

# Harvest Turkey Dinner Manual

## 2015 Edition



### **Minetto United Methodist Church**

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

Physical 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 Timeline.....5

Personnel.....11

Production Schedule .....31

Recipes .....43

Turkey Roasting Instructions .....49

Supplies.....51

Take-outs (drive-through & carry-outs) .....61

Publicity .....67

Critiques .....72

Miscellaneous.....85

## 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 2014, 410 of our 786 meals were delivered to 163 vehicles in the drive-thru line. That same year, 21% of our meals were served in our dining room, 27% 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 diffi-

cult 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 60 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, squash, 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: <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.	

<b>Date / Time Period to be Done</b>	<b>Task</b>	<b>Notes</b>
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
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 immediately before the dinner.	
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, two weeks 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.	\$500 in ones, \$300 in fives



<b>Date / Time Period to be Done</b>	<b>Task</b>	<b>Notes</b>
Tuesday or Wednesday of the week of the dinner	Call Minetto Town Highway Department to request 20 traffic cones.	343-0217 or 771-6968
Wednesday of the week of the dinner	Pick up diced celery, cole slaw mix, mashed potatoes, and squash at C's Farms.	
Wednesday or Thursday of the week of the dinner	Get start-up money for making change.	
Friday, the day before the dinner	Pick up 4 hot cabinets at Taylor Rental in DeWitt, 7:30 A.M.	
Friday, the day before the dinner, at 3:00 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.	

<b>Date / Time Period to be Done</b>	<b>Task</b>	<b>Notes</b>

[Back to Table of Contents](#)

**Personnel**

	<b>Work Area</b>	<b>Staff Name</b>	<b>Notes</b>
	Advertising		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.
	Prepare tickets	Tryon, Vernon	200 Carry-out, large, canary 200 Dine in, large, white
	Prepare drive-thru order slips	Tryon, Vernon	220 on 20# white bond
	<b>During Dinner</b>		Saturday, October 17
	Childcare		
	Dining Room	Smith, Marie	
		Nancy Prarie	

		Poole, Karen	Assist Marie Smith in setting up the dining room on Friday and tearing it down Saturday evening.
	Beverages	Poole, Karen	Begin at 2:30, make coffee & mix fruit drink. Serve beverages until completion.
	Hostess	Fellows, Carrie	Call diners from waiting area by ticket number.
	Seat guests	Barnhart, Cailynn	
	Runner between dining room and sanctuary	Barnhart, Marc	Count vacant seats in dining room and go to sanctuary and tell _____ the number of people to send to the dining room.
	Scrape plates		
	Food serving line in dining room (need 6)	Hoffman, Kristin	3:45 — 5:00, serve dressing
		DeMent, Vivian	5:00 — completion, serve dressing
		Bruns, Jill	Weigh turkey portions 3:45 — completion: Regular 5 oz.
		Heath, Jeanette	5:00 — completion, serve squash
		Krause, Karen	3:45 — completion, serve mashed potatoes

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		Bruns, Grace	3:45 — 5:00, serve squash
		Sereno, Ellie	3:45 — completion, serve gravy
	Clear & set tables		
		Bruns, Allyson	4:00 — completion
		Bruns, Lucas	4:00 — completion
		Busch, Ayla	4:00 — completion
		Hardesty, Diana	3:30 — completion
		Hawksby, Lynne	3:30 — completion
	Dishwashing		
		Rogers, Tom	Pots & pans, Wednesday, 1:00 to completion about 4:30
		Rogers, Amy	Pots & pans, Wednesday, 1:00 to completion about 4:31
		Holman, Bruce	Pots & pans, Thursday, 1:00 - 4:30
		Holman, Bruce	Pots & pans, Friday, 1:00 - 4:30
		McFall, Linda	Pots & pans, Saturday, 9:00 to Noon
		Buske, Barbara	Wash dishes Saturday, 2:00 – 6:00

		Kinney, Laura	Wash dishes Saturday, 2:00 – 6:00
		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 9:00 A.M., Thursday, October 8, and deliver to church.	Jerry Bailey	Will need to pay at time of pick-up. Give receipt to Vern Tryon to record and process for reimbursement.
	Pick up 104 loaves of bread (52 white, 52 wheat) in plastic trays from Aldi Foods, Oswego, about 9:00 A.M., Thursday, October 8, and deliver to church.	Moody, Donna	
	Return bread trays to Aldi Foods, Oswego, Monday, October 19	Jerry Bailey	
	Return bread trays to Aldi Foods, Oswego, Monday, October 19	Moody, Donna	

	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 cut into 1" cubes and stale and bring back to church on Friday by 9:00 A.M.	Tryon, Vern	Bread can be picked up on Thursday, October 8, after 10:00 A.M., at church.
		Bickel, Gloria	Cube & dry one batch, 1" cubes
		McFall, Linda	Cube & dry one batch, 1" cubes
		Rockhill, Diana	Cube & dry one batch, 1" cubes
		Poole, Karen	Cube & dry one batch, 1" cubes
		Tryon, June	Cube & dry one batch, 1" 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 14, 1:00 P.M. (elapsed time about 3 hours) One batch takes about 30 minutes to cook.
		Bickel, Frank	
		Bickel, Gloria	
		Buske, Doug	
		Gifford, Don	

		LaVere, Carol	
		Poole, Karen	
		Tryon, Vernon	
	Make 3 batches of cole slaw, mix thoroughly in large black mixing tray, put into plastic-lined original boxes, refrigerate in trailer.		Thursday, October 15, 1:00 P.M. (elapsed time 1 1/2 hours, including clean-up, with 3 people working)
		Bickel, Frank	
		Bickel, Gloria	
		Buske, Doug	
		Tryon, Vernon	
		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 14, 1:00 P.M. Two people can do this in about an hour.



		Allen, Shawn	
		Dumas, Fred	
		Holman, Bruce	
		VanPatten, Rick	
	<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>	Carla Salisbury	<p>Friday, beginning at 9:00 A.M. Use 5# brown sugar &amp; 2# butter or margarine per 20# of squash.</p>
		Bickel, Gloria	
		McFall, Linda	
		Poole, Karen	
		Rockhill, Diana	

		VanPatten, Cathy	
		Zawisza, Charlie	
	Pick up dinner rolls at Paul's Big M.	Vern Tryon	Friday, October 16, 2:00 P.M.
	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 2:30.
		Baxter, June	
		Bradt, Judy	
		Dingman, Betty	
		Dohse, Wynnette	
		Holman, Bruce	
		Holman, Maggie	
		Moody, Donna	
		Pekarek, Rachel	
		Tryon, June	

	Store as much squash as possible in roaster ovens. (Save 2 empty roaster ovens for gravy.) Pour about 2 cups of hot broth made with turkey base over pans of sliced turkey, cover with plastic, put in hot cabinets.	Salisbury, Carla	Saturday, 9:00 A.M. Food in hot cabinets and roaster ovens must be kept above 140° F, measured by stem thermometer.
	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 17, starting at noon
		Rockhill, Bill	
		Salisbury, Steve	
		Zawisza, Charlie	
	Gravy	Fellows, Jeff	Make 32 gallons of gravy from drippings, store the gravy in roaster pans. Make extra gravy with turkey base, if necessary. Saturday, October 17, starting at noon.

	Gravy	Gifford, Don	Make 32 gallons of gravy from drippings, store the gravy in roaster pans. Make extra gravy with turkey base, if necessary. Saturday, October 17, starting at noon.
	Kitchen tasks as needed during dinner	Carla Salisbury	
	Runners	Bruns, Robert	Keep dining room serving line supplied with food.
		Hardesty, Mike	Keep take-out serving line supplied with food.
	Pies		
	Bake		
		Adams, Sheri	5
		Armstrong, Kris	2
		Bickel, Gloria	3
		Boyea, Marilyn	2
		Bradt, Judy	4
		Bruns, Jill	4
		Bullard, Norita	2
		Christopher, Kim	2

		Craig, Becky	8
		DePoint, Brad	2
		Dodge, Arlene	2
		Dodge, Jackie	2
		Dohse, Randy	5
		Donovan, Kellie	2
		Dunsmoor, Judith	2
		Gifford, Don	4
		Hawksby, Lynne	2
		Jaquin, Jill	1
		Kinney, Nicole	1
		Krause, Karen	2
		McFall, Linda	2
		Page, Liz	2
		Patrick, Betty	1
		Pekarek, Rachel	1
		Pooler, Norma	2
		Prarie, Nancy	2

		Raes, Grace	1
		Reed, Donna	8
		Rothrock, Megan	3
		Salisbury, Carla	5
		Slife, Eloise	2
		Smith, Marie	2
		Stephens, Marilyn	6
		Stoughtenger, Juanita	2
		Stoutenger, Joann	5
		Suckling, Glen	2
		Tryon, Robin	4
		Visconti, Lynn	2
		Waterbury, Joan	4
		Zawisza, Nancy	2
		<b>Total pies</b>	<b>115</b>

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	Cut & package pie		Saturday, October 17, starting at 9:00 A.M.
		Hoffman, Kristin	9:00 – Completion
		Bradt, Judy	9:00 – 10:30 A.M.
		Chiarella, Toni	9:00 – 10:30 A.M.
		Moody, Donna	9:00 – 10:30 A.M.
		Mather, Cindy	9:00 – 10:30 A.M.
		Hardesty, Mikayla	10:30 A.M. – Completion
		Krause, Karen	10:30 A.M. – Completion
		Dohse, Wynnettes	10:30 A.M. – Completion
		Poole, Karen	10:30 A.M. – Completion
	Serve pie in dining room	Barnhart, Jeremy	
		Barnhart, Jeffrey	
	Take-outs		
	Baggers	Jaquin, Jill	
		Rothrock, Megan	
		Tryon, Lydia	
		Tryon, Robin	
	Servers		need 11, 2:30 to completion

		Harris, Sheila	Dip gravy. Put 4 oz. ladle-full in 6 oz. squat portion cups, 2:30 to completion
		Bradt, Judy	Cap & put gravy in large compartment of food boxes, 2:30 to completion
		Rothrock, Cole	Cap & put gravy in large compartment of food boxes, 2:30 to completion
		Zawisza, Nancy	Serve dressing
		Chiarella, Toni	Serve mashed potatoes
		Comerford, Sue	Serve mashed potatoes
		Dohse, Wynnette	Serve squash
		Dumas, Dennis	Weigh turkey portions: Regular 5 oz.
		Hardesty, Alexa	Serve dressing
		Moody, Donna	Serve squash
		Sivers, Rick	Weigh turkey portions: Regular 5 oz.
	Close Take-out Boxes	Barnhart, Matthew	Close and stack take-out food boxes.
	Carry-outs		



	Customer Service	Daby, Debbie	2:30 to completion
		Dohse, Randy	2:30 to completion
		Townsend, Arlene	2:30 to completion
		Townsend, Don	2:30 to completion
	Drive-thru		
	Orders	Rothrock, Jeff	Receive & write orders on bags
		Tryon, Dan	Greet customers, take orders & radio inside
	Car Hop	Pecoy, Scott	Collect money & sales slips
	Car Hop	Tryon, Jordan	Deliver food to cars
	Expediter	Dingman, Betty	Check orders for completeness. See that multiple-bag orders are delivered out the window together.
		Tryon, June	Check drive-thru orders for completeness and in numerical order. Receive money and sales slips from car hops.
	Traffic Direction		Direct cars coming from north and south to alternate entering the drive-thru line.

			Tell drivers when parking lot is full; suggest they park at the school or use the drive-through.
	Ticket Sales	Rockhill, Diana	
		Kingsley, Jean	
	Turkeys		
	Roast		
		Allen, Sylvia	1
		Bickel, Gloria	2
		Bruns, Jill	1
		Christopher, Kim	1
		Craig, Becky	1
		DeMent, Vivian	1
		Dohse, Wynnette	2
		Familo, Debbie	1
		Gifford, Don	1
		Hawksby, Lynne	1
		Heath, Jeannette	1
		Jaquin, Jill	2

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		Kingsley, Lori	1
		Mather, Cindy	2
		McFall, Linda	2
		Prarie, Nancy	1
		Raes, Grace	1
		Reed, Donna	1
		Rockhill, Diana	1
		Salisbury, Steve	2
		Seeley, Sheila	1
		Sivers, Rick	1
		Stephens, Marilyn	2
		Stoughtenger, John	1
		Tryon, Robin	1
		<b>Total turkeys roasted</b>	<b>32</b>
	Carve		10:00 to completion. Each steam table pan of sliced turkey should contain about 1/4 to 1/3 dark meat.
		Bailey, Jerry	9:00 to completion

Harvest Turkey Dinner Manual • 2015 Edition • Minetto United Methodist Church • Tax Exempt #105014

		Buske, Doug	9:00 to completion
		Dumas, Fred	9:00 to completion
		Gifford, Don	9:00 to completion
		Hardesty, Mike	9:00 to completion
		Mather, Dan	9:00 to completion
		Salisbury, Steve	9:00 to completion
		Tryon, Dan	9:00 to completion
		Zawisza, Charlie	9:00 to completion
			9:00 to completion
			9:00 to completion
	Pick	Champagne, Velmacelia	9:00 to completion
		Kingsley, Jean	9:00 to completion
		Poole, Karen	9:00 to completion
		Smith, Marie	9:00 to completion
		Wheeler, Dick	9:00 to completion
			9:00 to completion
	Miscellaneous		
	Coffee for workers	Tryon, Vernon	Saturday A.M.

Harvest Turkey Dinner Manual • 2015 Edition • Minetto United Methodist Church • Tax Exempt #105014

	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, medium	Donovan, Kellie	2
	Cooler, insulated, medium	Tryon, Vernon	2
	Cooler, insulated, large	Hardesty, Mike	1
	Cooler, insulated, large	Martin, Bill	2
	Cooler, insulated, large	Prarie, Nancy	1
	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#
	Roaster ovens, loan	Bickel, Gloria	1
	Roaster ovens, loan	Diana Rockhill	1
	Roaster ovens, loan	Smith, Marie	1
	Roaster ovens, loan	Stephens, Marilyn	1
	Roaster ovens, loan	Tryon, June	1
	Walkie Talkies, loan	Tryon, Dan	

[Back to Table of Contents](#)

## Production Schedule

### 1. Target times

- 1.1. Saturday cooks will be scheduled to begin at a time adjusted to the amount of cooking, if any, that remains to be 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. Stem thermometers must be used to measure the temperatures of food products. Do not rely on the temperature settings of ovens, roasters, or hot cabinets.
- 2.2. Hot foods must be held at 140° F. or above.
- 2.3. Cold foods must be cooled and held below 45 ° F.
- 2.4. Mashed potatoes must be heated to at least 150° F.
- 2.5. Dressing must be cooked to at least 165° F.
- 2.6. Turkeys must be roasted to at least 165° in thickest part of breast and at least 180° in the inside of the thigh.

### 3. Production schedule

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

- 3.1.1. Jerry Bailey will pick up bread and trays from Aldi in Oswego., at 9:00 A.M., and return trays on Monday following the dinner.
  - 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” cubes and spread out to stale until Friday of the week of the dinner. Electric knives work best.

3.1.1.3. Staled bread needs to be back at the church by 9:00 A.M. on Friday of the week of the dinner.

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

### **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 4” steam table pans 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. Make 3 batches. Put in separate 4” deep steam table pans

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. Put large kettle with large colander on stand near door to collect drippings.

3.3.4.7. Place cutting sheets for carvers and pickers.

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

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

#### 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. **Fri day**

##### 3.5.1. **8:00 A.M.**

3.5.1.1. Put pans of dressing vegetables in oven at 200°F. They will warm through in one hour and be ready for mixing into the dressing.

##### 3.5.2. **9:00 A.M.**

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

- 3.5.2.1.1. Grease 2" pans with spray oil. You will need 40 pans.
- 3.5.2.1.2. Refrigerate pans of dressing that are waiting to go into the oven.
- 3.5.2.2. Bake dressing at oven setting 325°, 8 pans per batch, to 165° F.
  - 3.5.2.2.1. Rotate pans from top to bottom in oven about half way through the cooking time.
  - 3.5.2.2.2. Cover with plastic wrap, and hold in hot cabinet. Set hot cabinet temperature to slightly over 140° F.
  - 3.5.2.2.3. Check dressing temperature with thermometer and adjust cabinet setting to keep dressing above 140°.
- 3.5.2.3. Cook & prepare squash. Add 4# brown sugar and 2# butter or margarine to 20# of squash. [See recipe](#). Drain squash thoroughly before mashing by hand. Do not use power mixer.
  - 3.5.2.3.1. 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°.
  - 3.5.2.3.2. Check squash temperature with thermometer and adjust cabinet or roaster setting to keep squash above 140°.
  - 3.5.2.3.3. 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.
  - 3.5.2.3.4. 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.
  - 3.5.2.3.5. Takes about 4 hours with 2 - 3 workers.
- 3.5.2.4. Package cole slaw.
  - 3.5.2.4.1. Put in 5 oz. portion cups with lids.

3.5.2.4.2. Set aside 900 cups at the outset so you will know when you have 900 servings.

3.5.2.4.3. Arrange in cartons.

3.5.2.4.4. Refrigerate in trailer until served.

3.5.2.5. Package cranberry sauce.

3.5.2.5.1. Use #40 scoop. Be sure cups are full.

3.5.2.5.2. Put in 2 oz. portion cups.

3.5.2.5.3. Set aside 900 cups at the outset so you will know when you have 900 servings.

3.5.2.5.4. Stack containers two-high on large white plastic trays and refrigerate in large refrigerator in take-out room.

3.5.2.5.5. Takes about 2½ hours with two workers.

3.5.2.6. Wash pots and pans as available.

3.5.2.7. Sanitize kitchen surfaces before and after use.

### **3.5.3.2:00 P.M.**

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

3.5.3.2. Put individual rolls in snap-top plastic sandwich bags, beginning at 2:30.

3.5.3.2.1. Team of 4 to bag dinner rolls

3.5.3.2.2. One opens plastic zip lock bags

3.5.3.2.3. One separates rolls

3.5.3.2.4. Two put rolls in bags and seal

3.5.3.3. Put bags in medium-sized cartons & store under window-wall tables in take-out room.

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

3.6.1. Arrange tables per Marie Smith's direction

3.6.2. Cover table tops with plastic table cover

3.6.3. Arrange chairs around all tables

3.6.4. Place carts for beverages & garbage collection. Provide pail for beverage waste.

### 3.7. Saturday

#### 3.7.1. Outdoors

3.7.1.1. 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.

3.7.1.2. Put up signs around the village.

3.7.1.2.1. Signs are stored in a box in classroom #5, adjacent to the chapel (former nursery).

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

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

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

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

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

3.7.2.2. Make 32 gallons of gravy

3.7.2.2.1. Make gravy from drippings. Do not put giblets in gravy.

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

3.7.2.2.3. Gravy for the dining room serving line should be held in roaster ovens above 140° F.

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

3.7.2.3.1. 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 or ovens.

3.7.2.3.2. Melt 12# butter or margarine in double boiler, stir frequently to avoid separation, pour 2 cups (1#) on each steam table pan of potatoes.

3.7.2.3.3. Check potato temperature with thermometer and adjust cabinet or oven setting to keep potatoes above 140°.

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

3.7.2.5. Wash pots and pans as available

### **3.7.3. Miscellaneous**

3.7.3.1. Pick up ice, if needed, at Big M or Stewarts

3.7.3.2. Make coffee for workers

3.7.3.3. Pick up doughnuts for workers.

### **3.7.4. Turkeys, Take-out Room**

3.7.4.1. Turkeys brought in between 9:00 and 9:30, check off names on list. Any turkeys arriving cold (less than 140° F) are to be discarded.

3.7.4.2. The time span between checking the turkeys in and placing the sliced turkey into hot holding must not exceed 2 hours if held at room temperature. Turkeys could be held above 140° F in the ovens or hot cabinets.

3.7.4.3. Collect all drippings for gravy and hold at 140° F. or above.

3.7.4.4. Boil picked bones for 20 minutes. Remove bones and discard. Use broth for sliced turkey pans and for gravy.

3.7.4.5. Carving, picking, slicing use plastic cutting sheets

3.7.4.5.1.Slice turkey across the grain.

3.7.4.5.2.Arrange in 4 inch deep chafer pans. Pans should be compact and full but not heaped up above the sides.

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

3.7.4.5.4.Pour 2 cups of hot broth made with turkey base over each pan.

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

3.7.4.5.6.Check turkey temperature with thermometer and adjust cabinet setting to keep turkey above 140°.

3.7.4.6.Clean up area; remove table leg extensions, discard cardboard, save plastic floor cover.

3.7.5.**Pies**, French Room, 9:00 A.M. to completion

3.7.5.1.The process of cutting and boxing pies will continue through the morning as the pies arrive.

3.7.5.2.Volunteers will be scheduled in groups of four (two teams of two people each) in 1.5 hour shifts from 9:00 A.M. to completion. Always fill pie boxes so the writing is on the bottom. If they aren't all the same they will not stack securely. One person opens and holds the box while another person uses a spatula to put a slice of pie into it. First person then snaps the box closed.

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

3.7.5.4.Do all pumpkin and pecan pies first and put packages in insulated chests with bagged ice. Leave ice in bags.

3.7.5.5.Arrange packaged pie in groups by kind. Put apple pie in stackable bread racks; other kinds stacked together on moveable shelves.

3.7.5.6.Clean up area and remove table leg extensions

3.7.5.7.Arrange tables for take-out serving line and other operations.

### **3.7.6.Dining room**

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

3.7.6.2.Put 1/4” hot water in bottom pan

3.7.6.3.Light fuel

3.7.6.4.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, (8) cole slaw, (9) rolls.

3.7.6.5.Put 4 oz. of gravy on potatoes, dressing, & turkey, unless otherwise requested.

3.7.6.6.Weigh meat portions as they are served — 5 oz.

3.7.6.7.Use #12 scoops for dressing, squash, and mashed potatoes. Scoops should be slightly rounded. Never pile them up with dressing as much as would be possible.

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

3.7.7.1.Serving line set up by 1:00 if possible

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

3.7.7.3.Put 1/4” hot water in bottom pan

3.7.7.4.Light fuel

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

3.7.7.6.Items on the serving line should be arranged in the following order from start to finish: (1) gravy, (2) stacks of take-out boxes, (3) dressing, (4) squash, (5) potatoes, (6) small table for scale, (7) turkey, (8) turkey server

3.7.7.7.Weigh meat portions as they are served — 5 oz.

3.7.7.8. In take-out boxes, put turkey & dressing in large compartment & potatoes & squash in the small compartments.

3.7.7.9. Use #12 scoops for dressing, squash, and mashed potatoes. Scoops should be slightly rounded. Never pile them up with dressing as much as would be possible.

3.7.7.10. Use 6 oz. portion cups and 4 oz. ladles for gravy, 1 ladle-full for each meal. All takeout gravy served in portion cups.

3.7.8. Food and staff in place by 2:00

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

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

### **3.8. Leftovers**

3.8.1. Storage of hot food leftovers

3.8.1.1. Sliced turkey, squash, dressing, gravy, and mashed potatoes must be put in 2" steam table pans, cooled to 45° F and then covered with plastic, and stored in refrigerators. The food must cool to 70° F. within 2 hours and to 45° F. or below within 4 additional hours. They should not be left on a counter but refrigerated immediately.

3.8.2. Storage of cold food leftovers

3.8.2.1. Coleslaw, cranberry sauce, and pie must be stored in refrigerators and held below 45° F.

### **3.9. Sunday 8:30 A.M.**

3.9.1. Schedule 4-5 workers

3.9.2. Package leftovers in quart and gallon ziplock bags for sale after church

3.9.2.1. Label each package of leftovers, "Keep cold. Reheat to 165° F"

3.9.3. Put away steam table pans, sheet pans, signs, and other items.



[Back to Table of Contents](#)

## Communications

[Back to Table of Contents](#)

## Recipes

### Joanne & Gloria's Cole Slaw with Cream Dressing

Ingredients	Weights	Measures	Method	Notes
<b>Cream Dressing</b>				
Mayonnaise		5 ¾ quarts		use only Hellmanns
Salt		6 ⅔ tbsp.		
Black pepper		1 ¾ tbsp.		to taste
Vinegar, cider		8 cups		
Sugar		8 cups	Mix all cream dressing ingredients and store overnight in refrigerator.	2 cups per #
<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 ¼#		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 900.
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 per recipe.
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 more than 250 2/3 cup portions. Make 3 batches to serve about 900.

[Back to Table of Contents](#)

Bread Dressing (Vegetarian)

<b>Ingredients</b>	<b>Weights</b>	<b>Measures</b>	<b>Method</b>	<b>Notes</b>
Bread, stale	26#		Diced 1” 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.		1 tbsp. = ½ oz.
Poultry seasoning		8 tbsp. (one 1-oz. box)		use Bell’s Seasoning
Black pepper		2 tbsp.		
Turkey base	1#			

1. Makes about 200 5 oz. portions, 25 servings per 2” pan. Make 5 batches to serve 900.
2. Cut bread into 1” 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, turkey base, and dry seasonings in stock pot. Add remaining amount of cold water to stock. Mix well.
5. Place bread in large black plastic mixing pan, 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 325° 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. Use large double boiler with strainer to thoroughly drain cooked squash before mashing.
5. Mash squash with hand masher. Do not use power mixer.
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.
9. Cooking and preparing the squash took about four hours with three workers.

[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](#)



## Turkey Roasting Instructions

Read all of this information carefully. It is different from last year.

### Precautions:

- **Do not under any circumstances refrigerate a roasted turkey.**
- **Do not roast turkey ahead of schedule.** If you find that you cannot roast the turkey on Saturday morning, call Vernon Tryon (343-9692 or 529-0120) who will arrange for someone else to roast it.
- Turkey must be brought to the church hot from the oven. Turkeys that arrive cold (below 140° F) will be discarded.
- Ignore the pop-up indicator if there is one. Use meat thermometer. Do not let thermometer contact bone. **Turkey must be at least 165° F in the thickest part of the breast and 180° F in the innermost part of the thigh. Check both locations.** Never rely on appearance to determine doneness.

### Roasting Procedure:

- Thaw frozen turkey in refrigerator, never on the counter, during the week. It will not thaw as quickly in a refrigerator that is not opened very often. It is well to check occasionally to be sure the thawing is progressing. Refrigerator must be 40° F or colder.
- **Do not rinse or wash** the turkey before putting it in the roasting bag along with the giblets, which should be cooked inside the roasting bag, but **outside the turkey cavity**. Use of the roasting bag shortens cooking time and preserves moisture.
- Preheat oven to 350° F.

- Add one tablespoon of flour to the roasting bag.
- Brush turkey with vegetable oil or butter. Do not add any spices, flavorings, stuffing, or other ingredients.
- Put turkey on its back in bag and cut 6 one-half inch slits in the top of the roasting bag. Turkey should rest on a rack rather than the bottom of the roaster pan.
- **It is important that all juice be saved in the roasting bag. It is needed for gravy.**
- Turkeys will cook in 3 to 3-1/2 hours. Juices should run clear and legs should fall away from the body.
- Please have the roasting completed by about 8:30 A.M. so the turkey can be brought to the church between 9:00 and 9:30.

**Thank you for doing this important job. Just to let you know that your work is an important part of a sizable project, we will be roasting and carving 32 turkeys, totaling about 768 pounds, to have enough for at least 900 servings.**

## Supplies

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Food Supplies						
	✓	Base, turkey	#	MaineSource	6	7	0	For dressing. 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.
	✓	Bread, white	20 oz. loaves	Aldi	52	0	52	2080 oz. divided by loaf weight in ounces = number of loaves needed. Order 9/8/15. Will pick up at 10:00 A.M., on Thursday, October 8, with trays. Must return trays by Monday, October 19. <u>See recipe.</u>
	✓	Bread, wheat	20 oz. loaves	Aldi	52		52	
	✓	Margarine, Imperial	#	Save a Lot	58	58	0	(20# for dressing, 26# for squash, 12# for potatoes) (1# = 2 cups)
	✓	Butter, whipped, cups	Carton of 760	MaineSource	1	1	0	for dining room tables
	✓	Celery seed		Paul's Big M	18 tbsp. (9 oz.)		0	Ample on hand. for 3 batches of cole slaw

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Celery, diced	#	C's Farm Market, 343-1010	50	0	50	Order 9/8/15. Delivery to church on Wednesday, October 14. Shelf life about 1 week.
		Coffee					0	ample supply on hand
	✓	Cole slaw mix, diced	20# case	C's Farm Market, 343-1010	6 cases (120#)	0		Order 9/8/15. Delivery to church on Wednesday October 14. <u>See recipe</u> . Each 20 pound case of cole slaw mix yields about 200 servings.
	✓	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	10# bag	Walmart	2	0	0	Use ONLY Gold Medal flour
	✓	Mayonnaise, Hellmanns	quart	Walmart	17	0	17	for cole slaw, use ONLY Hellmanns Mayonnaise
	✓	Oil, spray		Aldi	1	1	0	greasing dressing pans
		Onions	#	Dunsmoor Farms	25#	0		Donated & delivered by Dunsmoors. (20# for dressing, 3.75# for cole slaw)

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Pepper, black	4 oz.	Aldi	2	2	0	Ample on hand. 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		Order 9/8/15. Delivery to church on Wednesday, October 14. <u>See recipe</u> . Shelf life is about 1 month refrigerated. Three servings per pound, 72 servings per carton.
	✓	Poultry seasoning, Bells All Natural Seasoning	1 oz. box	Walmart	5	5	0	One 1 oz. box equals 8 tablespoons.
	✓	Punch mix		Walmart		1	0	to make 10 gallons.
	✓	Rolls, dinner	dozen	Big M, Diane	75	0	75	\$3.59/doz., buy one get one free, Big M will donate half. Order 9/8/15. Pick up 2:00 P.M., Friday, October 16.
	✓	Sage	5 oz.	Walmart	10 tbsp		0	Ample on hand. 10 tablespoons for dressing. Ample supply on hand. (1 oz. = about 2 1/3 tablespoons)
	✓	Salt	26 oz. box	Aldi	2	2	0	(20 tablespoons for dressing, 45 tablespoons for cole slaw)

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Squash, butternut, fresh peeled & cubed	20# case	C's Farm Market, 343-1010	13 cases (260#)	0	13	20# case. 1# = 4 servings. Ordered 9/8/15. Delivery to church on Wednesday, October 14. <u>See recipe.</u>
	✓	Sugar packets	3000/box				0	Ample supply on hand in dining room closet
	✓	Sugar, light brown	#	Aldi	52#	52#	0	2# bags, for squash
	✓	Sugar, granulated	#	Save a Lot	12#	12#	0	24 cups (12#) for 3 batches of cole slaw cream (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
	✓	Turkeys, frozen	22-24# each	Big M, Nick, meat manager	32	0	32	Order 9/8/15. Pick up on Sunday, October 11, 9:00 A.M. About 63% of dressed weight of turkey is usable meat.
	✓	Vinegar, cider	quart	Walmart	6	1 gal., 1 pint	1.5 quarts	24 cups for cole slaw
		Paper Products						

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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Aluminum foil	18" wide	MaineSource			0	
	✓	Bags, brown paper grocery	1/6 Bbl	MaineSource	300	500	0	
	✓	Bags, plastic zip lock sandwich		Walmart	900	1000	0	Clear plastic snap-top closure to individually wrap dinner rolls.
	✓	Bags, plastic zip lock, gallon, freezer quality	25/box	Walmart	1	1	0	for ice for pumpkin pie coolers
	✓	Bags, plastic zip lock, gallon	each	Walmart	50	40	10	for packaging leftovers
	✓	Bags, plastic zip lock, quart	each	Walmart	100	95	0	for packaging leftovers
		Bags, plastic kitchen or larger		Walmart	10	0	10	for storing tossed cole slaw in boxes overnight to allow flavors to blend
	✓	Bags, plastic roaster, large size for turkeys up to 24#	2/box	Walmart	16 boxes	16	0	for roasting turkeys
	✓	Bleach, unscented (6 to 6.15% sodium hypochlorite)	gallon	Save a Lot	1	1	0	Use 1 tablespoon per gallon of cool water for sanitizing washed dishes. Use 1 ¼ cups for ½ tubful of cool water. Use ¼ cup per gallon of cool water for disinfecting kitchen counters, refrigerators, other hard surfaces.



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#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Coffee cups, foam	8 oz.	CAPACO	400	200	500	Extras will be used for coffee hour.
	✓	Dinner boxes, divided, large	200/ case, 100/ sleeve	CAPACO	800	200	600	9 1/2 x 9 1/4 x 3, extras will be used for free dinners, ordered 9/17/15, deliver 10/7/15
	✓	Gloves, vinyl, extra large	box 100	CAPACO	2	2	0	ordered 9/17/15, deliver 10/7/15
	✓	Gloves, vinyl, large	box 100	CAPACO	1	1	0	ordered 9/17/15, deliver 10/7/15
	✓	Gloves, vinyl, medium	box 100	CAPACO	1	1	0	ordered 9/17/15, deliver 10/7/15
	✓	Gloves, vinyl, small	box 100	CAPACO	1	1	0	ordered 9/17/15, deliver 10/7/15
	✓	Lids for 2 oz. portion cups	200 sleeve	CAPACO	900	500	400	for cranberry sauce, ordered 9/17/15, deliver 10/7/15
	✓	Lids for 4 oz. portion cups	250 sleeve	CAPACO	900	500	500	for cole slaw, ordered 9/17/15, deliver 10/7/15
	✓	Lids for 6 oz., styrofoam portion cups, Dart vented lid 12JL	1000/ case	CAPACO	700	250	500	Use for gravy on the side. ordered, ordered 9/17/15, deliver 10/7/15

**Harvest Turkey Dinner Manual • 2015 Edition • Minetto United Methodist Church • Tax Exempt #105014**

#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
	✓	Napkins, dinner		MaineSource	350	350	0	
	✓	Pans, liner, 2" deep	ea.	CAPACO	11	11	0	ordered 9/17/15, deliver 10/7/15
	✓	Pie wedge containers, deep, 9"	500 case	CAPACO	900	1000	0	Item #488276, Stock #CI8-9019, case/500. ordered 9/17/15, deliver 10/7/15
	✓	Plastic wrap	18" wide 2000'	MaineSource	1	1	0	
	✓	Plates, dinner, 3 compartment, disposable, good quality	125/pkg.	CAPACO	250	250	0	Aristocrat, #441156, ordered 9/17/15, deliver 10/7/15
	✓	Portion cups, 2 oz.	250 sleeve	CAPACO	900	500	500	for cranberry sauce, ordered 9/17/15, deliver 10/7/15
	✓	Portion cups, 4 oz.	250 sleeve	CAPACO	900	500	500	for cole slaw, ordered 9/17/15, deliver 10/7/15
	✓	Portion cups, styrofoam, 6 oz. (squat foam container) 6SJ12	1000/case	CAPACO	700	250	450	Use for gravy on the side. ordered 9/17/15, deliver 10/7/15
	✓	Sterno, 6 hour	6 hour	MaineSource	20	20	0	packed 24 per carton. MUST BE METAL CANS; plastic ones don't stay lit.
	✓	Table cover, plastic, orange	46" x 131 ft.	CAPACO	1	1	0	orange color

**Harvest Turkey Dinner Manual • 2015 Edition • Minetto United Methodist Church • Tax Exempt #105014**

#	✓	Item	Size	Vendor	Qty. Needed	Qty. on Hand	Qty. to Buy	Notes
		Rentals						
	✓	Hot cabinet	Hot cabinets measure 28" wide by 36" deep by 70" high.	Taylor Rental, 446-7101	4	0	4	Reserved on 12/2/14. We pick up on Friday, October 16, return on October 20. Taylor would charge: \$300 for delivery & pick-up; \$150 for pick-up only.
	✓	Refrigerated trailer		Davis Brothers, 343-6933	1	0	1	Reserved on September 1, 2015 . Davis deliver on Tuesday, October 13, pick up on October 19.
	✓	Traffic cones		Town of Minetto	20	0		Borrowed from Town of Minetto, James Sharkey, Highway Superintendent, 343-0217 or 771-6968. Request on October 12.

[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 18, 2014

October 1, 2014

Thank you for agreeing to work on our thirteenth 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 2:00 P.M., on Saturday, October 18**. 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 as soon 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 a significant change in procedures this year. We will be serving all of the gravy for take-out meals in covered portion cups. Diners can then put the gravy on their food when they are ready to eat.

There will be supervised care available for the young children of parents working at the dinner, beginning at 2:00 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 640 take-out meals last year, 430 via the drive-thru. The drive-thru service is mentioned in our press releases, community calendar entries, and display advertising. We served the 640 take-out meals in considerably less time than it took to serve 206 dinners in the dining room. Last year 24% of our meals were served in our dining room, 25% 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 touches 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 (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 (Deb Daby, Sheila Harris, Megan Rothrock, 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, Betty Dingman)**
  - 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 expeditor periodically.
  - Get quarters and small bills from expeditor 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, Arlene Townsend, Don Townsend, Lydia Tryon)**
  - Collect tickets from customers.
  - Ask pie preferences
  - Bag boxed meals according to order.
  - Call for small meals to be packed.
  - Call for special orders to be packed.
  - Mark food boxes to show special orders.
  - 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 (TBA as required)**
  - 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 18, promptly at 2:00. 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*, in October, 2013.



**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/>

###

## **Press Release for 2014**

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The church has 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 homemade pies. Planning and conducting the dinner will involve over 120 individuals of the congregation and community. 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 Harvest Dinner was originally served in our dining room, but gradually more people wanted dinners to take home. In 2002, the option of drive-thru service was offered 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, 430 of our 846 meals were delivered to 163 vehicles in the drive-thru line, 24% were served in our dining room, 25% 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 beyond what is provided by our official budget. Included are monthly gifts of non-perishable foods to the Oswego County Salvation Army, 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, 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.

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###

[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
  1. Schedule dishwasher 9:00 A.M. to 3:00 P.M. Saturday to do pots and pans from turkeys and pies.
  2. Schedule 4 staff to weigh portions, each with a scale.
  3. 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.
  4. 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
  1. Request that pies not have nuts.
  2. 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.
  3. Have at least two empty roasters ready to hold gravy at noon on Saturday.
  4. Dressing was too salty.
  5. Turkey was too dry.
  6. \$9.00 is too much
  7. Trimmings were very good
4. Equipment

1. Purchase 6 4” chafer pans
2. Purchase 2 digital scales (ordered 10/20/10)
3. Purchase or request donation of kitchen scale
4. 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 sautéd.
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

1. Next dinner: Saturday, October 18, 2014
2. Raise the price of the small dinners to \$7.00. Keep large dinners at \$9.00. Many people pay in multiples of \$10.00 and refuse their change.
3. Friday, 8:00 A.M., put pans of dressing vegetables in oven at 200° F. Will warm through in one hour.
4. Try to pick up rolls at Paul's Big M at 2:00 P.M. on Friday
5. Order one more case of cole slaw. Finer chop in 2013 packed better in the 5 oz. portion cups but cups held more, thus, only about 900 servings. Adjust shopping list accordingly for cream ingredients.
6. Team of 4 to package cranberry sauce:
  1. 2 scooping
  2. 1 capping
  3. 1 packing in boxes
7. Team of 4 to bag dinner rolls
  1. 1 opens plastic zip lock bags
  2. 1 separates rolls
  3. 2 put rolls in bags and seal
8. Squash was cooked, prepared, and put in hot cabinets in 4 hours, 9:00 A.M. to 1:00 P.M.
9. Buy paper hats for servers.
10. Consider raising price of small dinner to \$7.

11. Reserve front page of *The Valley News* a year in advance.
12. Provide two cash boxes for ticket sellers.
13. Schedule 4 or 5 people at 8:30 Sunday morning to package leftovers for sale and put away steam table pans, sheet pans, signs, and other items. Purchase a supply of plastic bags, 1 quart & 1 gallon, for leftovers.
14. Omit turkey servers in the serving lines.
15. Schedule someone to check off pies and turkeys as they arrive and cut pies, large pies into 8 pieces, small pies into 6 pieces.
16. Consider omitting cole slaw; would reduce expenses by about \$250 and save many person-hours of work making the cream, mixing the cole slaw, serving into 4 oz. portion cups.
17. Consider serving cranberry sauce and cole slaw family style in the dining room. Survey other workers about this idea.
18. Change cole slaw recipe to provide more cream.
19. Station a parking attendant at the Granby Road entrance to the parking lot.
20. Serve all take-out gravy on the side in portion cups.
21. Change instructions to require turkey to be cooked longer.
22. Improve control of dine in patrons. Ticket sellers send them to sanctuary to wait. Be careful to send only the number to the dining room that there are vacant seats. Direct them through the serving line when they get to the dining room — do not let them save seats before going through the serving line.



23. Hold to scheduled work times for all tasks throughout the project. Volunteers do not want to arrive at their appointed time and find that their work is already underway or completed.
24. Conduct a brief training session for dining room staff at 3:15 P.M. Review everyone's assignments. Assign each person to two specific tables seating 12 guests, would need 8 staff. Stress washing down table covering before resetting places. Reset places neatly. It would be good if silverware could be rolled up in napkins.
25. Enlist a foreman for each major area of the project.
26. Invite people to take turkey carcasses for soup — Gloria Bickel, Joanne Reidy, Marilyn Stephens, Vivian DeMent, and others.
27. Investigate purchasing margarine in larger tubs at Aldi.
- 28.

2014

1. Next year's date: Saturday, October 17, 2015
2. Consider changing full dinner price to \$10. Decided to keep dinner price at \$9.00 but eliminate the small dinners.  
We will provide free boxes for taking home leftovers.
3. Consider inviting Sunday School students to make colored paper leaves bearing Bible verses and strewing the leaves on the dining room tables. They could be put in the take-out bags but that would require 1 or 2 additional people to put them in the bags either during the dinner or prior to the dinner time.
4. Put turkey bones in large kettle and boil for 20 minutes. The broth could then be used to make gravy or to pour over the pans of sliced turkey before putting it in the hot cabinets.
5. One person thought squash was too sweet.
6. One person had a serving of dressing that was extremely salty.
7. Need a pail in the corner where dirty dishes are received to collect unfinished beverages.
8. Clean cutlery and other table setting materials were inconvenient to access in the corner near the table storage closet.
9. Pecan pies need to be kept cold in the same manner as pumpkin.
10. Revise cole slaw recipe to increase cream by  $\frac{1}{3}$ . Revise shopping list accordingly.
11. Schedule three agile people to place pies on the packaging table and put individually-packaged pies in storage locations.

12. Delete Gravy Master from shopping list. It is not needed in the gravy.
13. Revise procedures for serving take-out gravy on the side to assure it is 140° F. in each container when placed in food boxes.
14. Gravy containers require cardboard separators between layers to prevent crushing. Different procedure will not require this item.
15. Cut bread into 1 inch cubes.
16. Revise turkey instructions to assure complete cooking and maintenance of proper temperatures. Turkeys must arrive hot from the oven. **Any roasted turkeys found cold at time of carving must be discarded.**
17. Food held in hot cabinets must measure above 140° F. Do not rely on the built-in temperature indicators.
18. Revise schedule and procedures to allow turkey carving and pie packaging to be done simultaneously and started at 10:00 or 11:00 A.M.
19. Revise postal cards to begin:
  1. First Card: THIS IS WHAT YOU DID **LAST YEAR.**
  2. Second Card: THIS IS WHAT YOU HAVE AGREED TO DO **THIS YEAR.**
20. Buy the brand of chafer fuel that comes in metal cans. Some of the plastic ones we had this year wouldn't stay lit.
21. Use large double boiler with strainer to thoroughly drain cooked squash before mashing.
22. Cooking and preparing the squash took about four hours with three workers.
23. Each 20 pound case of cole slaw mix yields about 200 servings.
24. Some of our steam table pans are too narrow to hang in the new hot cabinets without sheet pans under them.

25. Make a new set of 4 8' sign posts.
26. Build table to hold dripping collection kettle.
27. Station a person at the door to log in turkeys and pies as they arrive and check that turkeys are hot. Any arriving cold are to be discarded.
28. In serving lines, rest tools on plates when not in use.
29. Use good quality disposable dinner plates in the dining room, e.g. Chant with autumn decoration.

[Back to Table of Contents](#)

## Miscellaneous

[Back to Table of Contents](#)