

# Harvest Turkey Dinner Manual

## 2012 Edition



### **Minetto United Methodist Church**

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## Introduction

The Minetto United Methodist Church in Minetto, New York, has been conducting an annual Harvest Turkey Dinner for many years — we don't know how many. It is a traditional home-cooked roast turkey dinner with mashed potatoes and gravy, dressing, butternut squash, cranberry sauce, cole slaw, rolls, beverages, and homemade pie. It was originally served in our dining room, but gradually more and more people wanted dinners to take home. In 2002, we added the option of drive-thru service so people wouldn't have to park and come inside the building. That first year, 182 of our total of 474 meals went out the drive-thru. In 2009, 491 of our 958 meals were delivered to 168 vehicles in the drive-thru line. That same year, 25% of our meals were served in our dining room, 23% were carried away by people who came inside the building, and the remaining 51% were served via the drive-thru.

While the original motivation for the dinner was to raise funds to support the church's ministries, the emphasis has shifted to providing a fellowship opportunity for the people of the church and others from the community. An effort is made each year to find a place for everyone who is willing and able to help and to entice every member and friend of the church to participate. Many people work in the kitchen, dining room, take-out room, ticket sales, child care, and the like while others bake pies, roast turkeys, cube bread for dressing, shop for supplies, transport rented equipment, and loan equipment. Still others contribute money to help defray expenses and, after making many other contributions, a great many purchase meals. In the recent past, about 130 people of all ages have been involved each year to cook and serve 32 large turkeys (768 pounds), 320 pounds of potatoes, 250 pounds of squash, 160 pounds of cole slaw, and 125 pies.

We have had to find ways of increasing our efficiency and decreasing the manual labor as the dinner's popularity and clientele have increased. Two of the most onerous tasks were the peeling and cubing of 350 pounds of potatoes and 15 bushels of butternut squash. We first tried red skin potatoes; leaving the peels on. That reduced the work a bit and the finished product was well received, but it was only a small improvement. The following year we purchased commercial potatoes that were peeled, cooked, and mashed in a factory and shipped to us unfrozen in plastic bags. The plastic bags were put in boiling water on the afternoon of the dinner to bring the potatoes up to the proper temperature. The potatoes were then ready for butter and the chafers pans. Large quantities of butternut squash are awkward to peel and difficult to cube. Our solution was to purchase the fresh squash already peeled and cubed and ready to cook. The cost is higher but it saves many person-hours of hard work. Chopping 50 pounds of celery with our equipment was harder than one might think so we now purchase it already diced. We rent 4 hot cabinets. They enable us to cook and prepare the squash and bake the dressing the afternoon and evening before the dinner, greatly reducing the congestion and stress in the kitchen on the day of the dinner. We also rent a refrigerated trailer from Tuesday through Monday to store the large quantities of potatoes, cole slaw and

leftovers. Leftovers are sold on Saturday night and after church on Sunday. Anything not sold is given to the Oswego County Salvation Army.

The date for the dinner was moved into October from November and has settled on the third Saturday of October. That puts it during daylight saving time so our senior diners can drive home before dark and, besides, the weather is usually better in October.

An enterprise of this size could not be done without the work and support of many people and families of our congregation and community. Volunteers are contacted several weeks before the dinner to see if they will make the same contributions as previously. Necessary adjustments are made and a careful effort is made to speak with newcomers who have come to the church since the previous dinner. Everyone who works during the dinner has a specific job to do and is given the necessary information or instruction to do it. In the case of the take-out room workers, a short briefing is held before serving begins. The work during the dinner is quite intense but there is always a warm atmosphere of camaraderie and good humor. The responses of our customers are also very gratifying. In fact, the benefits of the good fellowship are undoubtedly of much greater and more enduring value to the congregation than the money that is earned.

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## Coordinator's Timeline

The planning for each dinner begins during the preparation and serving of the previous year's dinner as notes are kept on ideas for improvement and solutions to problems. A few days after the dinner, a meeting is held with those who participated and have suggestions. All aspects of the dinner are discussed. Problems are revealed and suggestions for the future are developed and the date for the next year's dinner is agreed upon.

The following table is meant to be a convenient reminder of the tasks that the dinner coordinator needs to do or arrange for someone else to do and to indicate the minimum lead time by which they should be done. Some tasks have quite a flexible time frame while others do not since they involve vendors who have limited shipping schedules and the like. Some food items have a very specific shelf life which must be respected. Procurement of supplies must be coordinated with the available storage and refrigeration space available.

The table below is a work in progress.

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Date / Time Period to be Done	Task	Notes
Within the week after the dinner	Send note of thanks to all workers and contributors with information about number of dinners sold, profit, and other interesting details.	
Within 2 weeks after the dinner	Meet with workers to critique all aspects of dinner and set date for next year.	
Early November prior to dinner	Request front page space on <i>Oswego Shopper</i> .	
November prior to dinner	Reserve 4 rental hot cabinets	Taylor Rental, 3131 Erie Boulevard East, DeWitt, NY 13214, 446-7101, fax 445-9442
January prior to dinner	Reserve refrigerated trailer	Davis Brothers
Early February prior to the dinner	Submit copy to Oswego County Tourism Office for publication in <i>Summer in Oswego County</i> .	email to: <a href="mailto:Tourism@OswegoCounty.com">Tourism@OswegoCounty.com</a>
Mid-August before dinner	Submit copy to Post-Standard for publication on September 1 in <i>Autumn-times</i> .	
Late August before dinner	Send letter to all workers and contributors of previous year asking them to do the same thing this year or let me know of any needed changes.	

Date / Time Period to be Done	Task	Notes
Late August before dinner	Revise and print 100 posters.	Leave on counter by water cooler at church with message to take to places visited.
Early September to early October	Revise the list of personnel in all job assignments to reflect available workers. Set up notebook with copies of these letters to use for keeping record of all responses. Make phone calls or personal contacts as needed to reach everyone.	
One month before dinner	Order turkeys	Paul's Big M
One month before dinner	Order dinner rolls	Paul's Big M
One month before dinner	Order bread for dressing	Aldi
One month before dinner	Order cubed squash, cole slaw mix, mashed potatoes, diced celery	C's Farms
Three weeks before dinner	Take copy for paid display advertisement to <i>Oswego Shopper</i> , to appear on the Friday before the dinner.	
Three weeks before dinner	Take copy for paid display advertisement to <i>Valley News</i> , to appear on the Wednesday and Saturday before the dinner.	

Date / Time Period to be Done	Task	Notes
Two weeks before dinner	Take copy for paid display advertisement to <i>Palladium-Times</i> , to appear on the Thursday and Friday before the dinner.	
Two weeks before dinner	Call Davis Brothers to confirm reservation of refrigerated trailer.	343-6933
Wednesday of the week prior to the week of the dinner	Send copy for the front page of the <i>Oswego Shopper</i> , to Rose Ann Parsons, managing editor, 963-7813	<a href="mailto:OCWeeklies@cnyemail.com">OCWeeklies@cnyemail.com</a>
Thursday of the week prior to the week of the dinner, i.e. 9 days before the dinner.	Pick up loaves of bread in trays at Aldi. Distribute to workers who will dice and stale the bread.	
Sunday of the week of the dinner	Pick up turkeys at Paul's Big M and take them to church to be taken home by those who will roast them.	
Monday — Friday of the week of the dinner	Get supply of change from bank.	
Wednesday of the week of the dinner	Pick up diced celery and cole slaw mix at C's Farms.	
Thursday of the week of the dinner	Pick up mashed potatoes and squash at C's Farms.	

Date / Time Period to be Done	Task	Notes
Friday, the day before the dinner	Pick up 4 hot cabinets at Taylor Rental in DeWitt.	
Friday of the week of the dinner, at 5:00 P.M.	Pick up dinner rolls at Paul's Big M and put them in individual sandwich bags.	
Monday following the dinner	Return bread trays to Aldi. Take any surplus food to the Oswego County Salvation Army in Oswego.	

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## Personnel

	Work Area	Staff Name	Notes
	Advertising		
		Smith, George	Put out signs
			Put out signs
		Tryon, Vernon	PR, paid ads, posters
	Upcoming events flyer	Forbes, Chuck	
	<b>During Dinner</b>		Saturday, October 20
	Childcare	Daby, Debbie	
		Hardesty, Diana	
	Dining Room	Smith, Marie	
			Assist Marie Smith in setting up and tearing down dining room on Saturday.
	Beverages	Bickel, Frank	Begin at 2:30, make coffee & mix fruit drink

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Hostess	Cipra, Mary	Prepare vegetable snacks for diners waiting to go to the dining room. Call diners from waiting area by ticket number.
	Seat guests	Gardner, Samantha	
	Runner between dining room and sanctuary	Rothrock, Cole	Count vacant seats in dining room and go to sanctuary and tell Mrs. Cipra the number of people to send to the dining room.
	Scrape plates	Tryon, Jordan	
	Food serving line in dining room (need 6)	Prarie, Nancy	3:45 — completion, serve dressing
		Bruns, Jill	Weigh turkey portions: Regular 4—5 oz., Small 2.5—3 oz.
		Heath, Jeanette	5:00 — completion, serve squash
		Krause, Karen	3:45 — completion, serve mashed potatoes
		Bruns, Grace	3:45 — 5:00, serve squash
		DePoint, Lynnette	3:45 — completion, serve turkey
		Sereno, Ellie	3:45 — completion, serve gravy
	Clear & set tables	Bruns, Grace	5:00 — completion

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Busch, Nolan	
		Hawksby, Lynne	
		Whitman, Chris	
	Dishwashing		Pots & pans, Saturday, 9 – noon
		McFall, Linda	Pots & pans, Saturday, noon to about 3:00
		Buske, Doug	Pots & pans, Thursday, 1:00
		Buske, Doug	Pots & pans, Friday, 1:00 - 5:00
			Saturday, 4 – 7
		Bellardini, Gigi	Saturday, 4 – completion
		Reed, Jim	Saturday, 4 – completion
		Stephens, Duane	Pots & pans, Wednesday, 1:00 to completion about 4:30
	Kitchen		

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Pick up 104 loaves of bread (52 white, 52 wheat) in plastic trays from Aldi Foods, Oswego, about 9:00 A.M., Thursday, October 11, and deliver to church kitchen. Return plastic trays to Aldi on Monday, 10/22.	Forbes, Chuck	Will need to pay at time of pick-up. Give receipt to Vern Tryon to record and process for reimbursement.
	Divide 104 loaves of bread up into 5 batches, half white and half wheat, individuals take a batch home to cube & dry and bring back to church on Friday by 11:30. If done at church, plan on 3 long tables to spread out 1 batch of cubed bread on 8 sheet pans. Stir daily.		Bread can be picked up on Thursday, October 11, 10:00 A.M., in church kitchen.
		Bickel, Gloria	Cube & dry 1 batch
		McFall, Linda	Cube & dry 1 batch
		Rockhill, Diana	Cube & dry 1 batch
		Stephens, Marilyn	Cube & dry 1 batch
		Tryon, June	Cube & dry 1 batch

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Chop onions and sauté celery & onions for dressing, divide 20# into 5 batches for dressing & 5# into 4 batches for cole slaw, refrigerate. Make cole slaw cream, divide into 4 batches, refrigerate.		Wednesday, October 17, 1:00 P.M. (elapsed time about 3 hours)
		Allen, Rick	
		Bickel, Frank	
		Bickel, Gloria	
		Reidy, Joanne	
		Seeley, Sheila	
	Make 4 batches of cole slaw, mix thoroughly, put into plastic-lined original boxes, refrigerate in trailer.		Thursday, October 18, 1:00 P.M. (elapsed time 1 1/2 hours, including clean-up, with 3 people working)
		Bickel, Gloria	
		Bickel, Frank	
		Reidy, Joanne	

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Set up take-out room with floor covered with plastic and cardboard, metal table leg extensions. Cover tables, place large metal tray and cutting boards. Move supplies. Set up tables in dining room. Remove freezer from take-out room and cabinet and carts from kitchen to make room for 4 hot cabinets.		Wednesday, October 17, 1:00 P.M. Two people can do this in about an hour.
		Allen, Rick	
		Bickel, Frank	
		Buske, Doug	
		Dumas, Fred	
		Reidy, Peter	
		VanPatten, Rick	

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	<p>Put pan of water in bottom of each hot cabinet &amp; set cabinet temperature to 150° F.</p> <p>Make dressing, bake, cover with plastic and store in hot cabinets.</p> <p>Cook, mash, and prepare squash, put in as many roaster liner pans as are available, cover with plastic and store in hot cabinets overnight. Save 2 roasters for gravy on Saturday. Pans will be moved to roaster ovens Saturday morning to be kept hot until needed to serve.</p>		<p>Friday, beginning at 11:30 A.M. Keep careful record of amount of butter and brown sugar used per bag of cubed squash.</p>
		Bickel, Gloria	
		McFall, Linda	
		Reidy, Joanne	
		Rockhill, Diana	
		Salisbury, Carla	

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Package cole slaw & cranberry sauce and store in refrigerators.		Friday, beginning at 1:00 P.M.
		Buske, Doug	Package cole slaw & cranberry sauce
		Dingman, Betty	Package cole slaw & cranberry sauce
		Martin, William	Package cole slaw & cranberry sauce
		Moody, Donna	Package cole slaw & cranberry sauce
		Prarie, Nancy	Package cole slaw & cranberry sauce
		Stephens, Duane	Package cole slaw & cranberry sauce
		Tryon, June	Package cole slaw & cranberry sauce
	Pick up dinner rolls & donuts for Saturday morning workers at Paul's Big M.		Friday, October 19, 5:00 P.M.
		Tryon, Vernon	

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Bag dinner rolls	Bellardini, Gigi	Friday, 5:30 P.M. Each roll in a snap-top plastic sandwich bag.
		Reed, Jim	
		Spencer, Marion	
		Spencer, Ralph	
	Cook remaining dressing & squash, if any, cover with plastic. Store dressing in hot cabinets. Store as much squash as possible in roaster ovens. (Save 2 empty roaster ovens for gravy.) Pour about 2 cups of hot water over pans of sliced turkey, cover with plastic, put in hot cabinets.		Saturday, A.M. time to be determined on Friday evening.
		Salisbury, Carla	
		Reidy, Joanne	
	Kitchen Assistant, lift kettles, wash pans & bag rolls as time permits	Buske, Doug	Friday beginning at 1:00.

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Heat plastic bags of mashed potatoes in hot water to at least 160° F., stir in 1/4# of butter or margarine per bag of potatoes, fill serving pans, store in hot cabinets.		Saturday, October 20, starting at noon
		Haskell, Jack	
		Reidy, Peter	
		Rockhill, Bill	
		Salisbury, Steve	
	Gravy		Make gravy from drippings, store in roaster pans. Make extra gravy with turkey base, if necessary. Saturday, October 20, starting at noon.
		Kean, Bonnie	
	Gravy Trainee	Platten, Erin	Prepare to make the gravy next year.
	During dinner	Reidy, Joanne	
		Salisbury, Carla	
	Runners	Tryon, Steve	Dining room serving line
		Hardesty, Mike	Take-out serving line

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Pies		
	Bake	Armstrong, Kris	2
		Arter, Peggy	4
		Becksted, Lucille	2
		Bickel, Gloria	3
		Boyea, Marilyn	2
		Bruns, Jill	4
		Bullard, Norita	2
		Busch, Beth	2
		Bush, Diane	2
		Christopher, Kim	2
		Cipra, Mary	2
		Comerford, Sue	2
		Craig, Becky	8
		DePoint, Brad	2
		Dodge, Arlene	2
		Dodge, Jackie	2

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Dohse, Randy	5
		Dunsmoor, Judith	1
		Farden, Debbie	2
		Gardner, Annabelle	2
		Gifford, Don	4
		Hawksby, Lynne	2
		Jones, Karen	2
		Krause, Karen	2
		Martin, Daryl	2
		McFall, Linda	2
		Miller, Ann	2
		Page, Liz	2
		Palmer, Natalie	2
		Patrick, Betty	1
		Pecoy, Carol	6
		Raes, Grace	2
		Reed, Donna	6

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Reidy, Joanne	2
		Rothrock, Megan	3
		Salisbury, Carla	6
		Shappee, Mary	2
		Smith, Marie	2
		Spencer, Marion	2
		Stephens, Marilyn	6
		Stoutenger, Joann	5
		Tryon, Robin	4
		Waterbury, Joan	4
		<b>Total pies</b>	<b>124</b>
	Cut & package pie, bag rolls as time permits		Saturday, October 20, starting at Noon
		Boyzuck, Patrick	
		Carpenter-Bjorkman, Mary Lou	
		Chiarella, Toni	
		Dohse, Wynnette	

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Inman, Alyson	
		Krause, Karen	
		Martin, William	
		Simonson, Sue Ann	
		Stephens, Marilyn	
	Serve pie in dining room	Duplessis, Sara	
		Page, Tim	
	Take-outs		
	Baggers	Dice, Melissa	
		Jaquin, Jill	
		Rothrock, Megan	
		Tryon, Robin	
	Servers		need 12, 2:30 to completion
		Arter, Peggy	Serve dressing
		Bickel, Gloria	Serve dressing
		Craig, Becky	Serve gravy
		Chiarella, Toni	Serve mashed potatoes

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Busch, Beth	Serve turkey
		Dumas, Dennis	Weigh turkey portions: Regular 4–5 oz., Small 2.5–3 oz.
		Dumas, Janet	Serve turkey
		Comerford, Sue	Serve mashed potatoes
		Stephens, Marilyn	Serve gravy
		Moody, Donna	Serve squash
		Waterbury, Joan	Serve squash
		Dumas, Heather	Weigh turkey portions: Regular 4–5 oz., Small 2.5–3 oz.
	Boxer	Gardner, Jake	
	Carry-outs		
	Customer Service	Dohse, Randy	
		Gardner, Annabelle	
		Graham, Bill	
		Martin, Bill	
		Price, Arkie	
	Drive-thru		

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Orders	Rothrock, Jeff	Receive & write orders on bags
		Tryon, Dan	Greet customers, take orders & radio inside
	Car Hops		
		Pecoy, Scott	Collect money & sales slips
		Pecoy, Carol	Deliver food to cars
	Expediter	Tryon, June	Check drive-thru orders for completeness and in numerical order. Receive money and sales slips from car hops.
	Traffic Direction	Gardner, Mike	Take down and gather up outdoor signs after close of drive-thru.
	Ticket Sales	Rockhill, Diana	
		Kingsley, Jean	
	Turkeys		
	Roast	Arter, Peggy	1
		Bickel, Gloria	2
		Christopher, Kim	1
		Cipra, Mary	1

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
		Craig, Becky	1
		DePoint, Lynnette	1
		Dice, Melissa	1
		Dohse, Wynnette	1
		Dumas, Fred	1
		Dumas, Janet	1
		Familo, Debbie	1
		Farden, Debbie	1
		Forbes, Chuck	1
		Gifford, Don	1
		Hawksby, Lynne	1
		Heath, Jeannette	1
		Inman, Alyson	1
		Jaquin, Jill	1
		Prarie, Nancy	1
		Reed, Donna	1
		Reidy, Joanne	1

	Work Area	Staff Name	Notes
		Rockhill, Diana	1
		Salisbury, Carla	2
		Smith, Marie	2
		Stephens, Marilyn	2
		Tryon, June	2
		Tryon, Robin	1
		<b>Total turkeys roasted</b>	<b>32</b>
	Carve	Bickel, Frank	10:00 to completion
		Boyzuck, Patrick	9:00 to completion
		Buske, Doug	9:00 to completion
		Dumas, Fred	9:00 — 10:00
		Gifford, Don	9:00 to completion
		Hardesty, Mike	9:00 to completion
		Page, Tim	9:00 to completion
		Shappee, Carl	10:00 to completion
		Tryon, Dan	9:00 to completion

	Work Area	Staff Name	Notes
	Pick	Bickel, Gloria	9:00 to completion
		Hart, Dawn	9:00 – 10:00
		Miller, Ann	10:00 to completion
		Reidy, Joanne	9:00 to completion
		Smith, Marie	9:00 – 10:00
	Miscellaneous		
	Coffee for workers	Tryon, Vernon	Saturday A.M.
	Donuts for workers	Tryon, Vernon	Saturday A.M.
	Correspondence	Tryon, Vernon	
	Refrigerated trailer	Tryon, Vernon	
	Tickets, sales slips	Tryon, Vernon	
	Donations		
	Coffee, ground decaffeinated		
	Coffee, ground decaffeinated		
	Coffee, ground decaffeinated	Smith, Marie	2#
	Cooler, insulated, large	DePoint, Brad	1
	Cooler, insulated, large	Gifford, Don	1

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Cooler, insulated, large	Hardesty, Mike	1
	Cooler, insulated, large	Martin, Bill	2
	Cooler, insulated, large	Page, Tim	1 or 2
	Cooler, insulated, large	Salisbury, Steve	2
	Cooler, insulated, large	Stephens, Duane	2
	Garbage cans	Martin, Bill	3
	Garbage cans	Salisbury, Steve	2
	Margarine or butter	Boyea, Marilyn	4#
	Margarine or butter		
	Margarine or butter		
	Onions	Dunsmoor, John	25#
	Punch mix	Raes, Grace	to make 10 gallons
	Roaster ovens, loan	Bickel, Gloria	1
	Roaster ovens, loan	Kingsley, Jean	1
	Roaster ovens, loan	Reidy, Joanne	1
	Roaster ovens, loan	Smith, Marie	1
	Roaster ovens, loan	Stephens, Marilyn	1

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Roaster ovens, loan	Tryon, June	1
	Sugar, brown	Shappee, Mary	12#
	Scale, kitchen, loan	Salisbury, Carla	
	Walkie Talkies, loan	Tryon, Dan	

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## Production Schedule

### 1. Target times

- 1.1. Saturday cooks scheduled to begin at 6:00 A.M. This may be adjusted depending upon the amount of cooking done on Friday.
- 1.2. Food placed in serving chafers: before 3:00 P.M.
- 1.3. Serving in take-out line begins at 3:00 or as soon as food and staff are in place.
- 1.4. Serving in dining room line begins: 4:00 P.M.

### 2. Temperatures

- 2.1. Hot foods must be held at 140° F. or above.
- 2.2. Cold foods must be cooled and held below 40° F.
- 2.3. Mashed potatoes must be heated to at least 150° F.
- 2.4. Turkey and dressing must be cooked to at least 165° F.

### 3. Production schedule

#### 3.1. Thursday of the week prior to the week of the dinner, 10:00 A.M.

3.1.1. Bill Martin will pick up bread and trays from Aldi in Oswego.

3.1.1.1. Divide up the bread into five batches, half white and half wheat.

3.1.1.2. Five volunteers will work at home to cut bread into 1/2" cubes and spread out to stale until Friday of the week of the dinner. Electric knives work best.

3.1.1.3. It would take 6 of the sheet pans to spread out one batch of bread for drying.

3.1.1.4. Staled bread needs to be back at the church before 1:00 P.M. on Friday of the week of the dinner.

3.1.1.4.1. There are large metal sheet pans at church that may be borrowed for use in spreading the cut bread out to dry.

Be sure to return them with the dried bread because they become the shelves in our rented hot cabinets.

#### 3.2. Monday of the week of the dinner

3.2.1. Sanitize refrigerators

3.2.2. Sanitize kitchen surfaces before and after use.

3.2.3. Organize chafers into sets.

**3.3. Wednesday, 1:00 P.M.**

3.3.1. Chop 20 # of onions for bread dressing, divide chopped onions and diced celery into 5 equal batches. [See recipe.](#)

3.3.1.1. Sauté in 4# margarine per batch.

3.3.1.2. Refrigerate in plastic bags in 5 equal batches.

3.3.1.3. Use Hamilton Beach Big Mouth food processor with double chopping blade in bottom for chopping onions. Handle blades with extreme caution.

3.3.2. Chop 5# of onions for cole slaw, divide into 4 batches, refrigerate. [See recipe.](#)

3.3.3. Make cole slaw cream. [See recipe.](#)

3.3.3.1. Divide into 4 batches

3.3.3.2. Refrigerate overnight

3.3.4. Set up take-out room

3.3.4.1. Cover floor with plastic.

3.3.4.2. Cover plastic with corrugated cardboard. Tape joints.

3.3.4.3. Install metal table leg extensions. Arrange tables together in turkey carving area. Group as many tables as there are metal leg extensions.

3.3.4.4. Cover tables with plastic.

3.3.4.5. Place large metal pan on table nearest corridor door.

3.3.4.6. Place cutting sheets for carvers and pickers.

3.3.4.7. Put 2 tables in take-out room for bagging rolls.

3.3.4.8. Put tables in hallway for in-coming turkeys and pies.

3.3.4.9. Remove room divider section to provide opening to take-out room for carry-out customer service.

#### 3.4. Thursday, 1:00 P.M.

3.4.1. Make 4 batches of cole slaw. Mix thoroughly in large black plastic mixing pan. [See recipe.](#)

3.4.1.1. Put in plastic bags (kitchen-size trash bags) and back in cabbage boxes and store in refrigerated trailer.

3.4.1.2. Refrigerate in trailer overnight.

3.4.1.3. Three people can do this job in about 1 1/2 hours, including washing pots & pans.

3.4.2. Sanitize kitchen surfaces before and after use.

#### 3.5. Friday

##### 3.5.1. 11:30 A.M.

3.5.1.1. Make 5 batches of dressing. [See recipe.](#)

3.5.1.1.1. Grease 2" pans with spray oil. You will need 40 pans.

3.5.1.1.2. Refrigerate pans of dressing that are waiting to go into the oven.

3.5.1.2. Bake dressing, 8 pans per batch, to 165° F.

3.5.1.2.1. Rotate pans from top to bottom in oven about half way through the cooking time.

3.5.1.2.2. Cover with plastic wrap, and hold in hot cabinet. Set hot cabinet temperature to at least 140° F.

3.5.1.3. Cook & prepare squash with butter, salt, and brown sugar to taste. [See recipe.](#)

3.5.1.3.1. Store at 140° or above in roasters with water in bottom or in hot cabinets, if space permits

3.5.1.3.2. Using 40 quart kettle it takes one hour to boil and 15 minutes more to cook squash. Squash is done when chunks slide off fork tines.

3.5.1.3.3. Put 8 roasters on roaster table. Bottom row of roasters must be connected with short extension cords.

3.5.1.4. Package cole slaw.

3.5.1.4.1. Put in 4 oz. portion cups with lids.

3.5.1.4.2. Set aside 1000 cups so you will know when you have 1000 servings.

3.5.1.4.3. Arrange on large plastic trays with wood spacers to allow stacking.

3.5.1.4.4. Refrigerate in trailer until served.

3.5.1.5. Package cranberry sauce.

3.5.1.5.1. Put in 2 oz. portion cups.

3.5.1.5.2. Set aside 1000 cups so you will know when you have 1000 servings.

3.5.1.5.3. Refrigerate in large refrigerator in take-out room.

3.5.1.5.4. Takes about 2½ hours with two workers.

3.5.1.6. Wash pots and pans as available.

3.5.1.7. Sanitize kitchen surfaces before and after use.

**3.5.2.2:30 P.M.**

3.5.2.1. Pick up dinner rolls at Paul's Big M in Oswego.

3.5.2.1.1. Put individual rolls in fold-over plastic sandwich bags, beginning at 3:00.

3.5.2.1.2. Put bags in medium-sized cartons in take-out room.

**3.5.3. After completion of making dressing on tables in dining room**

3.5.3.1. Arrange tables per Marie Smith's direction

3.5.3.2. Cover table tops with plastic table cover

3.5.3.3. Arrange chairs around all tables

3.5.3.4. Place carts for beverages & garbage collection

**3.6. Saturday**

**3.6.1. Outdoors**

3.6.1.1. Set up cones & tape to mark out drive-thru route from Empire Avenue. Keep it as far to the north as possible to preserve maximum parking space in the back lot.

3.6.1.2. Put up signs around the village.

3.6.1.2.1. Signs are stored in a box in classroom #5, adjacent to the nursery.

3.6.1.2.2. Posts are bundled together and labeled and stored in the basement.

3.6.1.3. Take signs down as soon as drive-thru is finished.

3.6.1.3.1. Make sure signs are completely dry before putting them in storage box.

### 3.6.2. **Kitchen, starting time to be determined at end of work on Friday**

3.6.2.1. Sanitize kitchen surfaces before, during, and after use

3.6.2.2. Bake any remaining dressing, 8 pans per batch, to 165°, cover with plastic wrap, and hold in hot cabinet.

3.6.2.3. Cook any remaining squash.

3.6.2.4. Make gravy

3.6.2.4.1. Bonnie Kean will make gravy from drippings.

3.6.2.4.2. If extra gravy will be needed it can be made from turkey base (2 containers mixed with water to make 10 gallons of broth), thicken as desired.

3.6.2.5. Heat mashed potatoes, beginning at Noon. [See recipe](#).

3.6.2.5.1. Put 4 plastic bags of mashed potatoes in boiling water for 15 minutes to bring to at least 160° F., fill serving pans, stir in butter, cover with plastic wrap, and store in hot cabinets

**3.6.2.5.2.** Save 2 1/2 cases for free dinner.

3.6.2.6. Serving line chafers will be available for storage of potatoes, squash, dressing, turkey, and gravy before 3:00 P.M.

3.6.2.7. Wash pots and pans as available

### 3.6.3. **Miscellaneous**

3.6.3.1. Pick up ice, if needed, at Big M.

3.6.3.2.Pick up doughnuts for workers.

**3.6.4.Turkeys, Take-out Room**

3.6.4.1.Turkeys brought in between 9:00 and 9:30, check off names on list.

3.6.4.2.Collect all drippings for gravy

3.6.4.3.Carving, picking, slicing use plastic cutting sheets

3.6.4.3.1.Arrange in deep chafers pans.

3.6.4.3.2.Put combination of light and dark meat in every pan

3.6.4.3.3.Pour some turkey broth over the pans.

3.6.4.3.4.Turkey covered with plastic wrap, and held in hot cabinets

3.6.4.4.Clean up area but leave table leg extensions in place for use by pie cutters and packers.

**3.6.5.Pies, Take-out Room, 1:00 P.M.**

3.6.5.1.Cut 8 slices per pie

3.6.5.2.Do all pumpkin pies first and put packages in insulated chests with bagged ice on top. Leave ice in bags.

3.6.5.3.Arrange packaged pie in groups by kind. Put apple pie in stackable bread racks.

3.6.5.4.Clean up area and remove table leg extensions

3.6.5.5.Arrange tables for take-out operations.

**3.6.6.Dining room**

3.6.6.1.Set up chafers on serving line by 2:00 P.M.

3.6.6.2.Put 1” hot water in bottom pan

3.6.6.3.Light fuel

3.6.6.4.Put potatoes, turkey, dressing, gravy, and squash in place as soon as chafers are ready to conserve hot cabinet space.

3.6.6.5.Weigh meat portions as they are served. Regular 4—5 oz., Small 2.5—3 oz.

3.6.6.6. Use #6 scoop for dressing and #12 scoops for squash and mashed potatoes.

3.6.7. **Drive-thru & carry-out service**, 3:00 P.M.

3.6.7.1. Serving line set up by 2:00 if possible, hot water in chafers, fuel lit

3.6.7.2. Set up chafers on serving line by 3:00 P.M.

3.6.7.3. Put 1” hot water in bottom pan

3.6.7.4. Light fuel

3.6.7.5. Put potatoes, turkey, dressing, gravy, and squash in place as soon as chafers are ready to conserve hot cabinet space.

3.6.7.6. Weigh meat portions as they are served. Regular 4—5 oz., Small 2.5—3 oz.

3.6.7.7. Use #6 scoop for dressing and #12 scoops for squash and mashed potatoes.

3.6.8. Food and staff in place by 2:30

3.6.9. Drive-thru serving begins as soon as food and staff are in place.

3.6.10. Put up workers’ orders with names on bags. Order forms should be given to expediter at take-out window.

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## Communications

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## Recipes

### Judy's Cole Slaw with Cream Dressing

Ingredients	Weights	Measures	Method	Notes
<b>Cream Dressing</b>				
Mayonnaise		3 3/4 quarts		Hellmanns
Salt		5 tbsp.		
Black pepper				to taste
Vinegar		5 1/2 cups		
Sugar		3 3/4 cups	Mix all cream dressing ingredients and store overnight in refrigerator.	
<b>Cole Slaw Mix &amp; Onions</b>				
Celery Seed	3 oz.	6 tbsp		
Cole slaw mix, G cut	20# case	40#		Finely chopped
Onions		1 1/4#		Finely chopped
			Mix all ingredients together and store overnight in refrigerator. Package individual servings next day, stirring mixture frequently to keep servings wet with cream dressing.	

- 1 Makes about 250 2/3 cup servings. Make 3 batches to serve about 1000.
- 2 Make cream dressing on **Wednesday** and hold in refrigerator overnight to allow flavors to blend.
- 3 On **Thursday**, put 2 boxes of cole slaw mix (40#) in large, black, plastic mixing pan.
- 4 Add onions. Mix.

- 5 Add cream dressing.
- 6 Add celery seed.
- 7 Black pepper to taste.
- 8 Toss thoroughly.
- 9 Put cole slaw in tall kitchen bag-lined boxes and refrigerate until next day to allow flavors to blend.
- 10 Repeat process with 2 remaining batches. It takes 3 1/2 people about 2 hours to mix cole slaw and clean up.
- 11 Stir frequently when serving into 4 oz. portion cups on **Friday**. Refrigerate.
- 12 Makes about 250 2/3 cup portions. Make 3 batches to serve about 1000.

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Bread Dressing (Vegetarian)

Ingredients	Weights	Measures	Method	Notes
Bread, stale	26#		Diced 1"	Half white, half wheat. Air dry for several days.
Celery, diced	10#		diced	
Onions	4#		chopped	Use Hamilton Beach Big Mouth food processor double chopping blade in bottom for chopping onions.
Margarine	4#			
Water		3 gallons		1/2 gallon must be hot
Salt		4 tbsp.		
Sage		2 tbsp.		
Poultry seasoning		8 tbsp. (one 1-oz. box)		use Bell's Seasoning
Black pepper		2 tbsp.		
Vegetarian base	1#			

1 Makes about 200 5 oz. portions, 25 servings per 2" pan. Make 5 batches to serve 1000.

- 2 Cut bread and allow to dry several days in advance. Cracked wheat, rye, and white bread crumbs can be used for bread dressing but use rye sparingly.
- 3 Sauté celery and onions in margarine a day or two in advance. Divide into 5 equal batches.
- 4 Mix 1/2 gallon hot water, vegetable base, and dry seasonings in stock pot. Add remaining amount of cold water to stock. Mix well.
- 5 Place bread in mixing bowl, add sautéed vegetables. Add stock.
- 6 Mix until all bread is moist. **Do not over mix.**
- 7 Place in eight 2” steam table pans greased with spray shortening. **Refrigerate if dressing will not be baked immediately.**
- 8 Bake at 300° until it raises and browns lightly on top, at least 165° F. by thermometer. (About 1 – 1 1/2 hours) Rotate pans from top to bottom in oven after about 45 minutes. After another 15 minutes, begin checking dressing temperature. Remove from oven when dressing is at least 165° F. Batch will cook in about 1 hour and 15 minutes.
- 9 Cover finished pans with plastic wrap and hold in hot cabinet until needed in serving lines.

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## Butternut Squash

- 1 Fill stock pot with cubed squash.
- 2 Cover with water.
- 3 Cook until cubes slide off the tines of a fork.
- 4 Scoop squash out of water with a strainer or thoroughly drain water off.
- 5 Mash squash with hand masher.
- 6 Add brown sugar and butter or margarine to taste.
- 7 Put in chafar pan.
- 8 Cover with plastic and store in hot cabinet. Note: Squash can also be held in roaster ovens at 140° to conserve chafar pans and hot cabinet space.

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## Mashed Potatoes

- 1 Put enough water in stock pot to cover 4 bags of prepared mashed potatoes.
- 2 Bring water to a rolling boil.
- 3 Put 4 bags of potatoes in stock pot.
- 4 Heat until potatoes reach at least 160°. Will take about 15 minutes after water resumes boiling.
- 5 Use pliers to remove bags from water, open bags, and empty into chafer pans.
- 6 Add butter or margarine, 1/4# stick per bag of potatoes, and stir.
- 7 Cover with plastic.
- 8 Hold in hot cabinet or oven until needed.

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## Supplies

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		<b>Food Supplies</b>						
	√	Base, turkey	#	MaineSource	3	2	1	2 containers mixed with water and thickened to suit will make 10 gallons of gravy. Use one # to make hot juice for pans of sliced turkey.
	√	Base, vegetable	#	MaineSource	5	5	0	for dressing
	√	Bread (1/2 white, 1/2 wheat)	20 oz. loaves	Aldi	130# (104 loaves, 52 white, 52 wheat)	0	130#	2080 oz. divided by loaf weight in ounces = number of loaves needed. Ordered 9/5/12. Will pick up at 9:00 A.M., on Thursday, October 11, with trays. We can keep trays until Monday to use for pie storage. <a href="#">See recipe.</a>
	√	Butter or margarine	#	Walmart	60	60		(20# for dressing, ___ for squash, ___ for potatoes)
	√	Butter, whipped, cups	Carton of 760	MaineSource	1		1	for dining room tables

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Celery seed		Paul's Big M	24 tbsp. (12 oz.)	0		for cole slaw
	✓	Celery, diced	#	C's Farm Market, 343-1010	50	0	50	Ordered 9/5/12. Pick up on Wednesday, October 17. Ordered September 8.
		Coffee						ample supply on hand
	✓	Cole slaw mix, G cut	20# case	C's Farm Market, 343-1010	6 cases	0	6 cases	Ordered 9/5/12. Pick up on Wednesday October 17. Ordered September 8. <a href="#">See recipe.</a>
	✓	Cranberry sauce	7#-5 oz. can	MaineSource	12	7	5	yields about 80 servings per can
	✓	Creamer packets	1000/ case	MaineSource	1	0	1	ample supply on hand in dining room closet
	✓	Flour, Gold Medal	#	Walmart	25	0	25	Use ONLY Gold Medal flour
	✓	Gravy Master	1 qt. bottle	MaineSource	1	1	0	
	✓	Mayonnaise, Hellmanns	quart	Walmart	12	0	12	for cole slaw, use ONLY Hellmanns Mayonnaise

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Oil, spray		Walmart	1	0	1	greasing dressing pans
	✓	Onions	#	Dunsmoor Farms	25#	0	25#	Donated & delivered by Dunsmoors. (20# for dressing, 3.75# for cole slaw)
	✓	Pepper, black		Walmart			0	10 tablespoons for dressing & to taste for cole slaw. Ample supply on hand.
	✓	Potatoes, premium mashed		C's Farm Market, 343-1010	320#	0	320#	Ordered 9/5/12. Pick up on Thursday, October 18. Ordered September 8. Order extra 2 1/2 cases for free will dinner. <a href="#">See recipe.</a>
	✓	Poultry seasoning, Bells All Natural Seasoning	1 oz. box	Walmart	5	5	0	One 1 oz. box equals 8 tablespoons.
		Punch mix						to make 10 gallons. Grace Raes will donate.
		Rolls, dinner	dozen	Big M, Diane	75	0	75	\$3.59/doz., buy one get one free, Big M will donate half. Ordered 9/5/12. Pick up 5:00 P.M., Friday, October 19.
	✓	Sage	.04 oz.		10 tbsp	0		10 tablespoons for dressing. Ample supply on hand.

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Salt	26 oz. box	BJ's	5	6 2/3	0	(20 tablespoons for dressing, 40 tablespoons for cole slaw) Ample supply on hand in kitchen.
	✓	Squash, butternut, fresh peeled & cubed	#, 20# boxes	C's Farm Market, 343-1010	260#	0	260#	20# box @ \$24, ordered 13 boxes 9/15/11. 1# = 4 servings. Ordered 9/5/12. Pick up on Thursday, October 18. <a href="#">See recipe.</a>
	✓	Sugar packets	3000/box					Ample supply on hand in dining room closet
	✓	Sugar, brown	#	Walmart	30	18	12	Mary Shappee will donate 12#, purchased 18# 9/27/10.
	✓	Sugar, granulated	#	Walmart	6	0	6	11.25 cups for cole slaw (2 cups per pound)
	✓	Sweet N Low	1500/box					Ample supply on hand in dining room closet
	✓	Tea, bags	100/box		100	100	0	in kitchen

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	√	Turkeys	22-24# each	Big M, Tom, meat manager	32	0	32	Expected to cost \$1.29 per pound. Ordered 9/5/12. Pick up on Sunday, October 14, 9:00 A.M. About 63% of dressed weight of turkey is usable meat.
	√	Vinegar	quart	Walmart	4.5		4.5	16.5 cups for cole slaw
		<b>Paper Products</b>						
	√	Aluminum foil	18" wide	MaineSource			0	Ample supply on hand in dining room closet
	√	Bags, brown paper grocery	1/6 Bbl	MaineSource	300	25	500	
	√	Bags, plastic sandwich	150/box	Walmart	1000	1000	0	Clear plastic snap-top closure to individually wrap dinner rolls.

#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Bags, plastic zip lock, gallon	25					for ice for pumpkin pie coolers
	✓	Bags, plastic kitchen		Walmart	10	0	10	for storing tossed cole slaw in boxes overnight to allow flavors to blend
	✓	Bleach	gallon		1/2	2	0	cleaning kitchen counters, refrigerators, ample on hand under kitchen sink
	✓	Chafer pans, 4"	each	MaineSource	6	5	1	
	✓	Coffee cups, foam	8 oz.	MaineSource	400	1000		Extras will be used for coffee hour.
	✓	Cups, styrofoam, 4 oz., 4J4		MaineSource	0	400	0	Could be used for cole slaw or gravy on the side.
	✓	Dinner boxes, divided, large	200/ case, 100/ sleeve	MaineSource	750	800	0	9 1/2 x 9 1/4 x 3 (bought 100 undivided by mistake)
	✓	Gloves, latex, extra large	box 100	MaineSource	1	1	0	
	✓	Gloves, latex, large	box 100	MaineSource	1	1	0	

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#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	√	Gloves, latex, medium	box 100	MaineSource	1	1	0	
	√	Gloves, latex, small	box 100	MaineSource	1	1	0	
	√	Lids for 2 oz. portion cups	250 sleeve	MaineSource	1000	1000	0	for cranberry sauce
	√	Lids for 4 oz. portion cups	250 sleeve	MaineSource	1000	1000	0	for cole slaw
	√	Lids for 4 oz. styrofoam cups		MaineSource	0	400	0	Could be used for cole slaw or gravy on the side.
	√	Lids for 5.5 oz. portion cups	100 sleeve	MaineSource	50	500	0	Use for gravy on the side.
	√	Napkins, dinner		MaineSource	300	300	0	
	√	Pans, liner, 2" deep	ea.	MaineSource	11	0	11	
	√	Pie wedge containers, deep, 9"	500 case	CAPACO	1000	250	1000	Item #488276, Stock #CI8-9019, case/500.
	√	Plastic wrap	18" wide 2000'	MaineSource	1	3	0	Ample supply on hand in dining room closet

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Portion cups, 2 oz.	250 sleeve	MaineSource	1000	1000	0	for cranberry sauce
	✓	Portion cups, 4 oz.	125 sleeve	MaineSource	1000	1025	0	for cole slaw & gravy on side
	✓	Portion cups, 5.5 oz.	250 sleeve	MaineSource	50	500	0	Use for gravy on the side.
	✓	Roasting bags	large turkey	Walmart	32	32	0	
	✓	Sterno, 6 hour	6 hour	MaineSource	20	6	24	packed 24 per carton
	✓	Table cover, plastic, orange	40" x 300"	MaineSource	3	1	2	orange color
		Trays for hot cabinet, Metal		MaineSource	0	0	0	
		<b>Rentals</b>						
		Hot cabinet		Taylor Rental, 446-7101	4	0	4	We pick up on Friday, October 19, return on October 22.
	✓	Refrigerated trailer		Davis Brothers, 343-6933	1	0	1	Davis deliver on Wednesday, October 17, pick up on October 22.

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	√	Traffic cones		Town of Minnetto	20	0		Borrowed from Town of Minnetto, James Sharkey, Highway Superintendent, 343-0217 or 771-6968. Request on October 15.

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## Dining Room

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## Take-outs (drive-through & carry-outs)

### Minetto United Methodist Church Harvest Turkey Dinner • October 16, 2010

September 10, 2010

Thank you for agreeing to work on our seventh annual drive-through take-out service for the **Harvest Turkey Dinner**. We will have some new workers in the take-out room, so I would like to have a **brief orientation meeting promptly at 2:45 P.M., on Saturday, October 16**. We will meet in the take-out room that is the classroom adjacent to the kitchen. Serving for the dinner has been advertised to begin at 4:00 but we will begin serving the drive-thru at 3:00 or as soon thereafter as the food is ready and we have customers waiting in the line. We will also need to put up the orders from our workers before the public customers descend on us in full force. It won't be necessary for those serving carry-out customers to attend the orientation but you should arrive by 3:30 to acquaint yourself with the arrangements of the room.

There will be supervised care available for the young children of parents working at the dinner, beginning at 3:00 P.M. on Saturday, in the preschool rooms. **Note: this service is only available to children of parents working at the dinner — not to the public.**

There will be two sizes of meals—regular for \$9.00 and small for \$6.00. Anyone, regardless of age may decide which size they need. Portions will be smaller for the small size but pie will be included. Pumpkin pie will be found in coolers rather than on shelves with the other pies. That is necessary to comply with Health Department regulations.

The following information and job descriptions will give you a head start on our orientation.

We served 715 take-out meals last year, 491 via the drive-thru. That was up from 648 take-outs the year before. I think that we may see a further increase this year since many of our customers will be familiar with the convenience of the drive-thru. The drive-thru service is mentioned in our press releases, community calendar entries, and display advertising. We served the 715 take-out meals in considerably less time than it took to serve 243 dinners in the dining room. Last year 25% of our meals were served in our dining room, 23% were carried away by people who came inside the building, and the remaining 51% were served via the drive-thru. That is an indication of just how important the take-out process is to the overall success, efficiency, and volume of our dinner.

Plastic gloves will be available and should always be worn by anyone who handles food, beverages, or ice. All persons working with food are asked to wear a cap or hair net.

#### **Take-out Job Descriptions**

- Order taker (Dan Tryon)
  - Welcome customers to our Harvest Turkey Dinner
  - Take order for dinners; # adults, # children
  - Note orders on order slips
  - Don't suggest special orders, but transmit them when requested, e.g. "no gravy." We will have special gravy containers this year for those who want gravy on the side.
  - Ask pie preferences from list on menu board. Every meal includes pie.
  - Extra pie is \$2.00 per slice.
  - Radio order number and order items to the inside
  - Receive total dollar amount of order from inside and write it on order slip
  - Give order slip to driver to be given to car hop. Checks payable to "Minetto UMC."
  - Work your way up the line so you are generally taking the order when the vehicle first enters our property. That will allow more time to assemble the orders inside.
  -
- Order writer (Jeff Rothrock)
  - Receive orders by radio
  - Write each order on a numbered bag. **Use bags in numerical order.** Make sure number on bag is the same as the number on the order slip outside. Use abbreviations and consistent format for convenience of baggers. The number ordered of that item would precede each abbreviation.
  - Large dinner "LG"
  - Small dinner "SM"
  - Pumpkin pie "PU"
  - Pecan pie "PE"
  - Apple pie "A"

- Berry pie “B”
- Mincemeat pie “M”
- Note special orders, e.g. “no gravy” “gravy on side”
- Use price chart to quickly determine total cost of order.
- Write total cost of order prominently on bag and report same to order taker.
- Keep lowest numbered bag on top of pile of bags waiting to be filled.
- Baggers (Nancy Prarie, Megan Rothrock, Karyn Roy, Robin Tryon)
  - Take one bag with order written on it; **the one with the lowest number**. Note abbreviations list above.
  - If order is too large for bag, use additional unnumbered bags. Number them as follows:
    - On the original bag, put a /1 after the bag number, e.g. 56/1
    - The second bag would be 56/2
    - The third or final bag would be 56/3• (With a big period after the number to indicate that it is the last bag in the set.
  - Bag boxed meals according to order.
  - Call for children’s meals to be packed.
  - Call for special orders to be packed.
  - Boxer should mark food boxes to show special orders, e.g. “no gravy”
  - Bag roll, cole slaw, & cranberry sauce for each dinner
  - Bag pies according to order.
  - Put bag(s) on table by window.
  -
- Expediter (June Tryon)
  - Keep orders in numerical sequence on table; close enough to window for car hops to reach.
  - Make sure that multiple-bag orders are all together and that car hops deliver complete orders.

- Receive money from car hops & give them change as needed.
- Trouble shoot any errors reported by car hops.
- Save all drive-thru sales slips and worker order forms.
- Car hops (Carol Pecoy, Scott Pecoy, Trevor Burdick)
  - Collect order slip from driver and compare with bag to be sure you have the correct order. Notice the numbering system for multiple-bag orders in the Bagger section above.
  - Collect payment. Checks payable to “Minetto UMC.”
  - Deliver order to car
  - Save order slips; they will give us an accurate count of customers & meals.
  - Aprons with pockets for bills and change. Make change.
  - Give accumulated bills, coins, and order slips to expediter periodically.
  - Get quarters and small bills from expediter as needed.
  - Thank customers for supporting our Harvest Turkey Dinner. “See you next year!”
- Cashier (Vern Tryon)
  - Arrange for supply of change
  - Supply small bills to expediter.
  - Receive bills & checks from expediter.
  - Handle phone calls. Not taking phone orders. Advise any callers to use the drive-through from Empire Avenue. They may come inside to pick up carry-outs, but don’t encourage it.
  - Deliver money to Diana Rockhill & Jean Kingsley at end of activity.
- Walk-in carry-outs (Deb Daby, Bill Martin, Arkie Price, Randy Williams)
  - Collect tickets from customers.
  - Ask pie preferences
  - Bag boxed meals according to order. Use unnumbered bags for large orders.

- Call for small meals to be packed.
- Call for special orders to be packed.
- Mark food boxes to show special orders, e.g. “no gravy”
- Bag roll, cole slaw, & cranberry sauce for each dinner
- Bag pies according to order.
- Deliver order to customer.
- Thank customers for supporting our Harvest Turkey Dinner. “See you next year!”

If you have any questions, please call me at 343-9692 or 529-0120. I look forward to seeing you on October 16, promptly at 2:45. And, again, thanks very much.

Yours very truly,

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## Publicity



### **Harvest Turkey Dinner** Minetto United Methodist Church Corner State Route 48 & County Route 8

**Saturday, October 16, serving from 4:00 P.M.**

Drive-thru take-out; enter from Empire Avenue, behind the church. Or come inside and carry out. Or dine in. • Complete traditional roast turkey dinner & homemade pie

Regular dinner \$9.00 • Small dinner \$6.00

The display ad above was run in *The Palladium-Times* on October 14 and 15, in the *Oswego Shopper* on October 15, and *The Valley News* on October 9 and 13.

The following brief announcement was sent to local print and electronic media on October 1st.

Roast turkey, dressing, mashed potatoes, squash, cole slaw, cranberry sauce, rolls, beverage, and homemade pie, will be on the menu at the **Annual Harvest Turkey Dinner** at the **Minetto United Methodist Church** on **Saturday, October 16**. Serving will begin at 4:00 P.M.

Take-outs will be available at our drive-through line. Enter the line from Empire Avenue, behind the church. Or, park and come inside and carry-out your food or sit down and be served in our dining room.

Regular dinner, \$9; small, \$6. The church is located at the corner of State Route 48 and County Route 8, in the village of Minetto, midway between Oswego and Fulton, and is handicapped accessible.

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The following press release was sent to the local print and electronic media on October 6th. It was also sent to the *Oswego Shopper* for the front page on October 15th which had been reserved months earlier.

Turkey aplenty will be served at the Harvest Dinner at the Minetto United Methodist Church on Saturday, October 16, beginning at 4:00. Customers who prefer to eat at home can go inside for carry-out service or use the drive-thru take-out line. They just pull into the parking lot from Empire Avenue and give their order to an attendant who radios it inside. Then they drive forward, where more attendants collect payment, deliver the order to the car, and send them on their way. Those who prefer to eat at the church, may go inside and eat in the dining room where they will likely find some of their friends and neighbors. Either way everyone gets a complete traditional home-cooked dinner including roast turkey, dressing, mashed potatoes and gravy, butternut squash, cole slaw, cranberry sauce, dinner roll, and homemade pie. Regular dinners are \$9.00 and smaller ones are \$6.00. The church is located at the corner of state route 48 and county route 8 in the village of Minetto, and the building is handicapped accessible.

This year's dinner will use 32 turkeys weighing over 700 pounds, 320 pounds of potatoes, 250 pounds of squash, and over 125 home-made pies. Planning and conducting the dinner will involve about 130 individuals of the congregation and community, from over 90 households. Most participants have done their jobs for several years so they have developed considerable skill and efficiency. Our pastor, Rev. Chuck Forbes, will be on hand to greet our guests. "We look forward to seeing long-time friends and new customers as well. Our dinner has become an autumn tradition well-loved by the people of our community and church," said Vernon Tryon, coordinator of the annual event.

The church has been conducting an annual Harvest Dinner for many years — the actual number is unknown. It is a traditional home-cooked roast turkey dinner. It was originally served in our dining room, but gradually more and more people wanted dinners to take home. In 2002, we added the option of drive-thru service so people wouldn't have to park and come inside the building. That first year, 182 of our total of 474 meals went out the drive-thru. In 2009, 491 of our 958 meals were delivered to 168 vehicles in the drive-thru line. That same year, 25% of our meals were served in our dining room, 23% were carried away by people who came inside the building, and the remaining 51% were served via the drive-thru.

The church holds its harvest turkey dinner each fall to supplement support of its ministries in Minetto and around the world. Over 16% of the church's annual budget is used for service outside the parish. That money is targeted for such purposes as health insurance for

retired clergy and their dependents; worldwide missions and services to the poor, disabled, and disadvantaged; overhead expenses for United Methodist Committee on Relief disaster assistance; Upper New York Annual Conference services and programs; interdenominational cooperation; eleven historically African-American colleges in the U.S.; and Africa University, the only United Methodist university in Africa, which serves 1300 students each year in agriculture, business, and other fields of study.

The people of the church also support a number of outreach efforts within our community. Included are monthly gifts of non-perishable foods to the Oswego Salvation Army, a recent collection of school supplies for the Minetto Elementary School, monthly free will dinners, contributions of food-stamp ineligible necessities to the Helping Hands Cupboard at Fulton State Street UMC, clothing and gifts provided to children and families of need at Christmas time, assistance with the Oswego County Opportunities house vegetable garden, a monthly noisy can offering given to a wide variety of charitable purposes, and providing meeting space for several music, exercise, and Scouting groups.

More information about the church may be found at: <http://www.minettoumc.org/>

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**Harvest Turkey Dinner**  
Minetto United Methodist Church  
Corner State Route 48 & County Route 8

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## Critiques

2009

1. Next year: Saturday, October 16, 2010
2. Staffing
  - a. Need one dishwasher whenever there are pots and pans to be washed
  - b. Need two dishwashers from 4:00 to completion on Saturday
  - c. Schedule carry-out workers to start at 3:00 to put up workers' orders
  - d. Inform workers that advance ordering is only for workers
  - e. Tom Putnam, the younger, and his wife would like to work
3. Equipment
  - a. Need three scales to weigh turkey portions
  - b. Two sets of measuring spoons
  - c. One number 6 scoop
  - d. Five wooden cutting boards, about 20" x 24"
  - e. Six sheet pans (shelves for fourth hot cabinet)
  - f. Reusable cold packs for bottoms of pumpkin pie coolers
  - g. Safety tape for drive-thru traffic cones
4. Supplies
  - a. Special order bread at Aldi three weeks before dinner
  - b. Need 15# flour

- c. Need 3 bottles of Gravy Master
- d. Need bundle (at least 500) large brown grocery bags, 1/6 BBL
- e. Plan to have 10 bushels of squash
- f. Buy 4 ounce portion cups with lids at MaineSource for cole slaw, instead of 4 ounce Styrofoam cups. (Note: I recently found a large quantity of the Styrofoam cups on the top shelf of the closet where tables are stored in the dining room. These should be used first.)
- g. Continue using 2 ounce portion cups with lids for cranberry sauce, MaineSource.

5. Food Preparation

- a. When do we need to start heating the potatoes?
- b. Select new recipe for cole slaw
- c. Start carving turkeys at 9:30
- d. Use three weigh stations for turkey portions
- e. Arrange for 130 pies

6. Miscellaneous

- a. Advertise starting drive-thru service at 3:00
- b. Check with Health Department about hair coverings
  - i. Workers who prepare and serve food must wear hair nets or caps.
  - ii. Waitstaff who carry food from kitchen to tables do not need hair coverings.

**2010**

1. Next year: Saturday, October 15, 2011

2. Staffing

- a. Schedule dishwasher 9:00 A.M. to 3:00 P.M. Saturday to do pots and pans from turkeys and pies.
- b. Schedule 4 staff to weigh portions, each with a scale.
- c. Carry-out staff need to be in place so they can bag workers' meals beginning promptly at 3:00 and be ready to serve walk-in customers by 3:45.
- d. Take-out servers need to be ready to start boxing food at 3:00 to take care of workers' orders and early customers in the drive-thru

3. Food

- a. Request that pies not have nuts.
- b. Explain why turkeys need to come in between 9:00 and 9:30 A.M. Saturday. Carving set-up needs to be cleaned up so pies can be packaged at 1:00.
- c. Have at least two empty roasters ready to hold gravy at noon on Saturday.
- d. Dressing was too salty.
- e. Turkey was too dry.
- f. \$9.00 is too much
- g. Trimmings were very good

4. Equipment

- a. Purchase 6 4" chafer pans
- b. Purchase 2 digital scales (ordered 10/20/10)

- c. Purchase or request donation of kitchen scale
- d. Purchase a 2-quart metal pitcher and 2 1-quart metal pitchers with measurement markings

5. Supplies

6. Miscellaneous

## 2011

1. Next year: Saturday, October 20, 2012. Approved
2. Consider eliminating small dinners. Would provide boxes for taking left-overs home from dining room. We sold 94 small dinners in 2011. Critique group felt they serve a purpose for some guests so they will be retained. Portions of all hot foods should be smaller than for large dinners.
3. Redesign second letter reminding of this year's tasks so it looks different from the first letter which shows last year's tasks.
4. Add a pot & pan washer on Wednesday 1:00 to completion when onions are being chopped and onions and celery are being sautéed.
5. Reduce cole slaw by 2 cases.
6. Make 6 batches of dressing. This will not be necessary if care is taken to monitor hot cabinets so dressing does not get over-cooked.
7. Consider reducing the amount of salt in the dressing.
8. Increase cole slaw cream by 50%, increase sugar, use apple cider vinegar.
9. Reduce mashed potatoes by 2 cases.
10. Start preparing and cooking dressing at 11:30 A.M. on Friday
11. Solicit volunteers from Minetto Elementary School to work on dinner.
12. Use disposable aluminum liners inside of stainless steel pans for potatoes.
13. Schedule two runners for the take-out serving lines.

14. Buy a large plastic pan for the final rinse of dishes at the standard sink.
15. Put fewer tables in the dining room to allow space between rows for workers to serve beverages, pie, etc.
16. Move the east wall of the take-out room one bay to the east to better accommodate the take-out and carry-out operations.
17. Ask workers not to park on Route 8 in front of the church to improve visibility for people exiting our drive-thru.
18. Ask everyone to put stick-on address labels on all pans, covers, lifters, etc. that they take to the church.
19. Distribute comment cards in dining room and take-outs. Solicit email addresses for sending information about future dinners.
20. Paper(s) containing list of upcoming activities, comment cards, etc. should be inserted into drive-thru bags before Saturday.

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## Miscellaneous

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