1. Have morning KP chop veggies. Refrigerate until needed. Peel broccoli stems and chop.
Step 2	**Cook the chicken:** 1. Preheat oven to 425°F 2. Slightly thaw chicken to make cutting easier. Do this in a clean sink with cold water, replacing water every 30 minutes with cold water, or move to refrigerator in the morning. 3. Cut frozen chicken into thin strips, then chop (wear gloves). Small pieces will distribute throughout the dish more. Wash cutting board and knife with hot soapy water, immerse in bleach solution and air dry. 4. Toss cut chicken with oil, salt, pepper, minced garlic, granulated onion, and other spices. 5. Spray baking sheets and spread chicken in even layer, making sure that they aren't touching. 6. Cook the chicken in the oven undisturbed until the outside is no longer pink (7 minutes) 7. Stir occasionally until the chicken is fully cooked (7-10 more minutes until lightly brown) 8. Test a piece by cutting in half and checking for pinkness. Do not overcook!

Step 3	**Cook tofu in oven (or in skillet) according to instructions:** 1. Preheat oven to 400°F 2. Spray rimmed baking sheets with nonstick spray. 3. After 30 minutes, the tofu should be done (flip in the middle). Remove and keep warm.
Step 4	**Cook the pasta:** 1. Fill large pots with water and bring to boil. Do not fill a pot more than ⅔ full with water. Add a pinch of salt and cover to help bring pot to a boil. Cook 5 pounds or less at a time. 2. Once water is boiling add pasta by handful into the pot. Stir to separate and immerse all pasta in water. Return to a boil and cook uncovered while maintaining a rolling boil. 3. If the water looks like it might overflow while boiling, lower the heat to medium-high while maintaining a boil. Stir the pasta every few minutes to keep them from sticking to the bottom of the pot and becoming crunchy. Cook pasta until it is al dente (tender but slightly firm); pasta will continue to cook in the oven and doesn't taste good if it is over cooked. 4. Pour pasta into a large colander in the sink to drain. This is a two-person job!
Step 5	**Combine ingredients in chafing pans:** 1. Preheat oven to 375°F. 2. Spray doubled chafing pans with cooking spray. 3. Divide pasta evenly between chafing pans. 4. Add spinach (kale) and pasta sauce to chafing pans. Toss until evenly coated. Reserve a pan or more for vegetarians, add mushrooms and tofu and toss again. Add chicken to the other pans and toss again. Label each pan accordingly with sharpie. 5. Sprinkle evenly with a layer of mozzarella and parmesan. Toss to mix evenly. 6. Bake for 20-25 minutes until the cheese is melted and just barely starts to turn golden. 7. Remove and serve immediately with chopped basil.
Step 6	**Cook the veggies:** 1. Preheat oven to 400°F. 2. Toss each type of veggie with vegetable oil, salt, pepper, minced garlic, granulated onion, and other spices in a mixing bowl. 3. Spray rimmed baking pans and arrange different veggies on different pans. Each has a different cooking time and it is easiest to remove a pan one at a time once they are finished. 4. Check veggies every five to ten minutes, tossing and scraping the bottom of the pan to check for doneness. 5. Once starting to brown, remove from oven. Remember that they will continue to cook so it is best to remove them from the oven before they are completely cooked. 6. At this point veggies can be combined in chaffing pans covered until ready to serve.

Tips:

- Add chickpeas and chopped toasted almonds to the toppings table for vegetarians and vegans to add to their salad for extra protein.
    - **To toast nuts**: preheat oven to 350°F. Place the nuts on a rimmed baking sheet and toast them until they are lightly browned, 5-8 minutes, shaking the pan once or twice to prevent scorching.
- **Try using ground chicken instead!**

Serving Instructions:

- A serving is 1 cup, serve with a large spoon.

Burrito Bar – *use gluten free corn tortillas and tofu*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Flour Tortillas (medium 8")	12	24	72
Beans, black precooked	6 cups	12 cups	36 cup
Marinated Taco Tofu, depending on number of vegetarians			
Ground Turkey or Beef: (No more than 20% fat, a mix works well)	2 lbs.	4 lbs.	12 lbs.
Taco Seasoning (see ingredients below)	¼ cup	½ cup	1 ½ cups
Water	1 cup	2 cups	6 cups
Tomato Sauce	½ cup	1 cup	3 cups
Rice, White:	4 cups	8 cups	24 cups
Water	8 cups	16 cups (1 gallon)	48 cups (3 gallons)
Limes, juiced	2 (¼ cup)	4 (½ cup)	12 (1 ½ cups)
Garlic, minced	2 tsp.	1 tbsp. + 1 tsp.	4 tbsp.
Olive oil	2 tsp.	1 tbsp. + 1 tsp.	4 tbsp.
Salt	2 tsp.	1 tbsp. + 1 tsp.	4 tbsp.
Cilantro, fresh	1 cup	2 cups (~1 bunch)	6 cups (~2 bunches)
Fajita veggies:			
Bell Peppers, cut long ways	6	12	36
Onions, cut in half, then sliced	2	4	12
Toppings: Salsa, hot sauce, sour cream, shredded cheese			
Lettuce, romaine/green leaf	1 heads	2 heads	6 heads
Tomatoes	2	4	12
Onion, white diced	½	1	3
Avocados, diced	2	4	12

Taco Seasoning: make enough for the entire summer during prep week!

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Chili powder	2 tbsp.	¼ cup	¾ cup
Garlic, granulated	½ tsp.	1 tsp.	1 tbsp.
Onion, granulated	½ tsp.	1 tsp.	1 tbsp.
Crushed red pepper flakes	½ tsp.	1 tsp.	1 tbsp.
Dried oregano	½ tsp.	1 tsp.	1 tbsp.
Paprika	1 tsp.	2 tsp.	2 tbsp.
Ground cumin	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.
Salt	2 tsp.	1 tbsp. + 1 tsp.	¼ cup
Black pepper	2 tsp.	1 tbsp. + 1 tsp.	¼ cup

Estimated prep time	30 minutes	40 minutes	1 hour
Estimated cook time	1 hour 30 minutes	1 hour 45 minutes	2 hours

Equipment:

- Cutting boards
- Chef's knives
- Rimmed baking sheets
- Cooking spray
- Chafing pans
- Heat safe spatula
- Medium pot with lid
- Rice cooker
- Large wooden or plastic mixing spoon (do not use metal in the rice cooker)

Step 1	**Morning KP can:** 1. Chop veggies, refrigerate until ready to serve. 2. Make taco seasoning if you didn't make it earlier.
Step 2	**Brown ground turkey / beef in oven:** 1. Preheat oven to 450°F. Spray rimmed baking sheets with cooking spray. 2. Break up ground meat with wooden spoon onto the baking sheets. 3. Roast in oven, breaking large clumps every so often. Remove from oven and stir with the oven door closed to minimize dropping oven temperature. Drain fat once in the middle of cooking to decrease cooking time. 4. When no longer pink, drain meat into #10 can with a metal colander. Make sure to cover this can to prevent flies. 5. After browning meat, bring water to a boil in a cast iron pans with the taco seasoning. 6. Add browned meat. Turn to a low simmer and add tomato sauce. Keep warm.
Step 3	**90 minutes before dinner, start a small pot of brown rice on the stove top:** 1. Measure brown rice into medium pot. Add 2 ¼ cups of water for every cup of rice. 2. Add some salt, cover, and bring to a boil 3. Once boiling, reduce heat to a simmer. Cook with the lid on for 50 minutes. 4. When done, remove from heat and leave the lid on for 10 minutes for the rice to soak in the remaining water. After this, fluff with a fork and keep warm until ready to serve. **1 hour before dinner, start rice cooker (follow rice cooker instructions in manual):** 1. Measure white rice into rice cooker – 40 cups dry or 14lbs. is the maximum. 2. Follow instructions on bag of rice for correct water measurement. 3. After rice is done, leave the lid on the unit for 15 minutes. Can keep warm up to 2 hours. **Whisk lime juice, garlic, olive oil, and salt together in a bowl; stir into rice. Fold cilantro into rice.**
Step 4	**Reheat cooked beans on stovetop or oven with water and season to taste.** **Make fajitas:** Toss in oil, salt, pepper, spices. Sauté on griddle, cast iron, or roast in oven. **Heat tortillas on griddle until lightly brown.** Great task for KP!
Step 5	**Cook tofu in oven (or in skillet) according to instructions:** 1. Spray rimmed baking sheets with nonstick spray. 2. After 30 minutes, the tofu should be done (flip in the middle). Remove and keep warm.

Tips:

- **Clean inner pan of rice cooker immediately after cooking**. Do not use immerse in water or use course scouring pads or steel wool to clean.
- **Do not mix rice types,** they have different time and water requirements.
- Make a lot of the taco seasoning at the beginning of the summer. Measure once, use 5-7 times right?

Serving instructions:

- A serving is one tortilla topped with rice, beans, meat or tofu, and toppings. Reserve fajitas for vegetarians first. Serve with large serving spoons
- Put toppings on a separate table (with serving utensils) to keep the serving line moving.

Veggie Burgers – *use gluten free buns & gluten free bread for crumbs*

Ingredients:	**4 Servings (patties)**	**8 Servings (patties)**	**16 Servings (patties)**
Sandwich bread, toasted then food processed	1 ½ pieces	3 pieces	6 pieces
Oats, rolled food processed	½ cup	1 cup	2 cups
Almonds, toasted then food processed	2 tbsp. + 2 tsp.	⅓ cup	⅔ cup
Sunflower seeds, toasted	¼ cup	½ cup	1 cup
Onion, yellow food processed	¼ cup	½ cup	1 cup
Garlic, minced (jar)	1 tbsp.	2 tbsp.	¼ cup
Flaxseed, ground	1 tbsp. + ¾ tsp.	2 tbsp. + 1 ½ tsp.	¼ cup + 1 tbsp.
Warm water	¼ cup	½ cup	1 cup
Carrots, shredded in food processed	½ cup	1 cup	2 cups
Beans, black precooked pureed/mashed	½ cup	1 cup	2 cups
Parsley, food processed	2 tbsp.	¼ cup	½ cup
Olive Oil	1 ½ tsp.	1 tbsp.	2 tbsp.
Tamari (gluten free soy sauce)	1 ½ tsp.	1 tbsp.	2 tbsp.
Chili powder	¾ tsp.	1 ½ tsp.	1 tbsp.
Salt and Pepper	¼ tsp.	½ tsp.	1 tsp.
Cumin	½ tsp.	1 tsp.	2 tsp.
Oregano	½ tsp.	1 tsp.	2 tsp.

Equipment:

- Cutting board
- Knife
- Food processor
- Measuring spoons and cuts
- Metal spatula
- Large bowl
- Baking sheet

Estimated prep time	30 minutes	40 minutes	50 minutes
Estimated cook time	30 minutes	30 minutes	30 minutes
Ready in	1 hour	1 hours and 10 minutes	1 hours and 20 minutes

Step 1	**Prep ingredients:** 1. Preheat oven to 350˚F. 2. Mix a flax egg by combining ground flaxseed with warm water in a small bowl and set aside for at least 10 minutes while you prepare the rest of the ingredients. 3. Toast bread in oven to dry it out. 4. Toast nuts and seeds in oven: place the nuts on a rimmed baking sheet and toast them until they are lightly browned, 5-8 minutes, shaking the pan once or twice to prevent scorching. 5. Separately, pulse oats, toasted bread, and almonds in food processor until fine. Store in a bowl until needed. 6. Chop veggies finely in food processor, pulsing a few times.
Step 2	**Sauté onions and garlic in ½ tbsp. oil.**
Step 3	**Place all ingredients into a large mixing bowl and stir very well.**
Step 4	**With slightly wet hands, shape dough into patties. Pack dough tightly to help stick together.**
Step 5	**Cooking methods:** 1. For the **BBQ**, pre-bake the burgers for 15 minutes in oven. Let cool to be grilled later. Store in refrigerator. When ready to BBQ, placing on a pre-heated grill and cook until golden and crisp on each side. 2. If you are cooking **BBQ at site**, you can **fry** the burgers in a bit of oil on a skillet over medium heat for about 5 minutes on each side.

Tips:

- Make in large batch during prep week and freeze for multiple weeks.
- If you plan to grill them, precook in oven for 15 minutes for them to firm up.
- Increase sunflower seeds to omit almonds.

Serving Instructions:

- Make two per person.

Pasta Salad – *use Summer Salad for gluten free option*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Cucumber, peeled, halved lengthwise and sliced	½	1	3
Bell pepper, chopped	½	1	3
Onion, red diced	½	1	3
Cherry tomatoes, halved	¾ cup	1 ½ cups	4 ½ cups
Cheese, feta crumbled	6 oz. (1 ½ cups)	12 oz. (3 cups)	36 oz. (9 cups)
Pasta, dry	12 oz. (4 ½ cups dry)	24 oz. (9 cups dry)	72 oz. (27 cups)
Corn or peas, frozen thawed	¾ cup	1 ½ cups	4 ½ cups (1lb.)
Olives, canned sliced	2 ¼ oz.	4 ½ oz.	13 ½ oz.
Basil or Oregano, dried	1 ½ tsp.	1 tbsp.	3 tbsp.
Salad dressing, balsamic or red wine vinaigrette	¾ cup (12 oz.)	1 ½ cups (24 oz.)	4 ½ cups (72 oz.)
Optional: Add extra veggies like carrots, celery, etc.			

Estimated prep time	30 minutes	40 minutes	50 minutes
Estimated chill time	2 hours	2 hours	2 hours
Ready in	2 hours 30 minutes	2 hours 40 minutes	2 hours 50 minutes

Equipment:

- Stock pot with lid
- Colander
- Knife and cutting board
- Measuring spoons and
- Measuring cups
- Storage container w/ lid
- Mixing spoon

Step 1	Tuesday morning, have KP chop veggies. Refrigerate until needed.
Step 2	**Cook the pasta:** • Fill large pots with water and bring to boil. Do not fill a pot more than ⅔ full with water. Add a pinch of salt and cover to help bring pot to a boil. Cook 5 pounds or less at a time. • Once water is boiling add pasta by handful into the pot. Stir to separate and immerse all pasta in water. Return to a boil and cook uncovered while maintaining a rolling boil. • If the water looks like it might overflow while boiling, lower the heat to medium-high while maintaining a boil. Stir the pasta every few minutes to keep them from sticking to the bottom of the pot and becoming crunchy. Cook pasta until it is al dente (tender but slightly firm); pasta will continue to cook in the oven. • Pour pasta into a large colander in the sink to drain. This is a two-person job! • Spray doubled chafing pans with cooking spray. Store drained pasta in chafing pans. Stir in a 2 tbsp. of olive oil to keep the pasta from sticking to itself. Stir every so often to cool the pasta down rapidly and stop the cooking process.
Step 3	Once cooled, combine all ingredients and toss to coat in large container with lid. Cover and chill for 2 to 24 hours.

Tip: This recipe is flexible. Add any grain, bean, vegetables, and herbs you fancy. Taste to make sure it is good.
Serving Instructions: A serving is 1 cup, serve with a ladle or serving spoon.

BBQ Checklist

Food:

- ❒ Snacks (watermelon, oat balls, and roasted chickpeas)
- ❒ Hamburger patties
- ❒ Veggie burgers
- ❒ Hot dogs and veggie dogs
- ❒ Hamburger buns
- ❒ Hot dog buns
- ❒ Gluten free buns
- ❒ Mayonnaise
- ❒ Ketchup
- ❒ Mustard
- ❒ Relish
- ❒ Salt and Pepper
- ❒ Sliced cheese
- ❒ Lettuce
- ❒ Tomatoes
- ❒ Onions
- ❒ Pasta salad or summer salad
- ❒ Zucchini to grill

Serving/Storage:

- ❒ Serving utensils (for burgers, veggie burgers, hot dogs, veggie dogs, zucchini, each topping, salads)
- ❒ Forks and plates
- ❒ Napkins
- ❒ Coolers and ice
- ❒ Water jugs, filled
- ❒ Chafing pans (for storing cooked items ready to be served)
- ❒ Aluminum foil and plastic wrap
- ❒ Hand Sanitizer
- ❒ Serving gloves
- ❒ Plastic spatulas for scraping plates

Cooking:

- ❒ Grill
- ❒ Grill cleaner
- ❒ Cooking spray
- ❒ Propane tank (check fill)
- ❒ Charcoal if using a grill at location
- ❒ Lighter stick
- ❒ Heat safe spatulas and tongs for grilling

Cleaning:

- ❒ Trash bags, including for dirty dishes
- ❒ Spray bottles: soap, bleach, water for grill flare-ups
- ❒ Scrub brushes

Hamburgers and Hot Dogs – *freeze extra gluten free buns*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Hamburger Patties (recipe below)	12	24	72
Veggie Burgers	Number of vegetarians/people that don't eat red meat x 1.5		
Hamburger buns	12 + veggie burgers	24 + veggie burgers	72 + veggie burgers
Hot dogs	6	12	36
Veggie dogs	6	12	36
Hot dog buns	12	24	72
Cheese, slices	24 slices	48 slices	144 slices
Tomato, sliced	2	4	12
Onions, red sliced	1	2	4
Lettuce, romaine or green leaf	½ head	1 head	3 heads
Zucchini, green or yellow	3	6	18
Condiments in squeeze bottles: ketchup, mustard, mayonnaise, relish.			

Hamburger patty ingredients:

Ingredients:	**12 Servings (patties)**	**24 Servings (patties)**	**72 Servings (patties)**
Ground Beef and Turkey (Buy no more than 20% fat, a mix works well)	3 lbs.	6 lbs.	18 lbs.
Onion, yellow food processed	½	1	3
Egg, lightly beaten	2	4	1 dozen
Basil, fresh food processed	¼ cup	½ cup	1 ½ cup or 1 bunch
Garlic, minced (jar)	1 ½ tsp.	1 tbsp.	3 tbsp.
Paprika	½ tsp.	1 tsp.	1 tbsp.
Black pepper	½ tsp.	1 tsp.	1 tbsp.
Salt	1 tsp.	2 tsp.	2 tbsp.

Equipment:

- Food processor
- Cutting board
- Knife
- Metal spatula
- Large bowl
- Chafing pans
- Parchment paper
- Baking sheet

Estimated prep time	20 minutes	30 minutes	45 minutes
Estimated cook time	20 minutes	30 minutes	1 hour 30 minutes
Ready in	40 minutes	1 hour	2 hours and 15 minutes

Before you leave:

Step 1	**Make hamburger patties:** (do this on Saturday) • Using a food processor chop onion and basil finely (big chunks will make burgers that fall apart.) Do each item separately, pulsing until size needed. • Mix all ingredients together with gloved hands and form patties. Do not over mix (tough meat) • Burgers will shrink during grilling, so make the diameter of the patties about ½" larger than the buns for the perfect fit. Press thumb in center to indent patties to prevent shrinkage. • Stack patties in doubled chafing pan, separating layers with parchment paper. • Freeze until the night before you need them. Move to bottom shelf of refrigerator. • Have a cooler for raw meat and a cooler for everything else to avoid cross contamination.
Step 2	**Make veggie burgers:** (do this on Saturday if you don't have enough frozen)
Step 3	**Prepare fruit and veggies**, KP can help with this. • Slice tomatoes, onion, prepare lettuce, etc. • Chop veggies for salad. • Cut **zucchini** in half, lie flat on cutting board and slice into long even slices. (Toss with pesto. Store in refrigerator/cooler until ready to BBQ.)
Step 4	**Make summer salad or pasta salad**
Step 5	**Make snack:** • Make **oat balls** (do this on Saturday and freeze) • Chop **watermelon** into slices. Leave on rind so they can be eaten handheld.
Step 6	**Review BBQ packing list**

Step 1	**Prepare the grill:** 1. Scrape grates clean before grilling to give burgers nice grill marks and keep them from sticking. Use cooking spray on the grill after cleaning before lighting it. 2. If you using a charcoal grill, make sure you light the coals immediately upon arriving at the water day site because they will take a while to get hot. **Get your grill safely set up:** 1. Make sure that your grill is safely positioned far away from any flammable material and that the grill cover is completely open. Never attach propane to the grill with the grill cover closed: If the propane is accidentally turned on with the grill cover down, it could accumulate under the cover and explode in a fireball, causing serious harm. 2. Make sure the gas is turned to the off position before hooking propane tank up to the grill. 3. Remove the plastic cap covering the propane nozzle. The plastic cap will be perforated, making for relatively easy removal, and should boast a bright color, like red or blue. 4. Connect the grill's gas line to the propane tank nozzle. The propane tank should fit snugly into the gas line. 5. Start fastening the coupler by turning it to the right. Make sure the coupler is fully screwed in, but not so tight that you won't be able to unscrew the coupler when the time comes to put in a new tank. 6. Turn the gas valve on the propane tank to the open position. Your valve should be in the shape of a triangle and etched with the words "OPD," or overfill protection device. 7. Make sure the gas line is in and secure. Once that is done, you are ready to turn the grill.
Step 2	**Cook hamburgers:** 1. Turn the burner control that is closest to the ignition switch to High. Press the ignition switch one to two times to light the burner. If the grill does not light, turn off the burner and the propane. Allow the gas to dissipate for a few minutes before trying again. 2. Turn the other burner(s) to High. You should be able to hear them light as the flame leaps from one to the other. 3. Let the grill heat for about 10 minutes, then reduce to medium heat. 4. Use a wide spatula for flipping. If the burger doesn't come off the grill immediately, it's too soon to flip it. Continue cooking, and once the meat forms a crust, you can lift it off the grill. 5. **Give your BBQ volunteers these simple instructions:** Burgers should only be flipped once. Don’t press down on the patties while they’re grilling. (Keep ‘em juicy!) They should be well done without any pink anywhere on the patty. Check one. 6. **How to keep burgers warm and delicious:** Reserve a space on the grill for a chaffing pan. Fill this doubled up chaffing pan with warm water, salt, pepper, and garlic powder. Put cooked patties into this concoction over a low heat.
Step 3	**Cook hot dogs:** • You can cook hot dogs at the same time as burgers; they’re pre-cooked, so you just have to make sure they’re hot.
Step 4	**Cook veggies, veggie burgers and veggie dogs:** • If you can’t get the grill clean enough, cook veggie burgers on a layer of aluminum foil. Cook until golden and crispy on each side. • Grill zucchini on foil as well, turning as needed. • Make sure to use a separate spatula and tongs for the vegetarian items.

Step 5	**Turning off grill:** • After removing the food from the grill, scrape the grill clean and turn the heat to High and allow any remaining food bits cook off, about 5 minutes. • Turn off the valve first by turning the knob clockwise. By stopping the flow of the propane before turning off the burners, you insure that no gas will be caught in the hoses. Turn off all of the burners. Let the grill cool before closing and covering. • When cool, empty the grease trap before transporting grill and to prevent a big fire.

Tips:

- Make burger patties on Saturday before the meat is frozen. Freeze after they are made; remove patties from freezer the night before.
- Make a big batch of veggie burgers during prep week and store in freezer. Make every few weeks as needed.
- Ask if counselors/staff would like to grill for you. Tell them the simple instructions above. You are still responsible for making sure dinner is on time!
- Make 150% of the people that you are serving, i.e. 50 people, 75 burgers.
- If you're making this meal at your home base instead of outside, you can cook the hotdogs in the oven. Place them all on a baking sheet (no need to grease it or space them out) and put them in a preheated oven at 250°F (keep the temperature low and poke with a fork so they don't burst) for about 15-20 minutes.

Serving Instructions:

- The first time through the line, serve each person one burger or hot dog.
- Put condiments in squeeze bottles on a separate table to keep the serving line moving.

Enchilada Bake – *use gluten free corn tortillas and tofu as needed*

Ingredients:	**12 Servings** (1 chafing pan)	**24 Servings** (2 chafing pans)	**72 Servings** (6 chafing pans)
Enchilada sauce, green and red	4 cups	8 cups	24 cups
Corn tortillas, halved	21	42	126
Beans, black precooked	2 cups	4 cups	12 cups
Corn, frozen and thawed	2 cups	4 cups	12 cups
Green onions, thinly sliced	½ bunch	1 bunch	3 bunches
Chicken breast or thighs, skinless and boneless frozen	3 lbs.	6 lbs.	18 lbs.
Marinated taco tofu, depending on number of vegetarians			
Cheese, shredded Monterrey Jack or Mexican blend	4 cups	8 cups	24 cups
Avocado, diced	1	2	6
Cilantro, fresh chopped loosely-packed	½ cup	1 cup	2 cups (1 bunch)
Toppings: sour cream and hot sauce			

Estimated prep time	30 minutes	45 minutes	1 hour
Estimated cooking time	30 minutes	30 minutes	30 minutes
Ready in	1 hour	1 hour 15 minutes	1 hour 30 minutes

Equipment:

- Food processor
- Knife
- Cutting board
- Rimmed baking sheets
- Spatula
- Mixing spoon
- Chafing pans
- Measuring spoons
- Measuring cups

Step 1	**Have morning KP**: 1. Cut tortillas 2. Chop veggies. Incorporate whatever veggies you want! 3. Refrigerate until needed.
Step 3	**Cook tofu in oven (or in skillet) according to instructions:** 1. Preheat oven to 400°F 2. Spray rimmed baking sheets with nonstick spray. 3. After 30 minutes, the tofu should be done (flip in the middle). Remove and keep warm.
Step 2	**Cook the chicken:** 1. Preheat oven to 425°F 2. Slightly thaw chicken to make cutting easier. Do this in a clean sink with cold water, replacing water every 30 minutes with cold water, or move to refrigerator in the morning. 3. Cut frozen chicken into thin strips, then chop (wear gloves). Small pieces will distribute throughout the dish more. Wash cutting board and knife with hot soapy water, immerse in bleach solution and air dry. 4. Toss cut chicken with oil, salt, pepper, minced garlic, granulated onion, and other spices. 5. Spray baking sheets and spread chicken in even layer, making sure that they aren't touching. 6. Cook the chicken in the oven undisturbed until the outside is no longer pink (7 minutes) 7. Stir occasionally until the chicken is fully cooked (7-10 more minutes until lightly brown) 8. Test a piece by cutting in half and checking for pinkness. Do not overcook!
Step 3	**Heat oven to 375°F.** Spray chafing pans (doubled) liberally with cooking spray, especially the edges.
Step 4	**Assemble enchilada bake:** 1. Layer tortilla halves so that the entire pan is covered. 2. Sauce (use red in some pans, green in others) 3. Black beans, precooked 4. Corn 5. Green onions 6. Cooked chicken or tofu (label each pan with what is inside with sharpie) 7. Shredded cheese 8. Tortillas 9. Enchilada sauce
Step 5	Cover the pan with aluminum foil and bake for 20 minutes.
Step 6	Remove pan from oven and remove aluminum foil. Sprinkle the top of the enchiladas evenly with the remaining cheese, then return to the oven (uncovered) and bake for 10 minutes or until the cheese is melted.
Step 7	Remove pan, and sprinkle with avocado, cilantro, and remaining green onions. Serve warm.

Tips:

- Dilute sauce if too spicy with water.
- Start early and give this plenty of time to prepare and bake. Test the middle of one pan to ensure that it isn't cold – it may look cooked on the top, but will not be on the inside.
- Try using ground chicken instead!

Serving Instructions:

- A serving is a 3x4" rectangle served with a spatula.

Pizza – *use gluten free crust, make hummus pizza for vegans*

Dough Recipe:

Ingredients:	**12 Servings** 2 pizzas	**24 Servings** 4 pizzas	**72 Servings** 12 pizzas
Dry active yeast	3 tbsp.	¼ cup + 2 tbsp.	1 cup + 2 tbsp.
Sugar	¼ cup	½ cup	1 ½ cup
Salt	1 tbsp. + 1 tsp.	2 tbsp. + 2 tsp.	½ cup
Olive oil	½ cup	1 cup	3 cups
Warm water	3 cups	6 cups	18 cups
Whole wheat flour	4 cups	8 cups	24 cups
All-purpose flour	4 cups	8 cups	24 cups

Toppings:

Ingredients:	**12 Servings** 2 pizzas	**24 Servings** 4 pizzas	**72 Servings** 12 pizzas
Tomato sauce (canned)	2 cups (19 oz.)	4 cups (38 oz.)	1 #10 can (12 cups, 114 oz.)
Italian Seasoning	2 tbsp.	¼ cup	¾ cup
Mozzarella cheese, shredded	3 cups (24 oz.)	6 cups (48 oz.)	18 cups (144 oz.)
Pepperoni	½ cup	1 cup	3 cups
Ham, lunch meat	½ cup	1 cup	3 cups
Pineapple, canned	4 oz.	8 oz.	24 oz.
Olives, sliced canned	~2 ¼ oz.	~4 ½ oz.	~13 ½ oz.
Bell Pepper, chopped	½	1	3
Onion, chopped	½	1	3
Mushrooms, sliced	4	8	24

Equipment:

- Mixing bowls (one small, one large)
- Measuring cup and spoons
- Cutting board
- Knife
- Baking sheets
- Cooking spray
- Rolling pin
- Rubber spatula

Estimated prep time	30 minutes	1 hour	2 hours
Estimated cooking time	15 minutes	30 minutes	1 hour 30 minutes
Ready in	45 minutes	1 hour 30 minutes	3 hours 30 minutes

Step 1	• Make 24 servings at a time to make mixing easier. • Pour warm water into a large bowl; sprinkle with yeast and let stand until foamy, about 5 minutes.
Step 2	• Whisk sugar, oil, and salt into yeast mixture. • Add flour and stir until a sticky dough forms. • Transfer dough to an oiled bowl and brush top with oil. • Cover bowl with plastic wrap and set aside in a warm place until dough has doubled in bulk, about 1 hour (quicker in hot kitchens! • Turn out onto a lightly floured work surface and gently knead 1 or 2 times before using.
Step 3	• To freeze, you can wrap the dough in plastic and freeze it in a resealable freezer bag.
Step 4	• When ready to make the pizza preheat the oven to 500 °F. • Use a rolling pin to roll it out on an oiled or floured cutting board (roll out as thin as you can, you can use your hands to stretch thin). • Spray baking sheets and carefully transfer the rolled out dough to the sheets. • Prick with a fork to prevent shrinking. • Prebake the dough for 5-6 minutes.
Step 5	• Top as desired with tomato sauce, cheese and toppings. • Sprinkle Italian seasoning on the tomato sauce. For 72 servings make: • Make ~3 cheese • Make ~3 pepperoni • Make ~2 vegetarian • Make ~2 Hawaiian • Make ~2 Combination (meat and veggies)
Step 6	• Bake in an oven for about 8 to 15 min. or until crust is golden brown and the cheese is bubbling.
Step 7	• Cut into 12 equal rectangles (either 2x6 or 3x4)

Tips:

- Dough will and should rise! This is the yeast hard at work.
- **Make extra vegetarian and cheese pizzas;** meat eaters can pizza without meat; vegetarians can't eat pizza with meat.
- **Make a hummus pizza for vegans:**
    - 1 ½ cups hummus
    - Basil, fresh chopped
    - Mushrooms
    - Nutritional yeast if available as a cheese substitute
    - Olive oil
- **Invite youth to help with pizza toppings.**
    - It is fun to make crazy pizzas with leftovers, but to many adults (and some youth) it is not appealing. Reserve plenty of "normal" pizzas!
- If you are having problems with soggy pizza, prebake your rolled out dough on baking sheets for 5 to 7 minutes before adding the sauce and toppings.

"Freezing pizza dough on the weekend is awesome and gives you more time to rest and get ahead on Fridays. However, it takes a while to defrost and it's slightly more difficult to roll out; it's not impossible, it just requires more elbow grease. Definitely take it out of the freezer before you nap so that it has a whole day to defrost before you need to roll it out!"

"We recommend making the dough in the morning before you nap. It is a great task for adult counselors who come into help in the morning. This allows you to roll it out right when you wake up from your nap. Use a lot of flour when rolling the dough out.

"It's good to make a lot of different kinds of pizzas and to be creative! It's fun to use leftovers on pizzas but don't go too crazy."

Serving Instructions:

- A serving is two pieces. Serve with a spatula.

Vegetarian Chili – *gluten free and vegan*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Quinoa	1 cup	2 cup	6 cups
Olive Oil	1 tbsp.	2 tbsp.	½ cup + 2 tbsp.
Onion, yellow chopped	1	2	6
Garlic, minced (jar)	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.
Carrot, chopped	1	2	6
Celery, including center and leaves	2 individual stalks	4 individual stalks	12 individual stalks
Bell Pepper, green chopped	1	2	6
Bell Pepper, red chopped	1	2	6
Zucchini, chopped	1	2	6
Beans, precooked	4 ½ cups (1 ½ cups dry)	9 cups (3 cups dry)	27 cups (9 cups dry)
Diced Tomatoes (canned with liquid)	5 cups (~45 oz.)	10 cups (~90 oz.)	30 cups (~270 oz.) 1 ½ #10 cans
Tomato sauce	15 oz	30 oz	90 oz
Cumin	1 tbsp.	2 tbsp.	¼ cup + 2 tbsp.
Chili powder	2 tbsp.	¼ cup	¾ cup
Optional: serve with shredded cheese, sour cream, Greek yogurt, etc.			

Estimated prep time	15 minutes	20 minutes	30 minutes
Estimated cooking time	45 minutes	45 hour	45 hour
Ready in	1 hour	1 hour 5 minutes	1 hour 15 minutes

Step 1	Chop veggies. Refrigerate until needed.
Step 2	Spray a large pot with nonstick spray. Heat the olive oil over medium heat. Add the onion and cook until tender, about 5 minutes. Stir in garlic, carrot, celery, peppers, and zucchini. Cook until vegetables are tender, about 10 minutes.
Step 3	Add the beans, diced tomatoes, and tomato sauce. Stir in the quinoa and water if dry. Season with chili powder, cumin, salt, and black pepper. Simmer chili on low for about 30 minutes. Serve warm. Stir frequently to avoid any burning on the bottom of your pot.

Tips:

- Another flexible recipe! Other veggies would go great in this (frozen corn, etc.)
- Freeze leftovers to incorporate in the next week's batch, or put out on burrito night!

Serving Instructions:

- A serving of chili is 1 cup, serve with a ladle.

Cornbread – *use all oil, flax egg, and nondairy milk for vegan bread.*

Ingredients:	**16 Servings (One 9x13 pan)**	**32 Servings (Two 9x13 pans)**	**96 Servings (Six 9x13 pans)**
Cornmeal	1 cup	2 cups	6 cups
All-Purpose Flour	1 ½ cups	3 cups	9 cups
Whole wheat flour	1 ½ cups	3 cups	9 cups
Baking Powder	2 tbsp.	¼ cup	¾ cup
Salt	1 tsp.	2 tsp.	2 tbsp.
Eggs ***(or flax egg, make this before starting the recipe)***	4 *(¼ cup ground flax seed + ¾ cup hot water)*	8 *(½ cup ground flax seed + 1 ½ cups hot water)*	2 dozen *(1 ½ cups ground flax seed + 4 ½ cups hot water)*
Vegetable Oil	2/3 cup	1-1/3 cups	4 cups
Butter, melted	6 tbsp. (¾ stick)	12 tbsp. (1 ½ sticks)	36 tbsp. (4 ½ sticks)
Sugar	1 cups	2 cups	6 cups
Milk	2 ½ cups	5 cups	15 cups (~1 gallon)

Estimated prep time	20 minutes	25 minutes	30 minutes
Estimated cook time	35 minutes	35 minutes	35 minutes
Ready in	55 minutes	1 hour	1 hour 5 minutes

Equipment:

- Large mixing bowl
- Measuring cup and spoons
- Mixing spoon
- 9x13 Baking pans
- Cooking spray
- Toothpicks
- Knife
- Plastic wrap
- Spatula for serving

Step 1	Preheat oven to 350°F. Liberally coat baking pans with cooking spray.
Step 2	Mix dry ingredients. Make a well in the center and add oil, butter, eggs and milk into the center.
Step 3	Stir just until mixed (batter will be runny). Over-mixing will cause the batter to harden (do not use electric mixer).
Step 4	Evenly divide batter among pans, remembering that the bread will rise significantly as it bakes.
Step 5	Bake for 35 minutes in preheated oven or until a toothpick inserted near the center comes out clean. If your ovens cook unevenly, rotate pans midway through baking and move to a different rack.
Step 6	When the bread is completely cool, cut the pan into an even 4x4 grid, marking a line in the half then quarter marks. Wrap with plastic wrap when cool until serving.

Tip: It is best to make two pans at a time rather than trying to mix all 18 cups of flour at once, that way you can get two pans in the oven while preparing the next batches.
Serving Instructions: A serving is one piece of bread 2 ¼ x 3 ¼. Serve with a spatula. Serve with butter and honey

Baked Potatoes – *gluten free and vegan (do not cook with butter)*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
Potatoes, russet	12	24	72
Potatoes, sweet (yams)	1	2	6
Olive oil	As much as needed		
Toppings: Butter, sour cream, shredded cheese, etc.!			

Estimated prep time	45 minutes	1 hour 30 minutes	3 hours
Estimated cooking time	1 hour	1 hour	1 hour
Ready in	1 hour 45 minutes	1 hour 30 minutes	4 hours

Equipment:

- Cutting board
- Knife
- Large skillet
- Rimmed baking sheets

Step 1	Scrub potatoes with water and dry.
Step 2	Rub olive oil on potatoes in a bowl and poke a few holes in each potato with a fork.
Step 3	At least two hours before dinner, start cooking potatoes in a preheated oven at 425°F for 40 minutes to an hour or until soft. Smaller potatoes will cook faster than larger ones. Check by opening up a few larger potatoes. If needed, potatoes can be kept warm for up to 4 hours in a clean cooler (preheat with hot water beforehand, empty and dry before adding potatoes.)
Step 4	Before serving, cut potatoes lengthwise across the top of each potato and squeeze ends together to open the potato to be stuffed! This is a great job for volunteers.

Tips:

- Bake some sweet potatoes for those wanting a healthier option.
- Prepare coolers during the last 20 minutes of the potatoes baking if you plan to keep them warm in there until dinner. Make sure they are clean, and then add hot water to preheat the cooler. Empty the cooler and dry just before adding the potatoes from the oven – they will keep warmly in there for up to 4 hours before dinner.

Serving Instructions:

- A serving is one potato.
- Put toppings on a separate table (with serving utensils) to keep the serving line moving. Group similar toppings together and arrange them in a logical order: potatoes > chili > veggies > cheese > things to sprinkle on.
- Put a small ladle for people to self-serve dressing, or pourable container (not from the jug.)

Spaghetti – *use gluten free pasta*

Ingredients:	**12 Servings**	**24 Servings**	**72 Servings**
French Bread	2 loaves	4 loaves	12 loaves
Pasta, spaghetti	3 lb.	6 lb.	18 lb.
Ground Beef or Turkey (No more than 20% fat, a mix works well)	1 ½ lbs.	3 lbs.	9 lbs.
Olive Oil	2 tbsp.	¼ cup	¾ cup
Onion, yellow chopped	2	4	8 to 12
Bell Pepper, chopped	2	4	8 to 12
Garlic, minced (jar)	4	8	1 head or more to taste
Celery, chopped	2 ribs	4 ribs	12 ribs or 1 bunch
Tomato Paste (canned)	½ cups + 2 tbsp. (6 oz.)	1 ¼ cups (12 oz.)	3 ¾ cups (36 oz.)
Diced Tomatoes (canned, undrained)	½ #10 can 6 cups (58 oz.)	1 #10 can (12 cups, 116 oz.)	3 #10 cans (36 cups, 348 oz.)
Parsley, fresh	¼ cup	½ cup	1 ½ cup or 1 bunch
Water	⅔ cup	1 ⅓ cup	4 cups
Sugar	2 tsp.	1 tbsp. + 1 tsp.	¼ cup
Salt	1 tsp.	2 tsp.	2 tbsp.
Black pepper	½ tsp.	1 tsp.	1 tbsp.
Italian Seasoning	2 tbsp.	¼ cup	½ to ¾ cup
Topping: Parmesan cheese			

Estimated prep time	20 minutes	30 minutes	45 minutes
Estimated cook time	40 minutes	50 minutes	1 hour
Ready in	1 hour	1 hour 20 minutes	1 hour 45 minutes

Equipment:

- Can opener
- 2 Stock pots with lids
- Medium pot
- Large colander
- Large skillet
- Heat safe spatula
- Doubled chafing pans
- Nonstick cooking spray
- 2 mixing long handled spoons for sauce
- Pronged serving spoon for noodles
- 2 large ladles

Preparing the French bread:

Step 1	Cut bread in half lengthwise.
Step 2	Use 50% melted butter and 50% olive oil (use all olive oil if there are vegans) and spread on open face of cut bread with spatula.
Step 3	Sprinkle minced garlic and dried herbs on oiled bread.
Step 4	Close halves of bread and toast in oven for 10 to 15 minutes at 350F.
Step 5	Cut into 2” slices.

Cook the pasta in batches early in the day:

Step 1	Fill large pot with water according to the amount of noodles being cooked and bring to boil. (4 quarts of water for every pound of pasta.) Do not fill a pot more than 2/3 full with water. Add a pinch of salt and cover to help bring pot to a boil.
Step 2	Once water is boiling add 5 pounds of pasta by handful into the pot. Stir to separate and immerse all pasta in water. Return to a boil and cook uncovered while maintaining a rolling boil. Prepare as many batches as needed.
Step 3	If the water looks like it might overflow while boiling, lower the heat to medium-high while maintaining a boil. Stir the noodles every few minutes to keep them from sticking to the bottom of the pot and becoming crunchy. Cook pasta until it is al dente (tender but slightly firm); pasta will continue to cook even after draining. Taste test to determine when they are done.
Step 4	Pour pasta into a large colander in the sink to drain. Take care not to let the pasta overflow. This is a two-person job! Do not rinse the pasta; the light starch coating that covers the pasta helps the sauce stick to it.
Step 5	Spray doubled chafing pans with nonstick cooking spray. Store drained pasta in chafing pans. Stir in a 2 tablespoons of olive oil to keep the pasta from sticking to itself. Stir every so often to cool the pasta down rapidly and stop the cooking process. Once cooled, cover with cellophane until ready to reheat.
Step 6	Repeat until all pasta is prepared, working in 5 pound batches.
Step 7	Before serving, boil water and carefully add to chafing pans to reheat pasta. Let sit for 3-4 minutes. Drain in colander and return to pans. Serve with tongs.

Preparing the sauce:

Step 1	Chop veggies; morning KP can help with this.
Step 2	Brown meat according to instructions, drain fat into a can.
Step 3	Sauté onion, bell pepper, celery, and garlic in olive oil, stirring frequently, until the onion is translucent and the veggies are soft.
Step 4	Meat Sauce: Combine browned meat, sautéed veggies (reserve some for vegetarian sauce), tomato paste, diced tomatoes (undrained), parsley, water, sugar, and seasonings into large pot for your meat sauce. Vegetarian Sauce: Combine sautéed veggies (reserved from meat sauce), tomato paste, diced tomatoes (undrained), parsley, water, sugar, and seasonings into medium pot for your vegetarian sauce. If you have leftover veggie breakfast sausage, you can add this chopped finely to add to the sauce. • Place both pots on stove and bring to a boil. Reduce heat and simmer, partially covered, for 30 minutes. • Uncover and simmer for 10 to 15 minutes or more until desired consistency. Stir occasionally so the sauce on the bottom will not burn.

Tips:

- 1-pound dry pasta = 4 servings = 8 cups cooked pasta
- Review pasta packaging for serving size, cooking time, amount of water and other directions.
- Make extra vegetarian sauce; meat eaters can eat sauce without meat; vegetarians can't eat sauce with meat. Take extra care to never mix spoons when stirring the meat and vegetarian sauces.
- This may seem like a lot of work, but it will ensure that you don't have gooey, gummy pasta.

Serving Instructions:

- Serve noodles with metal tongs or pronged serving spoon. A serving is 2 cups.
- Serve sauce with ladles, one for vegetarian sauce and one for meat sauce. A serving is ¾ cup.

Pesto – *great protein for vegetarians (vegan without cheese)*

Ingredients:	**1 cup** (8 servings)	**2 cups** (16 servings)	**6 cups** (48 servings)
Basil, fresh (or arugula, kale, baby spinach)	2 bunches (6 cups gently packed)	4 bunches (12 cups gently packed)	12 bunches (36 cups gently packed)
Lemon, juice	½	1	3
Sunflower seeds, toasted	½ cup	1 cup	3 cups
Parmesan cheese, grated	½ cup	1 cup	3 cups
Garlic, minced (jar)	1 tsp.	2 tsp.	2 tbsp.
Salt	¼ tsp.	½ tsp.	1 ½ tsp.
Black pepper	¼ tsp.	½ tsp.	1 ½ tsp.
Oil, Olive	¼ cup	½ cup	1 ½ cup

Estimated prep time	30 minutes	45 minutes	1 hour
Estimated cooking time	30 hour	45 minutes	1 hour
Ready in	1 hour	1 hour 30 minutes	2 hours

Equipment:

- Food processor
- Rubber spatula
- Tupperware

Step 1	Combine half of the basil with the remaining ingredients in a food processor (not the oil). Blend continuously until the ingredients are finely chopped.
Step 2	Scrape down the sides of the bowl and add the rest of the basil. Blend until a uniform paste has formed. Scrape down the sides of the bowl as needed.
Step 3	With the food processor running, pour in the olive oil in a continuous stream. Less olive oil will make a paste good for spreading on sandwiches and pizzas; more will make a sauce better for pastas. Scrape down the sides of the bowl and continue blending as needed until the olive oil is emulsified into the basil and the pesto looks uniform.
Step 4	Taste the pesto and add more salt, etc. as needed to taste.
Step 5	Pesto will darken and brown very quickly, but will still be tasty and fresh for several days. For best appearance, use it right away. If storing, store it in the smallest container possible and press a layer of cellophane over the top of the pesto to eliminate air pockets. Refrigerate for up to a week. Pesto can also be frozen for several months.

Tips:

- Alternative to tomato based sauces.
- Very flexible, can be made with any greens or seed/nuts (kale, almonds, walnuts, etc.).
- Can be used on sandwiches, pizza, in pasta salad, as a dip for veggie sticks, on French bread, etc.
- If no cheese is added, can be frozen in an ice cube tray and used as needed (add cheese when thawed).
- Toasting nuts beforehand brings out their flavor.
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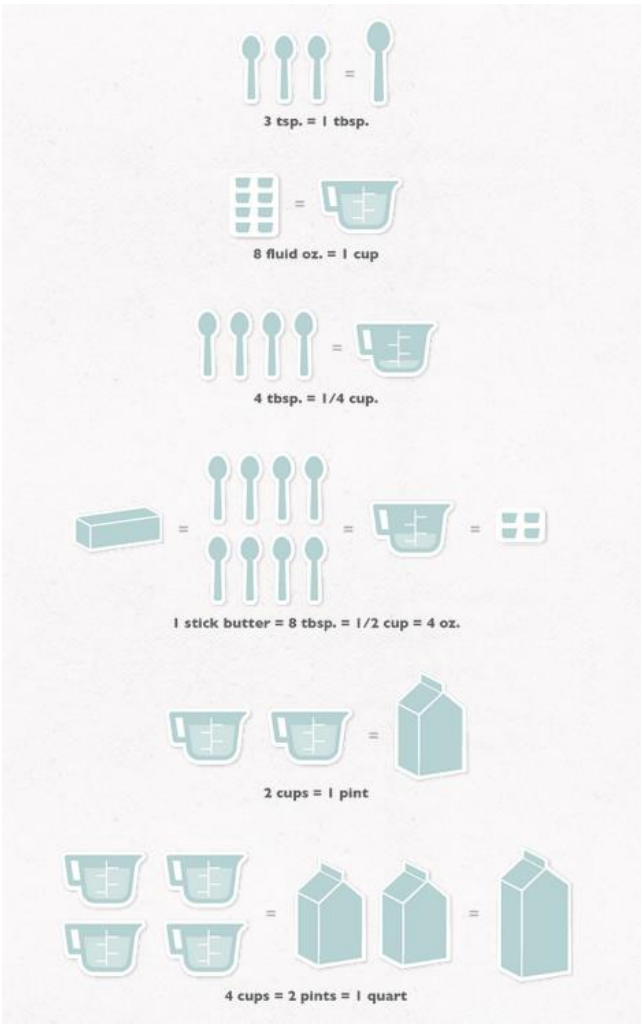
Serving Instructions:

A serving is 2 tablespoons.

Conversions

While each menu provides you with most of the information you need to covert a small recipe into one that serves a large group of people, this chart may be helpful for adding or subtracting small amounts from the given recipes.

Gallons (g)	Quarts (q)	Pints (p)	Cups (c)	Fluid Ounces (fl oz.)	Tablespoons (tbsp. or T)	Teaspoons (tsp. or t)
1	4	8	16	128	256	768
1/2	2	4	8	64	128	384
1/4	1	2	4	32	64	192
⅛	1/2	1	2	16	32	96
1/16	1/4	1/2	1	8	16	48
⅓2	⅛	1/4	1/2	4	8	24
1/64	1/16	⅛	1/4	2	4	12
1/128	⅓2	1/16	⅛	1	2	6
1/256	1/64	⅓2	1/16	1/2	1	3





Helpful Substitutions

Food	Amount	Use
Eggs	1 egg	Bob's Red Mill Egg Replacer (see package) **OR** 1 tbsp. ground flax seed +3 tbsp. hot water **OR** ¼ cup pureed banana **OR** ⅓ cup applesauce
Garlic	1 clove	¼ tsp. minced garlic
Onion	1	1 tbsp. granulated onion
Herbs, chopped fresh	1 tbsp.	1 tsp. dried herbs (⅓)
Sour cream	1 cup	1 cup plain yogurt
Tomato sauce	2 cups	¾ cup tomato paste plus 1 cup water
Yeast, active dry	1 package	2 ¼ tsp. active dry yeast

Google it! Chances are that you will find an excellent substitution.