

## KSD Kitchen Crew Member

**Thank you taking your turn at Kitchen Duty.** It is an important role in the functioning of our club, and a responsibility that all members share. Remember that those who do not help just increase the burden for the rest of us. **It can be a lot of fun too!**

However, we understand that sometimes events prevent us from being at a dance. If you find you cannot fulfill your obligation, please contact the Kitchen Duty Coordinator so that you can be rescheduled. If you find someone to trade with, please notify the Kitchen Duty Coordinator so that those changes can be noted. **This your responsibility.**

**Hosts and hostesses contribute the beverages for the dances they work.** The Kitchen Duty Coordinator will discuss with you your assignment. 4 sodas are brought and 2 iced teas: 1 sweet and 1 unsweet. Decaffeinated and sugar free offerings are often appreciated. On occasion, a theme may require specific drinks. You will be notified by the Coordinator if something else is to be brought instead of the usual tea and sodas.

**Arrive by 6:45 to set up the tables** and turn the oven on to *warm* for the pizzas. Tables should already be in place. In the kitchen, there should be 2 tables for food, 1 for dessert. Right outside the door there should be 2 tables for the beverages. Cover them with the plastic tablecloth that comes on a roll (which is in the cupboard).

**At least 2 people must remain in the kitchen.** If you want to dance, coordinate with your workmates. Take turns dancing. No one should be *stuck* in the kitchen all night. **Do not disappear or sit the whole evening chatting with friends.** This is your time to be a **cheerful servant** to guests and fellow club members. Be considerate of your workmates. Teams that work the best are the ones that communicate with each other.

As the old saying goes "*Many hands make light work.*"

**Start removing food and cleaning kitchen items at 9:30.** Much of this can be done as the evening progresses if you monitor the table throughout the evening. Serving utensils must be washed, but washing all the members' serving dishes is **not** required. Remaining food should be covered if possible.

The kitchen should be closed and cleaned by 9:45. Now is the time you can remove beverages. At this time you can pick up drink cups and other trash around the dance floor. Make sure you pour the liquid from the cups into a pitcher to discard in the sink. Do not throw cups of liquid in the trash.

Make a sweep in the kitchen making sure supplies are back in the cupboard and the **OVEN IS OFF.**

**Thank you!** Take pride in knowing you have contributed to the success of a wonderful evening of dancing. And at a future dance, appreciate and thank those who take their turn so you can have an evening free to dance the night away.

## KSD Kitchen Procedures

1. Arrive at 6:45 to set up kitchen and drink tables, and turn oven on to *warm* for incoming pizzas  
We do have aprons if you want to wear one to keep your clothes clean and identify yourself  
Need:
  - 2 food tables & 1 dessert table in kitchen
  - 2 drink tables in dance hall
  - Cover tables with plastic roll found in cupboardDrink tables:
  - Mr. Coffee maker, punchbowl for ice, two water dispensers (in a big bag, if you cannot find them then use the giant orange water container) sodas, ice tea  
(extra sodas are in the last cupboard...throw away any "flat" sodas)
  - Cups, marker for names on cups, sign for marking cups, coffee condiments, and ladle for ice
  - Place a container on the ground under the orange water container to catch dripsFood tables:
  - Set out hand sanitizer
  - Set out service items: plates, napkins, and utensils (utensils only for "food" night)
  - Ensure all dishes that require a serving utensil have one
  - Cut the pizzas and chicken pieces into smaller servings
  - Put chips and other bagged items into serving bowls (keep chip bags to put leftovers in)Dessert table:
  - Set out service items: plates, napkins, and utensils (utensils only if needed)
  - Ensure all dishes that require a serving utensil have one
  - Cut pies, cakes, and any other item that needs cutting
  - Open all containers...if duplicate you may want to hold one back until needed
2. After setting up, take turns being at the sign-in table to get the food and bring back to kitchen
3. Kitchen is open after the first Round Dance. Be prepared with lids off and everything in place
4. Make sure to keep an eye on the drink table. Replenish: ice, coffee, water, sodas as needed
5. One couple should remain in the kitchen at all times. Take turns dancing.
6. Make sure to remove empty platters as soon as they are empty.
7. Start cleaning up the kitchen area at 9:30 MAKE SURE OVEN IS OFF!
  - Wash serving utensils (rinsing or washing member dishes is not required; it is optional)
  - Cover remaining food
  - Remove tablecloths & throw away
  - Place members' dishes on the dessert table for them to take home
  - Pack up supplies into cupboard
8. Clean up drink tables at 9:45
  - Clean coffee maker, empty and wipe down ice bowl and orange water container
  - Put items in cupboard
  - Tightly seal the soda bottles and put in last cupboard
  - Find a home for the leftover tea (if any).
  - Gather the cups in the dance hall pouring liquid in a pitcher to toss down sink; don't trash cups with liquid
9. Leave tables and sink clean
  - Put wet towels and dirty aprons in grocery bag and the Kitchen Coordinator will take home to wash
10. Empty trash cans into the outside dumpster
11. If time permits, help fold the dining tablecloths...give the soiled ones to Julie...place clean ones in cupboard