

MOUNTAINVIEW CHRISTIAN CAMP

DAILY ROUTINE

Breakfast Preparations

1. Prepare dishwasher for use:
 - a. How to refill soap for dishwasher: unscrew lid, pick up by handle to the left of the unit, take out old one, set new one gently into dispenser. Rinse agent: (directly behind spray unit) hinge flips to side, take out, replace. **Don't run dishwasher while you're doing this!**
 - b. Turn handle to the closed position.
 - c. Inspect inside of washer to assure no food particles, silverware, etc. are in baskets.
 - d. Close doors on machine and turn valve on to fill with water. (After about 5 minutes, turn water off and check to see if water is at the bottom of baskets.) If water is not at that level, close and turn water back on to finish filling. **Note: The machine should only need to be filled one time. If water does not hold, there is a problem. Do not run machine if water does not stay in machine!**
 - e. Once water is in machine, turn heaters to "ON" position. (Turn breakers on to turn on heaters – Breakers are on the wall under the dishwasher on the left.)

2. Make Coffee

3. Prepare bleach mixture for counters. Two (2) Tablespoons to each container of water. (Dump mixture and refill as needed throughout the day.)

4. Begin breakfast preparation:
 - a. If sausage or bacon is being prepared, using the ovens will cut down on time. Use the parchment paper that separates the bacon in the box to cook the bacon on the tray. Use parchment sheets that are in the large box for the sausage. Lay meat out on paper in a single layer on large cookie trays. Bake at 400 degrees, checking often and rotating trays from top to bottom and front to back to prevent uneven cooking. Remove to serving tray that has been lined with paper towels to absorb extra grease. Cover with a clean dry towel to keep warm. Drain off excess grease from baking sheet and reuse tray to bake second batch.
 - b. Set out cereal bar. Cereal, bowls of brown and plain sugar, milk, fruit, jam, peanut butter, and maple syrup. (Syrup may be placed on individual tables if desired.)
 - c. Make hot cereal and hot cocoa. (Using the hot cocoa machine will help to keep it from scorching and free up a person to do something else.) Empty ½ pint containers into machine to the fill line. Turn it on and it will be ready to serve when needed. Put a few marshmallows in the cups and fill with hot cocoa. **Note: Keep an eye on the level of hot cocoa in the machine, if it becomes too low and the machine is still turned on, the milk will burn, making it very difficult to clean the container!** Disassemble machine and clean it thoroughly. Tabulate & record the number of ½ pint containers of chocolate milk used.
 - d. Count ½ pint milk containers, record and save for final tabulation after meal. One gallon of milk should be prepared for non campers use. Do not offer ½ pint chocolate milks for breakfast. Reserve for lunch, dinner, and snack.
 - e. Set up trays of assorted juices. **Note: Check to see if any are frozen.**

5. Fill flatware cart with hot soapy water for use at end of meal. Also, put out rubber spatulas for scraping trays. Prepare metal sinks for clean up. 1st sink: hot soapy water, 2nd sink: plain water, 3rd sink: bleach and hot water.

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6. Empty drying carts. Refill flatware caddies and cover with a towel.
7. Set up individual tables with napkins, plastic juice cups, salt, pepper, butter, and syrup, if needed, etc. Set up serving window with hot pads or towels, trays and bowls for hot cereal, serving utensils, etc.
8. Clean up. Talk with the dean about families helping at the end of the meal. Depending on the size of the family and how much time the dean has planned, the families can help with many aspects of the clean up time. One family can clean up the dining hall. Tables need to be wiped down; the floors need to be swept. Use sweeping compound to keep the dust down. The table covering needs excess food removed and then put into the laundry. (Whoever cleans the table covering must wait for another family to remove the bowls and containers of food to the kitchen area.) The second team can help dismantle the cereal bar and carry things to the kitchen. **Note: If the kids are helping put food away, they must wear gloves and have something covering their heads. Someone from the kitchen should be watching over this process. The kids will need directions about foods that need to be thrown away, where things go, and the types of containers to store food in. Most importantly, please assure that hands are washed and gloved, heads are covered and foods are not contaminated by mixing things together (example: mixing food that has already been served with something that has never been served, or using one utensil for two different types of food – *don't mix utensils!*)** Another family can wash pots and pans. Four (4) kids would be needed: one (1) for washing, one (1) for rinsing and one (1) for stacking. The fourth can help unload the dishwasher. (Depending on the number of kids to a family, one to three families may be needed between the dining hall and kitchen clean up!)
9. You may need to do a load of laundry to assure there are enough towels and table coverings for lunch.

The head cook needs to make preparations to remove frozen foods from the deep freeze and put them on the bottom shelf (used only for meats) to thaw for the next days' meals if necessary. This is also a good time to take inventory of things that may need to be ordered for next week. It may be helpful to note what is left after you use an item. (Example: You need hot dogs for a meal. When you go to the freezer to get the item you notice that there are three (3) boxes. You calculate you need two (2) of the three. You know that the next week will need more than one (1) box. If you mark it now, you will not need to waste an entire afternoon taking inventory later in the week.

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Lunch Preparations

1. Salad Bar (If one person commits to overseeing this responsibility for the week, you can be assured that it will be done completely and on time. No last minute running around to do something that has been forgotten.)

Checklist for salad bar (Set out in small amounts and refill from refrigerated supply as Needed to avoid throwing out if not kept at 41 degrees

- a. Wash and tear up the lettuce. Do at least 2 tubs (you may find that you need three (3) tubs for each meal). This gives you extra if you run out and helps keep you ahead for the next meal.
- b. Fill salad dressing serving caddy and cover with plastic wrap. **Note: Don't fill too full because you can't use the salad dressing again!**
- c. Cut up cucumbers. If they are skinned and sliced the kids eat them more than if the skins are left on. Prepare at least three (3) bowls.
- d. Cut up tomatoes. Prepare at least three (3) bowls. Do not cut up too fine.
- e. Cut celery into sticks as opposed to slicing them. The kids prefer them that way. (Sliced celery turns brown and the kids usually ignore it.) If you have time, stuff the celery with peanut butter. The kids will be more likely to eat them that way.
- f. Carrots can either be cut into sticks or shredded and added to the lettuce mixture. **Note: If you would like to prepare the celery and carrot sticks for the whole week, you can keep them crisp and deter browning by storing them in large containers of ice water. Just drain off excess water before serving. Store in separate containers to keep the celery from turning orange.**
- g. Put croutons in bowls.
- h. Put shredded cheese in bowls.
- i. Green peppers can be diced and put in bowls.
- j. Black olives
- k. Mushrooms

All of these items can be covered and stored on the metal cart in the cooler. It might also be helpful to gather all of the serving utensils and store them on the cart as well. When it is time to set up the salad bar, remember the sheet for the table covering.

2. Drinks need to be made up well in advance and cooled in the cooler. It is helpful to fill the pitchers and store them on the second metal cart. Refill the five (5) gallon containers and store them on empty milk crates in the cooler. You should have at least two (2) kinds of fruit drinks and iced tea prepared and ready to go for the next meal. **Note: The kids can consolidate drinks after the meal and refill pitchers for the next meal during clean up time. However, the pitchers need to be sanitized occasionally.**
3. Desserts need to be made. If time and over space permits, desserts can be made up for both lunch and dinner.
4. Make decisions about what will be served for evening snack. If possible, prepare it and store it for later.
5. Set up serving area with trays, hot pads or towels, serving utensils, flatware, etc.
6. Set up tables in dining hall with salt and pepper, napkins, plastic tumblers, condiment packages, etc. Just before serving, put two (2) containers of juice and one (1) container of

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iced tea on each row of tables. Juice goes in blue containers; tea goes in the tan containers. (If BBQ sauce or honey is needed, decide if you want large bowls on the salad table or small ones on each table.)

7. Decide if dessert will be served with the meal, on the trays or separately. If serving after the meal, the dessert can be cut, dished up, stacked on trays and covered to keep fresh.
8. Leave enough time to preheat the fryer or the grill if needed (Approximately 20 to 30 minutes at 400 degrees.)
9. If using rolls, you may stack rolls on a large tray and cover with a towel. Fill with meat in the serving window. Another option is to fill rolls with meat and stack on a tray before serving.
10. Prepare tubs with ice. Put out one (1) gallon of white and chocolate at a time.
11. Empty all drying carts and put things away. Fill flatware caddies and cover with a towel.
12. Fill flatware cart with hot soapy water. Gather rubber spatulas for scraping trays. Fill metal sinks with hot water for clean up time.
13. Refill drinks.
14. During clean up time, disassemble salad bar and cover with plastic wrap. Put leftovers in containers; refill napkin dispensers; wash pots and pans; wipe down tables; wipe down stove and counters; refill drink pitchers. **Note: Be wise about leftovers. They cannot be served again if not kept at temps of 140 degree while serving or 40 degree cold while on salad bar table. Be aware of all TCS (Temperature control safety) foods. List is on bulletin board. These are essential to keep 40 degrees or below or they are thrown out.**
15. Clean food particles from the dishwasher rinsing station periodically. Wipe down the outside of the dishwasher window, wall, etc. **(This may be done at any point during the day; however, it must be done at least once a day.)** If it is done at lunch time, a few family members could possibly do the entire dining room wall under the windows. If you decide to do it after supper, the campers will have on their nice clothes and should not be asked to do it.

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DAILY ROUTINE
Supper Preparations

1. Prepare Salad Bar. Set out in small amounts and refill from refrigerator to avoid wasting the food later.
2. Prepare dessert, if not already completed.
3. Empty all drying carts and put stuff away. Fill flatware caddies and cover with a towel.
4. Set up serving area with trays, hot pads or towels, serving utensils, flatware, etc.
5. Set up tables in dining hall with salt and pepper, napkins, plastic tumblers, condiment packages, etc.
6. Decide if dessert will be served with the meal, on the trays or separately. If serving after the meal, the dessert can be cut, dished up, stacked on trays, and covered to keep fresh.
7. Count milk and prepare tubs with ice. Make note for final tabulation. If not already prepared, make one (1) gallon of chocolate milk for non-camper use and one (1) gallon off plain.
8. Fill flatware cart with hot soapy water. Gather rubber spatulas for scraping trays. Fill metal sinks with hot water for clean up time.
9. Refill drinks.
10. Tabulate and record milk consumption.
11. During clean up time, disassemble salad bar and cover with plastic wrap. Put leftovers in containers; refill napkin dispensers; wash pots and pans; wipe down tables; wipe down stove and counters; refill drink pitchers.
12. Check with the dean about time for snack.
13. Remove the strainer in the dishwashing sink and clean all food particles from it. Use cleanser to sanitize the entire work area and then rinse it thoroughly.

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DAILY ROUTINE
Evening Snack

1. Set up serving window with beverages, disposable cups, disposable paper plates (if needed), paper napkins, etc.
2. Depending on what snack is being served, you may decide to set up a dessert bar in the dining hall area.
3. Clean up will not be done by campers. Tables will need to be wiped down; any garbage will need to be picked up.
4. Leftovers need to be put in proper containers.
5. Dishes need to be washed.
6. Empty all drying carts and put things away. Fill flatware caddies and cover with a towel.
7. Shut down the dishwasher.
 - a. Turn machine off.
 - b. Lift doors and remove the two strainers. Clean debris from strainers.
 - c. Check for flatware and any other things that could have escaped the washing racks.
 - d. Turn the handle to open position to empty the water from the machine.
 - e. Turn breakers off.
8. Turn coffee pot off and rinse the empty carafes.
9. Turn off lights. Leave the pantry light on as a night light.

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Introduction Letter

Dear Kitchen Staff Volunteer,

Thank you for your volunteering to be a servant for Mountainview Christian Camp. Your willingness to give up your time to come to camp and work very hard means more than I can convey to you in writing. Without your commitment and the commitment of others like you, we would not have the opportunity to help make a difference to the number of kids and adults we touch on an annual basis. Thank you does not even come close to conveying how grateful we are for your help.

I pray that you will be fulfilled knowing that you make our Lord very happy with your gift of time and commitment. Come to camp prepared to work hard and have fun. I cannot promise an easy week, but I can promise a great sense of satisfaction when you look back on a successful week. The following is a list of things that may help you prepare and pack for camp. I pray that you have an excellent week!

1. **REMEMBER YOUR PERSONNEL RECORD SHEET. IF YOU HAVE CHILDREN WHO ARE NOT CAMPERS, FILL OUT THE BACK OF THE SHEET. INCLUDE ALL IMMUNIZATION INFORMATION.** (This is a State requirement. If this form is not filled out and handed in, neither you nor your child/children can stay on site.) If a helper is younger than 18 and without a parent on site, they must complete a registration form like a camper and bring it to camp with them. They have to be continually supervised as a camper and should have an adult be in charge of them at all times (always visual or auditory supervision with limited time for BR/Showers without checking, handing off to another adult as needed. If they filled out a medication form as a camper, it can be used if dates apply on sheet. Any babysitters for staff children have to be over 18 years old to supervise.
2. Clothing: Please dress modestly. No bare midriiffs, spaghetti strap or halter tops, or short shorts. You will need several changes of comfortable clothes.
3. Baseball cap or another full head covering to keep hair from falling into food.. (If you wear a cap, you do not need to wear a hair net.)
4. Comfortable shoes and good socks. Absolutely no sandals in the kitchen. Always closed toe shoes to prevent burns.
5. A full apron or two if you have them.
6. Towels, washcloths, soap, personal items, etc.
7. Bible, Games, cards, books, etc. for free time.
8. A fan for your sleeping area would be helpful.
9. An alarm clock.
10. Flashlight.
11. Sleeping bag or sheets and pillow.
12. Warm evening clothes. It can get quite cool in the evening.

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Kitchen Tips

1. Soak trays and pans with stuck on food in hot water and bleach or ammonia. This reduces hard scrubbing. Stuck on particles lift off much easier.
2. Use the V-Slicer for slicing and dicing. Using the appropriate blade attachment will cut down time and clean up.
 - a. C-insert: one side for thin slices, the other for thicker slices. This can be used for cucumbers and thinly sliced onions for subs and/or burgers.
 - b. D-insert: labeled 3.5 mm to: julienne carrots (great for lettuce mixture for salads) and dicing onions for cooking, tacos and hot dogs. To dice onions, clean outer skins off, leaving root end intact. Place root end in safety holder. Using a knife, make cuts in the onion horizontally to the up and down arrows on the safety holder. Holding the onion in the holder with arrows pointing in the direction you wish to slice, slide the holder in the direction of the arrows to make fine diced onion. Using the same technique, you may make larger chopped onions, by using the larger 10 mm attachment.
3. To make drinks: use two (2) packages of drink mix, filling the containers to the first line with water. This makes four (4) gallons of drink.
4. To make iced tea, use 3 1/3 cups sugar for five (5) gallons of tea. Bring water, sugar, and tea bags to a boil in a large sauce pan. Turn heat off and let steep for about 10 minutes. Discard tea bags and pour into the five (5) gallon container. Fill container with cold water to the bottom of the lower lip of container. Cover with large blue enamel lid and store in the cooler.
5. Always keep yellow water cooler full of ice water, and keep a supply of disposable cups with the cooler in the dining hall 24 hours a day. It will be necessary to allow campers to take the cooler with them to the ball field or basketball court during recreation time. Please put out pitchers of ice water and disposable cups for dining hall use if the cooler is removed. **(Remind kids to clean up the disposable cups and return the borrowed pitchers to the kitchen!)**
6. You can use empty milk crates to elevate other items off of the floor. **Note: Absolutely no containers may be left on the floor in the cooler. Everything must be stored on shelves, carts, or empty milk crates.**
7. Keep milk stacked on one empty crate that has been turned upside down. If the milk is stacked with no empty crate under it, the bottom crate will spoil much faster.
8. Store frozen meats on the lowest shelves of the freezer, keeping non-meat items above on upper shelves. Keep raw meats and eggs on lowest shelves in cooler. Keep cooked leftover meats separate from other foods in the cooler.
9. Kids must be dismissed to participate in other activities. Do not keep them late!
10. If your crew is large enough, please rotate someone out for an entire meal and its' clean up. Whoever gets rotated out for the breakfast meal can sleep in. This gives everyone a chance to get some much needed personal time and not become over tired.

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Kitchen Tips

- 11.** Putting a wet dishcloth under cutting boards keeps them from slipping around while you are cutting food.
- 12.** Run everything that will fit into the dishwasher through the dishwasher. This will help with the amount of bacteria and it also cuts down on the amount of dishes washed by hand.
- 13.** Periodically check the propane tanks to assure you don't run out during the middle of a meal. Use boiling water to check line.
- 14.** Covering cooking sheets with parchment paper will also cut down on sticking and clean up.
- 15.** Double tray pizza pans so you can turn oven on high.

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FOOD HANDLING & KITCHEN HEALTH RELATED PROCEDURES FOR ALL RETREATS AND EVENTS

FOOD PREPARATION & STORAGE

1. All foods that will not be cooked MUST be handled with gloves or utensils at all times during preparation and service as they will not be cooked to destroy bacteria. (Example: salads and sandwiches)
2. Hair nets or ball caps , hair coverings are to be worn for both preparation and service.
3. All foods are to be cooked and reheated to 165 degrees (See poster in kitchen). Use a thermometer to check!
4. Cold foods are stored and served at a temperature below 41 degrees. The red food thermometer is also used here.
5. All foods have to be served and remain at temperatures. Hot (140 degrees), cold (41 degrees). All hot foods that are left over and have been kept at appropriate temperature must be put in containers that allow for no more than a 2-4" layer so the center can be chilled to 45 degrees quickly.
6. All meats and eggs in the refrigerator must be kept on the bottom shelf – NEVER above uncooked foods regardless of packaging.
7. All cleaning items, especially bleach, must be stored on separate shelves from packaged food that is located in the kitchen addition by the laundry area. Packaged food must be on shelves above the floor. NEVER put boxes on the floor.
8. Everyone MUST wash their hands frequently between the preparations of different food items.
9. Sick cooks should NOT be handling food (colds, flu, cold sores, hepatitis).
10. If you cut your finger, bandage and wear gloves at all times in the kitchen.
11. Refrigeration units are to be kept at or below 45 degrees, preferably 40 to 42 degrees.
12. Thawing of frozen foods must be done in the refrigerator or a cold water bath.
13. No food from an unapproved or unknown food source, cooked and brought from home is allowed to be served. (Example: No home canned items, however, fresh garden vegetables are OK.) All cooked or baked items must be prepared in an approved kitchen as at camp or store baked.
14. Storage of food in any refrigerated unit must be organized by placing meat/dairy on bottom shelves and fresh fruit, vegetables above it. We must prevent these items from dripping, touching any items that will not be cooked,

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FOOD HANDLING & KITCHEN HEALTH RELATED PROCEDURES FOR ALL RETREATS AND EVENTS

CLEANING PROCEDURES

1. CLOROX SOLUTION – 1-2 Tablespoons Clorox in small dish pan. Check for adequate Chlorine residual using dip sticks provided. (Needs to register purple.) Change frequently and keep the pan available near the sink at all times for easy access and a good reminder.
2. Counter tops and all food preparation surfaces must be cleansed between preparation use with Clorox solution.
3. Cutting boards are also cleaned with Clorox solution between each use and the meat and uncooked food boards should be labeled and kept separate.
4. Tables are cleaned with Clorox solution by the campers after each meal. Please assist them with proper procedures.
5. Soap and hand towels should be available at all times.
6. Sweeping Floor – Use small amount of sweeping compound sprinkled over the area to be swept. The dining area should be swept in one direction, starting from the kitchen area towards the fireplace. NO SWEEPING is to be done while food is being prepared or laid out.
7. Remember to cleanse the can opener after use and check the coffee pot!
8. DISH WASHING PROCEDURE – Three (3) sink method for all dishes and pots. Scrape and pre-rinse with warm water. Scrub with hot soapy water (110-120 degrees), then rinse in second sink. Sanitize utensils in third sink in warm (75 degrees) water and ¼ cup Clorox – check with dip stick, should read at least 50 ppm.

INSECT & RODENT CONTROL/FIRE SAFETY

1. You will need to be aware of the following information, but it will be the on-site manager and health director's responsibility to correct. Please notify them if you find things needing attention.
2. Fly strips are to be placed in areas NOT above the food preparation or serving areas.
3. For rodent problems, use traps, not bait. Chemicals should not be in food areas or accessible to children. All ceiling tiles must be in place to assure that there are no droppings.
4. DO NOT disconnect the battery in the fire alarm.
5. There is a fire extinguisher available for small fires. Make sure you always leave yourself an exit when putting out even a small fire. Follow fire and evacuation procedures as given in the on-site training session.
6. There are 2 fire suppression systems, one for each stove. Familiarize yourself with the pull chain and use for a grease/uncontrolled fire.
7. Keep pantry door closed after use at all times. Lock at end of retreat to keep vermin out.

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FOOD HANDLING & KITCHEN HEALTH RELATED PROCEDURES FOR ALL RETREATS AND EVENTS

FOOD POISONING

1. Following all the procedures for food handling will greatly decrease the possibility of food poisoning.
2. **FOOD INTOXICATION** – occurs rapidly (15 min. – 6 hours) with nausea, vomiting and sometimes neurological disturbances. Duration is about 24 hours.
FOOD INFECTION – symptoms appear later (8 – 48 hours) with abdominal cramps, diarrhea, fever, chills and muscle pain lasting from one to three days.
 - Severity depends upon the quantity of food consumed, the degree of contamination and the person's weight and wellness.
3. In the event of illness as stated above, save any suspected food and notify the on-site health director immediately.
4. **REMEMBER...**
 - Foods must be reheated to 165 degrees **RAPIDLY!** Food poisoning bacteria and other pathogens may survive in already cooked food and must be killed by exposure to temperature of 165 degrees.
 - Foods must be cooled **RAPIDLY** using cold water baths and shallow pan storage. Bacterial spores will and do grow when the food cools.
5. No cooked, canned, or hazardous food allowed from unapproved sources. Hazardous foods are milk and egg products, meats and seafood.