

Harvest Turkey Dinner Manual

2013 Edition



Minetto United Methodist Church

Mailing Address: PO Box 217, Minetto, New York 13115

Location: 2433 County Route 8, Oswego, New York 13126

Table of Contents

Click on page number to move to desired section.

- Introduction.....3
- Coordinator’s Timeline5
- Personnel10
- Production Schedule31
- Recipes.....39
- Supplies.....45
- Take-outs (drive-through & carry-outs)55
- Publicity60
- Critiques62
- Miscellaneous.....71

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 exactly 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 2012, 486 of our 942 meals were delivered to 187 vehicles in the drive-thru line. That same year, 21% of our meals were served in our dining room, 28% were carried away by people who came inside the building, and the remaining 52% 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 120 people of all ages have been involved each year to cook and serve 32 large turkeys (over 700 pounds), 288 pounds of potatoes, 260 pounds of squash, 120 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 day 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 among our parishioners and community neighbors, including several members of the nearby Our Lady of Perpetual Help Roman Catholic Church, are undoubtedly of much greater and more enduring value to us all than the money we earn.

[Back to Table of Contents](#)

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.

[Back to Table of Contents](#)

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: Tourism@OswegoCounty.com
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.	
4 to 6 weeks before dinner	Order turkeys	Paul's Big M
4 to 6 weeks before dinner	Order dinner rolls	Paul's Big M
4 to 6 weeks before dinner	Order bread for dressing	Aldi
4 to 6 weeks 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 or send by email to <i>Oswego Shopper</i> , to appear on the Friday before the dinner.	
Three weeks before dinner	Take copy for paid display advertisement or send by email 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 or send by email 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
During the week prior to the week of the dinner	Phone to confirm orders and reservations with Davis Brothers (refrigerated trailer), Taylor Rental (hot cabinets), Tom at Paul's Big M (turkeys), Big M bakery (dinner rolls)	
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	OCWeeklies@cnyemail.com
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.	
Tuesday or Wednesday of the week of the dinner	Call Minetto Town Highway Department to request 20 traffic cones.	343-0217 or 771-6968

Date / Time Period to be Done	Task	Notes
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.	
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.	

[Back to Table of Contents](#)

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	Make 425 copies: 1 for each drive-thru vehicle, 1 for each carry-out order, others to spread out on the dining room tables.
	During Dinner		Saturday, October 20
	Childcare	Barnhart, Cailynn	
		Fellows, Carrie	
		Hardesty, Diana	
	Dining Room	Smith, Marie	
		Smith, George	Assist Marie Smith in setting up and tearing down dining room on Saturday afternoon. Time will depend upon completion of dressing preparation.
		Forbes, Chuck	

	Work Area	Staff Name	Notes
		Prarie, Nancy	
	Beverages	Bickel, Frank	Begin at 2:30, make coffee & mix fruit drink
	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	Stoutenger, Victoria	
	Runner between dining room and sanctuary	Barnhart, Marc	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 5 oz., Small 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
		Familo, Debbie	3:45 — completion, serve turkey

	Work Area	Staff Name	Notes
		Sereno, Ellie	3:45 — completion, serve gravy
		Bruns, Allyson	3:30 — completion
	Clear & set tables		
		Bruns, Lucas	3:30 — completion
		Busch, Ayla	3:30 — completion
		Busch, Nolan	3:30 — completion
		Hawksby, Lynne	3:30 — completion
		Whitman, Chris	3:30 — completion
	Dishwashing		
		Visconti, Garry	Pots & pans, Wednesday, 1:00 to completion about 4:30
		Holman, Bruce	Pots & pans, Thursday, 1:00
		Holman, Bruce	Pots & pans, Friday, 1:00 - 5:00
		McFall, Linda	Pots & pans, Saturday, noon to about 3:00
		Hardesty, Alexa	Pots & pans, Saturday, 9:00 to Noon
		Clafin, Tim	Pots & pans, Saturday, 4:00 to completion

	Work Area	Staff Name	Notes
		Bayhan, Marty	Wash dishes Saturday, 4 – completion
		Barnhart, Jeffrey	Wash dishes Saturday, 4 – completion
	Kitchen		
	Pick up 104 loaves of bread (52 white, 52 wheat) in plastic trays from Aldi Foods, Oswego, about 10:00 A.M., Thursday, October 10, and deliver to church kitchen. Return plastic trays to Aldi on Monday, 10/21.	Visconti, Garry	Will need to pay at time of pick-up. Give receipt to Vern Tryon to record and process for reimbursement.
	Return bread trays to Aldi Foods, Oswego	Dohse, Randy	Monday, October 21
	Divide 104 loaves of bread up into 5 batches, 10 or 11 each of white and wheat (one person will be short one loaf), individuals take a batch home to dry and cut into 1/2” cubes and bring back to church on Friday by 9:00 A.M.		Bread can be picked up on Thursday, October 10, Noon, in church kitchen.
		Bickel, Gloria	Cube & dry one batch, 1/2” cubes
		McFall, Linda	Cube & dry one batch, 1/2” cubes
		Rockhill, Diana	Cube & dry one batch, 1/2” cubes

	Work Area	Staff Name	Notes
		Stephens, Marilyn	Cube & dry one batch, 1/2" cubes
		Tryon, June	Cube & dry one batch, 1/2" cubes
	Chop onions and sauté celery & onions for dressing, divide 20# into 5 batches for dressing & 3 3/4# into 3 batches for cole slaw, refrigerate. Make cole slaw cream, divide into 3 batches, refrigerate.		Wednesday, October 16, 1:00 P.M. (elapsed time about 3 hours)
		Bickel, Frank	
		Bickel, Gloria	
		Gifford, Don	
		Reidy, Joanne	
		Tryon, Vernon	
	Make 6 half batches of cole slaw, mix thoroughly, put into plastic-lined original boxes, refrigerate in trailer.		Thursday, October 17, 1:00 P.M. (elapsed time 1 1/2 hours, including clean-up, with 3 people working)
		Bickel, Gloria	
		Bickel, Frank	
		Reidy, Joanne	

	Work Area	Staff Name	Notes
		VanPatten, Cathy	
	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 16, 1:00 P.M. Two people can do this in about an hour.
		Bickel, Frank	
		Dumas, Fred	
		Forbes, Chuck	
		Reidy, Peter	
		VanPatten, Rick	

	Work Area	Staff Name	Notes
	<p>Put pan of water in bottom of each hot cabinet & 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 9:00 A.M. Use 5# brown sugar & 2# butter or margarine per 20# of squash.</p>
		Bickel, Gloria	
		McFall, Linda	
		Reidy, Joanne	
		Rockhill, Diana	
		VanPatten, Cathy	
	Pick up dinner rolls at Paul's Big M.	Forbes, Chuck	Friday, October 18, 3:00 P.M.

	Work Area	Staff Name	Notes
	Package cole slaw & cranberry sauce and store in refrigerators. Bag dinner rolls in individual snap top sandwich bags.		Friday, beginning at 1:00 P.M. Rolls will be available after 3:00.
		Arebalo, Rachel	
		Buske, Barb	
		Buske, Doug	
		Dingman, Betty	
		Holman, Bruce	
		Holman, Maggie	
		Martin, William	
		Moody, Donna	
		Pekarek, Sylvia	
		Prarie, Nancy	
		Stephens, Duane	
		Tryon, June	

	Work Area	Staff Name	Notes
	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, 9:00 A.M.
		Reidy, Joanne	
	Kitchen Assistant, lift kettles, wash pans & bag rolls as time permits		Thursday beginning at 9:00.
	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 19, starting at noon
		Mather, Dan	
		Reidy, Peter	
		Rockhill, Bill	
		Salisbury, Steve	

	Work Area	Staff Name	Notes
	Gravy	Fellows, Jeff	Make gravy from drippings, store in roaster pans. Make extra gravy with turkey base, if necessary. Saturday, October 19, starting at noon. Make extra gravy to freeze for Salvation Army Guest Chef dinner in November.
	During dinner	Reidy, Joanne	
		Buske, Doug	
	Runners	Busch, Matt	Keep dining room serving line supplied with food.
		Hardesty, Mike	Keep take-out serving line supplied with food.
	Pies		
	Bake	Arebalo, Jessica	2
		Armstrong, Kris	2
		Arter, Peggy	4
		Bickel, Gloria	3
		Boyea, Marilyn	2
		Bradt, Judy	3
		Bruns, Jill	4

	Work Area	Staff Name	Notes
		Bullard, Norita	2
		Busch, Beth	2
		Christopher, Kim	2
		Cipra, Mary	2
		Comerford, Sue	2
		Craig, Becky	8
		DePoint, Brad	2
		Dodge, Arlene	2
		Dodge, Jackie	2
		Dohse, Randy	5
		Dunsmoor, Judith	2
		Fauler, Jessica	2
		Gifford, Don	4
		Hawksby, Lynne	2
		Jones, Karen	2
		Krause, Karen	2
		Martin, Daryl	2

	Work Area	Staff Name	Notes
		McFall, Linda	2
		Miller, Ann	3
		Page, Liz	2
		Patrick, Betty	1
		Pecoy, Carol	6
		Raes, Grace	2
		Reed, Donna	6
		Reidy, Joanne	2
		Rosché, Linda	2
		Rothrock, Megan	3
		Salisbury, Carla	6
		Shappee, Mary	2
		Smith, Marie	2
		Stephens, Marilyn	6
		Stoutenger, Joann	5
		Tryon, Robin	4
		Visconti, Lynn	2

	Work Area	Staff Name	Notes
		Waterbury, Joan	4
		Total pies	125
	Cut & package pie, bag rolls as time permits		Saturday, October 19, starting at Noon
		Bradt, Judy	
		Carpenter-Bjorkman, Mary Lou	
		Chiarella, Toni	
		Krause, Karen	
		Martin, William	
		Pekarek, Joey	
		Pekarek, Ryan	
		Simonson, Sue Ann	
		Stephens, Marilyn	
	Serve pie in dining room	Barnhart, Jeremy	
		Page, Tim	
	Take-outs		
	Baggers	Daby, Deb	
		Jaquin, Jill	

	Work Area	Staff Name	Notes
		Stoutenger, Angela	
		Tryon, Robin	
	Servers		need 12, 2:30 to completion
		Arter, Peggy	Serve dressing
		Bickel, Gloria	Serve dressing
		Gardner, Jake	Serve gravy
		Chiarella, Toni	Serve mashed potatoes
		Busch, Beth	Serve turkey
		Dumas, Dennis	Weigh turkey portions: Regular 5 oz., Small 3 oz.
		Dumas, Janet	Serve turkey
		Comerford, Sue	Serve mashed potatoes
		Stephens, Marilyn	Serve gravy
		Moody, Donna	Serve squash
		Gardner, Samantha	Serve squash
		Dumas, Heather	Weigh turkey portions: Regular 5 oz., Small 3 oz.
	Close Take-out Boxes	Barnhart, Matthew	Close and stack take-out food boxes.

	Work Area	Staff Name	Notes
	Carry-outs		
	Customer Service	Dohse, Randy	
		Martin, Bill	
		Rosché, Linda	
		Tryon, Lydia	
	Drive-thru		
	Orders	Tryon, Steven	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.
		Gardner, Annabelle	Check orders for completeness. See that multiple-bag orders are delivered out the window together.

	Work Area	Staff Name	Notes
	Traffic Direction	Pekarek, Ryan	Direct cars coming from north and south to alternate entering the drive-thru line. Take down and gather up outdoor signs after close of drive-thru. Unload donated clothing as needed.
		Pekarek, Joey	Direct cars coming from north and south to alternate entering the drive-thru line. Take down and gather up outdoor signs after close of drive-thru. Unload donated clothing as needed.
	Ticket Sales	Rockhill, Diana	
		Kingsley, Jean	
	Turkeys		
	Roast	Arter, Peggy	1
		Bickel, Gloria	2
		Bruns, Jill	1
		Christopher, Kim	1
		Craig, Becky	1
		DeMent, Vivian	1
		Dumas, Janet	1

	Work Area	Staff Name	Notes
		Familo, Debbie	1
		Farden, Debbie	1
		Forbes, Chuck	1
		Gifford, Don	1
		Hawksby, Lynne	1
		Heath, Jeannette	1
		Jaquin, Jill	1
		Kinney, Nicole	1
		Mather, Cindy	2
		Prarie, Nancy	1
		Reed, Donna	1
		Reidy, Joanne	1
		Rockhill, Diana	1
		Rosché, Linda	1
		Salisbury, Steve	2
		Smith, Marie	2
		Stephens, Marilyn	2

	Work Area	Staff Name	Notes
		Tryon, Robin	1
		Visconti, Lynn	2
		Total turkeys roasted	32
	Carve	Bickel, Frank	10:00 to completion. Each steam table pan of sliced turkey should contain about 1/4 to 1/3 dark meat.
		Buske, Doug	9:00 to completion
		Dumas, Fred	9:00 — 10:00
		Fellows, Jeff	9:00 to completion
		Gifford, Don	9:00 to completion
		Hardesty, Mike	9:00 to completion
		Page, Tim	9:00 to completion
		Salisbury, Steve	9:00 to completion
		Shappee, Carl	10:00 to completion
		Tryon, Dan	9:00 to completion
		Visconti, Garry	9:00 to completion
	Pick	Bickel, Gloria	9:00 to completion
		Hart, Dawn	9:00 — 10:00

Harvest Turkey Dinner Manual • 2013 Edition • Minetto United Methodist Church • Tax Exempt #105014

	Work Area	Staff Name	Notes
		Miller, Ann	10:00 to completion
		Reidy, Joanne	9:00 to completion
		Rosché, Linda	9:00 to completion
		Smith, Marie	9:00 — 10:00
			9:00 to completion
	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

	Work Area	Staff Name	Notes
	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

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

[Back to Table of Contents](#)

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 3.75# of onions for cole slaw, divide into 3 batches, refrigerate. [See recipe.](#)

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

3.3.3.1. Divide into 3 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 3 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. 9:00 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. Add 4# brown sugar and 2# butter or margarine to 20# of squash. [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. NOTE: fill all available roaster pans with squash, but store them in hot cabinets overnight. On Saturday morning, transfer them to the electric roasters set at 150°.

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. On Saturday morning, put 8 roasters on roaster table. Bottom row of roasters must each be connected with a short extension cord. This will free up hot cabinet space for the turkey. DO NOT PLUG TWO ROASTERS INTO THE SAME EXTENSION CORD. Put 1/4" of water in roaster under the insert pan.

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 in cartons.

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. Stack containers two-high on large white plastic trays and 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.

3.5.2.3:00 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 snap-top plastic sandwich bags, beginning at 3:30.

3.5.2.1.2. Put bags in medium-sized cartons & store under window-wall tables 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 chapel (former 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.
- 3.6.2.6. 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 or Stewarts

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 chafer pans.

3.6.4.3.2.EVERY PAN SHOULD HAVE ABOUT 1/4 to 1/3 DARK MEAT & the remainder WHITE MEAT.

3.6.4.3.3.Pour 2 cups of hot water over each pan.

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, Noon

3.6.5.1.Cut 8 slices per pie. Small pies should be cut into 6 slices.

3.6.5.2.Do all pumpkin pies first and put packages in insulated chests with bagged ice on BOTTOM. 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 serving line and other operations.

3.6.6.Dining room

3.6.6.1.Set up chafers on serving line by 1:00 P.M.

3.6.6.2.Put 1/4" 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.

Items on the serving line should be arranged in the following order from start to finish: (1) turkey, (2) small table for scale, (3) stacks of plates, (4) dressing, (5) potatoes, (6) gravy, (7) squash

- 3.6.6.5. In take-out boxes, put turkey & dressing in large compartment & potatoes & squash in the small compartments.
- 3.6.6.6. Put generous amount of gravy on potatoes, dressing, & turkey, unless otherwise requested.
- 3.6.6.7. Weigh meat portions as they are served. Regular 5 oz., Small 3 oz.
- 3.6.6.8. Use #12 scoops for dressing, squash, and mashed potatoes. Scoops should be slightly rounded for large dinners and level for small dinners. Never pile them up with dressing as much as would be possible.
- 3.6.7. **Drive-thru & carry-out service**, 3:00 P.M.
 - 3.6.7.1. Serving line set up by 1:00 if possible, 1/4" hot water in chafers, fuel lit
 - 3.6.7.2. Set up chafers on serving line by 1:00 P.M.
 - 3.6.7.3. Put 1/4" 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. Items on the serving line should be arranged in the following order from start to finish: (1) turkey, (2) small table for scale, (3) stacks of take-out boxes, (4) dressing, (5) potatoes, (6) gravy, (7) squash
 - 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 #12 scoops for dressing, squash, and mashed potatoes. Scoops should be slightly rounded for large dinners and level for small dinners. Never pile them up with dressing as much as would be possible.
 - 3.6.7.8. Put generous amount of gravy on potatoes, dressing, & squash, unless otherwise requested.
- 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.

[Back to Table of Contents](#)

Communications

[Back to Table of Contents](#)

Recipes

Judy's Cole Slaw with Cream Dressing

Ingredients	Weights	Measures	Method	Notes
Cream Dressing				
Mayonnaise		3 3/4 quarts		Hellmanns
Salt		5 tbsp.		
Black pepper				to taste
Vinegar, cider		5 1/2 cups		
Sugar		4 cups	Mix all cream dressing ingredients and store overnight in refrigerator.	4 cups = 2#
Cole Slaw Mix & Onions				
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 more than 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 3 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 more than 250 2/3 cup portions. Make 3 batches to serve about 1000.

[Back to Table of Contents](#)

Bread Dressing (Vegetarian)

Ingredients	Weights	Measures	Method	Notes
Bread, stale	26#		Diced 1/2" cubes	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 into 1/2" cubes 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.

[Back to Table of Contents](#)

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 4# brown sugar and 2# butter or margarine to 20# of squash.
- 7 Put in 4" chafer pan.
- 8 Cover with plastic and store in hot cabinet. Note: Squash can also be held in roaster ovens at 140° to conserve chafer pans and hot cabinet space.

[Back to Table of Contents](#)

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.

[Back to Table of Contents](#)

Supplies

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Food Supplies						
		Base, turkey	#	MaineSource	3	3	0	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, vegetarian	#	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 9/3/13. Will pick up at 10:00 A.M., on Thursday, October 10, with trays. We can keep trays until Monday to use for pie storage. See recipe.
		Butter or margarine	#	Walmart	62		62	(20# for dressing, 30# for squash, 12# for potatoes)
		Butter, whipped, cups	Carton of 760	MaineSource	1		1	for dining room tables

Harvest Turkey Dinner Manual • 2013 Edition • Minetto United Methodist Church • Tax Exempt #105014

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Celery seed		Paul's Big M	18 tbsp. (9 oz.)	0	0	for 3 batches of cole slaw
		Celery, diced	#	C's Farm Market, 343-1010	50	0	50	Ordered 9/3/13. Pick up on Wednesday, October 16.
		Coffee					0	ample supply on hand
		Cole slaw mix, G cut	20# case	C's Farm Market, 343-1010	6 cases (120#)	0		Ordered 9/3/13. Pick up on Wednesday October 16. See recipe.
	√	Cranberry sauce	7#-5 oz. can	MaineSource	12	12	0	yields about 80 servings per can
		Creamer packets	1000/ case	MaineSource	1	1	0	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
		Oil, spray		Walmart	1	0	1	greasing dressing pans

Harvest Turkey Dinner Manual • 2013 Edition • Minetto United Methodist Church • Tax Exempt #105014

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		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	ctn. of 4, 6# bags	C's Farm Market, 343-1010	12 ctns (288#)	0		Ordered 9/3/13. Pick up on Wednesday, October 16. See recipe . Shelf life is about 1 month refrigerated.
		Poultry seasoning, Bells All Natural Seasoning	1 oz. box	Walmart	5	0	5	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 9/3/13. Pick up 3:00 P.M., Friday, October 18. Confirmed 10/11/13.
		Sage	.04 oz.		10 tbsp	0	0	10 tablespoons for dressing. Ample supply on hand.

#	√	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# case	C's Farm Market, 343-1010	15 cases (300#)	0		20# case. 1# = 4 servings. Ordered 9/3/13. Pick up on Wednesday, October 16. See recipe . Extra 40# ordered in 2013 for Guest Chef dinner at Salvation Army.
		Sugar packets	3000/box				0	Ample supply on hand in dining room closet
		Sugar, dark brown	#	Walmart	60		48	for squash, 12# will be donated
		Sugar, granulated	#	Walmart	6	0	6	12 cups for 3 batches of cole slaw (2 cups per pound)
		Sweet N Low	1500/box				0	Ample supply on hand in dining room closet
		Tea, bags	100/box		100	100	0	on beverage cart in dining room

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Turkeys, frozen	22-24# each	Big M, Tom Hammond, meat manager	32	0	32	Ordered 9/4/13. Pick up on Sunday, October 13, 9:00 A.M. About 63% of dressed weight of turkey is usable meat. Turkeys received at Big M on 10/9/13, 710.16# @ \$1.22 = \$866.40.
		Vinegar, cider	gallon	Walmart	1		1	16 cups for cole slaw
Paper Products								
		Aluminum foil	18" wide	MaineSource			0	Ample supply on hand in dining room closet
		Bags, brown paper grocery	1/6 Bbl	MaineSource	300	500	0	
		Bags, plastic sandwich	150/box	Walmart	900	0	900	Clear plastic snap-top closure to individually wrap dinner rolls.
		Bags, plastic zip lock, gallon, freezer quality	25/box	Walmart	2	0	2	for ice for pumpkin pie coolers & for cooked squash
		Bags, plastic kitchen or larger		Walmart	10	0	10	for storing tossed cole slaw in boxes overnight to allow flavors to blend

Harvest Turkey Dinner Manual • 2013 Edition • Minetto United Methodist Church • Tax Exempt #105014

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Bleach	gallon		1/2	1	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	0	400	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	800	0	800	9 1/2 x 9 1/4 x 3
	√	Gloves, latex, extra large	box 100	MaineSource	2	0	2	
		Gloves, latex, large	box 100	MaineSource	1	1	0	
		Gloves, latex, medium	box 100	MaineSource	1	1	0	
		Gloves, latex, small	box 100	MaineSource	1	1	0	

Harvest Turkey Dinner Manual • 2013 Edition • Minetto United Methodist Church • Tax Exempt #105014

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	√	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	350		350	
		Pans, liner, 2" deep	ea.	MaineSource	11	12	0	
	√	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
	√	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

#	√	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Portion cups, 5.5 oz.	250 sleeve	MaineSource	50	500	0	Use for gravy on the side.
		Roasting bags	turkey size, up to 24#	Walmart	32	4	32	Sold in boxes of 2 bags. Turkeys will weigh 22 – 24#.
	√	Sterno, 6-8 hour	6-8 hour	MaineSource	20	0	24	packed 24 per carton
	√	Table cover, plastic, orange	40" x 300"	MaineSource	2	1	2	orange color
	√	Trays for hot cabinet, Metal		MaineSource	0	0	0	
Rentals								
		Hot cabinet		Taylor Rental, 446-7101	4	0	4	Reserved on February 1, 2013. We pick up on Friday, October 18, return on October 21. Confirmed 10/11/13.
		Refrigerated trailer		Davis Brothers, 343-6933	1	0	1	Reserved on July 30, 2013. Davis deliver on Tuesday, October 15, pick up on October 21. Confirmed 10/11/13.

#	✓	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 .

[Back to Table of Contents](#)

Dining Room

[Back to Table of Contents](#)

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

Minetto United Methodist Church Harvest Turkey Dinner • October 19, 2013

October 5, 2013

Thank you for agreeing to work on our tenth 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 2:30 P.M., on Saturday, October 19**. 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 2:30 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 2:30 P.M. on Saturday, in the preschool rooms.

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 and apple pie in the plastic bread trays rather than on shelves with the other pies. Coolers for the pumpkin pie are necessary to comply with Health Department regulations.

Dinner guests are being invited to bring used clothing for our recycling collection shed so we will have someone working outside to take their donations from their vehicles and put them in the shed.

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

We served 746 take-out meals last year, 486 via the drive-thru. The drive-thru service is mentioned in our press releases, community calendar entries, and display advertising. We served the 746 take-out meals in considerably less time than it took to serve 196 dinners in the dining room. Last year 21% of our meals were served in our dining room, 28% 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 profitability of our dinner.

Plastic gloves will be available and should always be worn by anyone who handles food, beverages, or ice.

Take-out Job Descriptions

- Order taker (Dan Tryon)
 - Welcome customers to our Harvest Turkey Dinner
 - Take order for dinners; # regular, # small
 - 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 (Steve Tryon)
 - 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 (Deb Daby, Jill Jaquin, Angela Stoutenger, 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.
 - Box closer 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.
 -
- Expeditors (June Tryon, Matt Busch)
 - 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.
- Troubleshoot any errors reported by car hops.
- Save all drive-thru sales slips and worker order forms.
- Car hops (Carol Pecoy, Scott Pecoy)
 - 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, quarters & bills
 - Supply quarters & 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 to be counted and recorded at end of activity.
- Walk-in carry-outs (Randy Dohse, Bill Martin, Linda Rosché, Lydia Tryon)
 - 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!”
-
- Traffic Direction (Joey Pekarek, Ryan Pekarek)
 - Direct cars coming from the north and south on Empire Avenue to alternate entering the drive-thru line.
 - Ask arriving guest if they have clothing donations.
 - Remove donations from vehicles and put them in the shed behind the education wing.
 - Take down and gather up outdoor signs, tape, and traffic cones after close of business.

If you have any questions, please call me at 343-9692 or 529-0120. I look forward to seeing you on October 19, promptly at 2:30. And, again, thanks very much.

Vern Tryon

[Back to Table of Contents](#)

Publicity

This display ad was run in *The Palladium-Times*, the *Oswego Shopper*, and *The Valley News*.



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

Saturday, October 19, 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 following press release was sent to the local print and electronic media. It was also sent to the *Oswego Shopper* for the front page on October 18th which had been reserved months earlier.

Harvest season means that turkey will highlight the menu at the annual Harvest Turkey Dinner at the Minetto United Methodist Church on Saturday, October 19, beginning at 4:00. Customers who prefer to eat at home can go inside for carryout 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 fully accessible.

The church recently added a shed at the back of the building for collecting used clothing for distribution in this country and abroad to people in need. Acceptable items include all clothing, shoes, sneakers, belts, purses, blankets, sheets, pillowcases, drapes, and stuffed toys. Guests attending the dinner are encouraged to bring recyclables with them.

This year's dinner will use 32 turkeys weighing over 700 pounds, 288 pounds of potatoes, 260 pounds of squash, and over 125 home-made pies. Planning and conducting the dinner will involve more than 110 individuals of the congregation and community, from about 100 households. Most participants have done their jobs for several years so they have developed considerable skill and efficiency. "We look forward to seeing long-time friends and new customers as well. Our dinner has become an autumn tradition that is well loved by the people of our community and church," said Pastor Chuck Forbes.

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. Last year, 486 of our 942 meals were delivered to 187 vehicles in the drive-thru line, 21% were served in our dining room, 28% were carried away by people who came inside the building, and the remaining 52% 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 beyond what is provided by our official budget. Included are monthly gifts of non-perishable foods to the Oswego County Salvation Army, a recent collection of school supplies for the Minetto Elementary School, monthly free 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 local charitable purposes, and providing meeting space for several music, exercise, and Scouting groups. Under Pastor Forbes' leadership, we are striving to be God's love to our neighbors in all places.

Our worship services are at 10:00 each Sunday morning and visitors are always welcome. More information about the church may be found at: <http://www.MinettoUMC.org/>

###

[Back to Table of Contents](#)

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.

2012

1. Next year: Saturday, October 19, 2013
2. Begin making dressing and squash at 9:00 Friday morning.
3. Increase cole slaw sugar to 2# per batch.
4. Place 2 workers at the take-out window.
5. 94 of our 942 dinners were small. If they had all been large we would have received an additional \$282.
6. Request the Vulcan hot cabinets with glass doors. They do not require sheet pans in all cases and are 25" wide, by 31" deep (including door handle), by 6' high; 16.6 amps, 2000 watts.
7. First drive-thru customer in 2012 was served at 2:50 P.M., and last one around 6:00.
8. A-frame signs on Route 48 and bridge road need to have bolder lettering.

2013

[Back to Table of Contents](#)

Miscellaneous

[Back to Table of Contents](#)