

# THE ROLE OF KITCHEN COORDINATOR

## Welcome to U.M. ARMY

*You have made a commitment to join with thousands of others who have been faithful servants since 1979*

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

### U.M. ARMY-Texas Conference

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### MISSION

To provide Christ centered, quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth.

### VISION

Young people growing in Christian faith and transforming the world by serving people in need.

### CORE PRINCIPLES

- † We are a God-led, volunteer, youth-focused organization
- † We believe God changes lives through the U.M. ARMY experience
- † We believe in increasing the number of lives touched in a planned and responsible way
- † We believe in being proactive in protecting the persons we touch, the environment, and the corporate organization
- † We believe camp operation can be accomplished with hard work, compassion and honesty
- † We believe in developing well-trained camp leadership
- † We believe that all aspects of the U.M. ARMY organization will be managed with integrity



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# WHAT IS U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship, and fellowship.

Participants combine their strengths to provide free home repairs for low-income, elderly, and disabled homeowners who are physically and financially unable to make needed repairs.

Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual development, learning, and discussion.

## ABOUT WORK CAMP

*Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.*

United Methodist churches host the work camps and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and supper are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually a local high school) and available in the afternoon when the work teams leave the work site.

Participants are divided into work teams of four to six youth with one adult for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps, and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done. U.M. ARMY will supply all other materials within our budget.

*By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.*

# WORK PHILOSOPHY

- † Preparation
- † Safety
- † Teamwork
- † Leadership Development in Teens
- † Servant-Nothing in Return
- † Free for Client

We pay to offer others what they may not have without us. When we leave, the quality of life has been improved. Our work is the vehicle for God's love to be shared with His people, regardless of race, religion or gender.

Work Camps provide meaningful opportunities for Christians to put their faith to work. Young people discover the importance of loving with actions, not just words. Participants realize the power of God's love as they provide practical assistance to their neighbors. Through challenging experiences young people learn what it means to be a servant.

While time, resources and ability may keep participants from doing all they want for their clients, work teams leave knowing that they have brought some improvement along with the message of God's love to each site. U.M. ARMY stresses visitation with the clients as one of the most important aspects of the team's efforts.

## WHAT IS MY ROLE AS KITCHEN COORDINATOR?

1. Coordinate the food (securing, preparation and serving) as well as paper goods, cleaning supplies and ice for your camp.
2. If possible, you will want to visit the Host Church before camp to become familiar with the kitchen, Host Church contacts and town. Plan this with the Host Church Coordinator.
3. You may want to go to the Host Church on Saturday before camp to purchase food and set up the kitchen. Plan this with Host Church Coordinator.
4. Purchase food as needed during the week. Staples can be bought in advance and taken with you if you can get better buys at home. See the Camp Director about advance funding. The U.M. ARMY budget for food per participant for the week will be provided by the Camp Director. This budget includes food, snacks, paper goods, cleaning supplies and ice. Keep all tickets and receipts. See: "Brown Bag Food Drive".

5. Coordinate with the Camp Director for the camp group duties to be assigned and the times for reporting. Post the Duty Roster in the Fellowship Hall (see example). You will need to cover this item with the teams during the Sunday night orientation that you will be conducting for the kitchen.
6. Direct the work teams to do the preparation, serving and clean up. Do NOT do all the work yourself! Part of the goal is for the youth to learn the responsibility of taking care of themselves. Post meal-time instructions if needed.
7. Keep records of food used, donations received and money spent. Get a copy of the U.M. ARMY tax exempt certificate. U.M. ARMY is tax exempt .
8. Write thank you notes to those who donate and contribute food or provide that information to the Administrative Coordinator for typing and mailing.
9. Plan and alter the menu as needed. Verify with the Camp Director any evening activity away from base camp, which may affect dinner that night. Should any of the evening meals be served away from camp, arrange for transportation of the food, etc.
10. Coordinate, with the Camp Director, the day that groups will eat dinner out.
11. Your participation in all aspects of the work camp is required, and is an important model and support for the youth, as well as other camp leaders.
12. Your help will be needed to maintain order in the camp at all times. As an adult at work camp, please watch for and take action to correct unsafe or inappropriate behavior. Other camp leaders will depend on you to help quiet the group, accompany your group in kitchen duties, help get everyone to bed on time, etc.

# HOST CHURCH AND PRE-SITE VISIT

Obtain the name, phone number and e-mail address of the Host Church Coordinator from your Camp Director. Communication in all areas is vital to the success of U. M. ARMY's ministry. The Host Church Coordinator will be well educated on the needs of the camp and what the facility and the area can provide. Remember to be gentle when making requests, as we are their guests.

- ◇ Obtain a local phone book and map.
- ◇ Request the refrigerator and/or freezer be emptied prior to our arrival, pretty please.
- ◇ If the Host Church is providing a meal, please clarify all details in advance. Will they cook or just buy the ingredients? Is it a complete meal or will you need to supplement with side dishes, salads, etc.? Are they aware just how much food it takes to feed your camp? What time will they bring it or do you pick it up? Will they provide drinks and desserts?
- ◇ Find out who the “*Kitchen Lady*” is for the church and make friends with her. Every church has one or two ladies who use the kitchen the most often, even if not officially in charge. They will know idiosyncrasies of the appliances, how to clean them, who to contact about plumbing, where something might be found, etc.....a super resource.
- ◇ Check with the Host Church to see if there are groups (U.M.M, U.M.W, Sunday School classes, etc) who might like to donate fresh baked goods during the week. Set a schedule with them so that everything doesn't arrive on the first day.
- ◇ Meet the Janitor. Talk with him/her on cleanup procedures. Find location of mops, brooms, dustpans, mop buckets, vacuum and bags, any special chemicals that are to be used and their use. Check with him and the church secretary about groups that use the church during the week.....especially those that use the kitchen and dining facilities. Sometimes these groups cancel their meetings for us, some do not. Reassure the janitor that when we leave, we will leave the facility in excellent shape.
- ◇ Count the number of chairs and tables that the Host Church has to offer.
- ◇ Check out the size and type of all appliances and their working condition. Check number and size of pots and pans, baking sheets, bowls storage, cutlery. If needed, borrow items from your home church.
- ◇ Locate the breaker box.
- ◇ Locate area for placement of large Ice Storage Chest (is there an electrical outlet or will you need an extension cord?).
- ◇ Check for storage space for dried goods, paper goods, refrigerator and freezer space. Some grocery stores may allow you to use sections of their freezer.

**PRIOR TO CAMP—THINK AHEAD!**

- ◇ Chicken can be cooked, deboned, and frozen in zip-lock bags.
- ◇ Keep a running list of items you will need to bring from home.
- ◇ COMMUNICATE with your Camp Director and Host Church Coordinator.
- ◇ Seek out donations (food, paper goods, cleaning supplies, aluminum pans, etc.).
- ◇ Determine recipes and meal plans.
- ◇ Dollar Stores have great buys on Zip-Lock bags, disposable pans, plastic tablecloths, containers, etc.
- ◇ Check out these helpful websites:  
  - www.budgetcaterer.com, www.cooks.com,
  - www.southernfoods.com, www.angelfire.com.
- ◇ Make kitchen signs and posters.
- ◇ Rest and stay healthy!
- ◇ Bring comfy, supportive shoes.

#### **DON'T FORGET:**

- ◇ Alarm Clock (you are the first one up in the morning!).
- ◇ Your Flashlight (so you can find things in a dark room).
- ◇ Wide masking tape and permanent marker (for marking ice chests).
- ◇ Pocket Calculator (helpful at the grocery store).

# AT CAMP

Sunday Night Rotation/Orientation: Your opportunity to discuss how the kitchen works within the camp operations and what is expected of each camp participant. Please stress SAFETY and HYGIENE. Review the duty roster, tell them where they are to put their coolers and water jugs.

- ◇ Kitchen team members should rotate days for early rise and staying up late.
- ◇ Do as much prep work in the evenings as possible—set up breakfast stations, prepare coffee pots, etc.
- ◇ Remind Work Team and Color Group Leader the night before of their breakfast duty and what time they are expected. Must wear clothes and shoes, no pj's or slippers.
- ◇ Gently remind everyone to wear their nametags.
- ◇ Be aware of the Duty Roster—who is to be doing what. If problems arise, inform the Color Group Leader.
- ◇ 10 Minute Toe-Up: Take time to sit down and put your feet up for 10 minutes. Good time for devotional.
- ◇ Be flexible and keep your sense of humor. Grace Under Pressure!
- ◇ Maintain good financial records, keep all receipts if you want to be reimbursed.
- ◇ Keep a list of donations, new kitchen ideas and recipes.
- ◇ Don't miss the Worship Services to clean the kitchen!

*It is unreasonable to expect others to take your advice  
and ignore your example!*

# END OF WEEK PROCEDURES

Schedule is a little different Friday and Saturday, so you will need to adjust your kitchen schedule accordingly. On Friday, the kitchen team members need to be “packing up”, sending donated food to shelters or local missions, etc. Plan such that you can pack most of your personal or church items on Friday during the day. Saturday you will be in charge of a Color Group to clean designated areas—kitchen, dining hall, etc. **Remember the U.M. ARMY way is to leave the church in better condition than we found it.**

The following schedule is what the *camp will be doing*.

## FRIDAY

1. Finish work at site by early afternoon. The Camp Director will let you know when you should arrive back at base camp.
2. Clean and return warehouse tools and equipment to the tool shed to be sorted out into church groups.
3. Each church must then check them and make sure that all tools are accounted for.
4. Wash and vacuum vehicles and load up tools. Clean up tool area and load leftover supplies in the U.M. ARMY truck. **No one goes to the showers until all the work is done!** This leaves only the Host Church clean-up for Saturday morning.

## SATURDAY

1. Sleep a little later than normal and have breakfast.
2. Load personal belongings into vehicles by 9:30 am.
3. Clean Host Church facilities by work team assignments: sleeping areas, bathrooms, dining room, grounds and other facilities used.
4. Leave everything better than we found it!
5. Gather with the whole group for evaluations, closing worship and prayer around 11:00 a.m.
6. Dismissal—no one leaves until this time.
7. Lunch is on your own as you travel home. Have a safe trip!

## CONSIDERATIONS FOR FRIDAY NIGHT MEAL AND SATURDAY BREAKFAST

1. Some groups may work a bit later to finish a project. Plan a meal that holds over well and remember to keep some back for those teams that work late.
2. Cleanup may be rushed with late arrivals and planned activities. Use disposable pans and throw them away.
3. Saturday morning will be very busy—never plan a cooked breakfast on Saturday. Coffee, juice, donuts and pastries may be supplemented with fruit IF you have some left. Also, put out any leftover milk or yogurt. That way, cups and spoons are the only utensils needed.

# ABOUT THE MENU

The U.M. ARMY menu is designed to accommodate senior high nutritional needs and activity level. Follow it where appropriate. Keep in mind that local churches and communities might donate meals causing you to redesign your meal plan. Keep close tabs with the Host Church Coordinator so it will be coordinated smoothly.

Use creativity with leftovers, donations and special circumstances. Keep in mind that teenagers and adults are working hard, working outdoors, and need good, solid nutrition and plenty of fluids. Do not over salt food, but provide salt in the service area for those who are losing a lot of body fluids and need to take in a little extra salt. **STRESS THE NEED TO TAKE BREAKS DURING THE DAY FOR DRINKS OF WATER.** Some teams will prefer water for lunch. You may send zip lock baggies of powdered lemonade or Gatorade with each Work Team so that they may prepare individual drinks. Saves time and money.

If the local church wants to prepare a meal, suggest they prepare Sunday dinner. This will enable you to see how they want their kitchen used, where things are, how to turn things on and off; and it takes the pressure off of you to prepare a meal in a short time and in an unfamiliar place. Be sure to tactfully find out what they will be serving, just in case you need to supplement or have a hearty snack a little later. If the Methodist Men will do Saturday morning breakfast, it is a great help also. The first morning meal is the hardest one to get done on time and in good cheer so you may want to keep that in mind.

Keep it simple. Scrambled eggs, frozen sausage kolaches, and fruit salad works well for the first morning. Don't forget to offer cold cereal and yogurt as an additional option.

*Always include healthy choices at every meal.*

**Be very thorough in checking for food allergies such as dairy, shellfish and peanuts. These are contained in many foods that are not apparent. Please read all labels carefully.**

# HINTS FOR FOOD SELECTION & PREP

- ◇ Simple is better when it comes to veggies
  - green beans with bacon
  - steamed California mixed veggies with grated cheese
  - corn on the cob
  - mashed potatoes
  - oven roasted potatoes
  - macaroni & cheese
  - fresh veggies with dip—simple, delicious and nutritious
- ◇ Fresh green salad—every day. Be creative—make a salad bar with a variety of ingredients.
- ◇ Egg casseroles—use smaller pans so that the casserole will cook in the middle.
- ◇ Prepare plenty of fresh brewed tea and lemonade for dinner and snacks.
- ◇ Offer Decaf coffee at night to serve with desserts.
- ◇ Don't purchase all your bananas at once.
- ◇ Allow four ounces of juice per person for breakfast.

# SUGGESTED MEAL TIME INSTRUCTIONS

Note: These times are examples. Always coordinate with your Camp Director and Program Team to establish times for your particular camp.

**BREAKFAST:** Coffee should be ready by 5:30 for those early risers. Use auto timer.

1. Preparation for meal—1 team at 6:15 AM
  - Make orange juice
  - Prepare meal
  - Set out cereal
  - Set out milk, juice, etc.
2. Set-up and Serving—1 team at 7:00 AM
  - Set up tables (works better if you set them up after programs at night)
  - Place utensils, plates, napkins, cups, etc. out
  - One person on serving line for each item
  - One person to supply serving line
  - One person taking care of drinks
3. Clean Up Kitchen—1 team at 7:45 AM
  - Store leftover food
  - Wash pots and pans
  - Wash dishes, etc
  - Clean kitchen
4. Dining Room Clean Up—1 team at 8:00 AM
  - Clean tables
  - Clean floors and straighten chairs
5. Lunch Table—1 team at 7:00 AM
  - Have large table in dining area for lunch preparation. (If space permits, keep table up.)
  - Set up table as pictured. Make labels telling how many of each of the items to take. See page 18.

Each person makes his/her own lunch as they finish breakfast.

Restock items as they run out.

Remove unused items and store once everyone has made their lunches.

**DINNER:** Serve at 6:00 PM

1. Repeat as in breakfast for preparation or meal—1 team at 4:30 PM
2. Repeat as in breakfast for set-up and serving—1 team at 5:30 PM

# GENERAL CLEAN UP AND SANITATION PROCEDURES

1. Hands should be washed in the appropriate sink.
2. Do not use dish towels that are used for dishes to dry hands.
3. All dish towels and rags should be wrung out and hung up after each use. Check with your Host Church Coordinator for someone in the church (Kitchen Angel) who may be able to come by each day and pick-up dirty dishtowels and leave clean ones. If a kitchen angel is not available, then a trip to the laundry about mid-week would be beneficial.
4. All dishes, pots, pans, etc should be returned to their proper places after each meal.
5. No clean-up is complete until the kitchen floor is swept and mopped.
6. Tables in the dining area should be wiped off and floors swept after each meal.
7. All leftovers should be dealt with immediately—thrown out, placed in storage, etc. Sending “to go” lunches to clients is a great way to use leftovers.
8. All items in refrigerator should be covered, labeled and dated.
9. Don't throw large quantities of hot food or grease directly into the plastic garbage bags. Put in an empty food can. Also be careful what you try to pour down the sink.
10. Bottles, jugs, etc. should be wiped before they are put back on the shelf or refrigerator.
11. Refrigerators should be cleaned out as often as needed. Definitely need to be cleaned thoroughly at middle of week.
12. All counter tops, stoves and other food preparation areas should be clean after every meal.
13. Keep salt and pepper shakers and sugar containers clean. (Rice in the bottom may help the moisture problem.)
14. Tops of cans should be wiped clean before opening.
15. All commodities—flour, sugar, dry milk, macaroni, oats—must be kept covered and well contained. Plastic bags should be used to ensure protection from little critters that crawl.
16. No slime in the ice machine allowed!
17. Check with Camp Director to verify what arrangements have been made for trash pick-up.

**DO NOT LET THE GARBAGE GET THE BEST OF YOU—  
KEEP IT UNDER CONTROL!**

# **KITCHEN COORDINATOR SUNDAY NIGHT ORIENTATION**

1. Discuss work camp duty roster, reporting time and responsibility for wake-ups.
2. Discuss what is involved in each work detail, where supplies are stored, and importance of SAFETY & HYGIENE in food preparation.
3. Discuss lunch table setup. Remind them to restock items.
4. Discuss Dinner Out Day—groups pick place—Dutch treat for everyone.
5. Discuss taking lunches and/or leftover meals to client.
6. Discuss policy on “seconds”. Make sure you always have plenty (hungry teens).
7. Early showers for dinner cooks.
8. Reminder not to eat food or drink water from client’s home.
9. Tell them where the dumpsters and Ice Storage Chest are located.
10. Explain they are responsible for their water coolers and ice chests and where they are to put them at the end of the day.

# DUTY ROSTER RESPONSIBILITIES

## COOK BREAKFAST

1. The small group is responsible for their own wakeup.
2. Wash hands before reporting to the kitchen.
3. Assist kitchen staff with preparation of breakfast.

## SERVE BREAKFAST

1. Wash hands before reporting to the kitchen.
2. Meals are served cafeteria style and you will serve, restock drinks, etc.

## SET UP LUNCH TABLE

1. Follow diagram on lunch table setup.
2. Lay out food, plastic bags, paper bags, markers, etc.

## CLEAN KITCHEN AND DISHES

1. Clean dishes, pots and pans, and cooking utensils.
2. Dry and put away cooking equipment.
3. Wipe counters.
4. Clean stove, etc.
5. Sweep and mop kitchen.
6. Help put away leftover food.

## CLEAN DINING ROOM

1. Wipe tables.
2. Straighten tables and chairs.
3. Sweep dining room floor or vacuum if carpet. Mop floor if tile.

## CLEAN RESTROOMS AND DORM AREA

1. Sweep or vacuum dorm area hallways.
2. Pick up trash in hallways.
3. Clean toilets, sinks and mirrors.
4. Restock toilet paper and paper towels.
5. Sweep and mop restroom floors.
6. Wipe sink area dry.
7. Empty trash cans in restrooms and dorm rooms.

## COOK SUPPER

1. Go to showers early.
2. Wash hands before reporting to kitchen.
3. Assist kitchen staff with meal preparation.
4. Set up dining room tables and chairs if needed.

# **DUTY ROSTER RESPONSIBILITIES CONT.**

## **SET UP AND SERVE SUPPER**

1. Wash hands before reporting to kitchen.
2. Set up and serve food on serving line.

## **CLEAN SHOWERS**

1. At the end of the shower period, pick up trash in shower and dressing areas to include soap, hangers, bottles, trash, etc. Let the Camp Director know that the area is ready to be inspected and locked when you are through.
2. Bring personal items left in the showers (clothes, shoes, etc) back to base camp and give to Administrative Coordinator for the lost and found.
3. Since you will be the last group back to camp, let the Food Coordinator know you are the last group.

## **CLEAN AND SECURE TOOL AREA**

1. Pick up trash around tool area.
2. Help put away and lock up electrical tools.
3. Straighten up tools and lumber piles.
4. Help put plastic sheets over lumber, tools, etc. if needed.

## **CLEAN CHURCH GROUNDS**

1. Walk around the entire church grounds (outside) and parking lot and pick up all trash.

## **CAR WASH**

1. Designated team will be responsible for keeping traffic flowing through the stations.
2. Place group members at each station:
  - A. Unload area (tool shed) - have all supplies and tools unloaded. There will be signs with each church name and their color. Check the color on the tool and out it in the correct area. Throw away trash.
  - B. Vacuum area—vacuum out the inside of each vehicle.
  - C. Wash area—wash the outside of each vehicle.
  - D. Report to the tool area to help your church start loading up their tools and then help the Tool Coordinator load leftover materials which will be taken to the next camp.
3. NOBODY goes to the showers until the entire group is released by the camp Director.

## **WORSHIP**

1. Each Color Group will be assigned one day to assist in both morning and evening worship, as assigned by the Program Worship Leader.

<b>SAMPLE DUTY ROSTER</b>	COOK REAKFAST	SERVE BREAKFAST	CLEAN UP AFTER BREAKFAST	CLEAN RESTROOMS	HELP COOK DINNER	SERVE DINNER	CLEAN UP AFTER DINNER	CLEAN SHOWERS	MORNING WORSHIP	EVENING WORSHIP
MONDAY	RED A	RED B	RED C	GREEN D	GREEN E	GREEN F	BLUE G	BLUE H	BLUE I	YELLOW J
TUESDAY	YELLOW K	YELLOW L	RED A	RED B	RED C	GREEN D	GREEN E	GREEN F	BLUE G	BLUE H
WEDNESDAY	BLUE I	YELLOW J	YELLOW K	YELLOW L	RED A	RED B	RED C	GREEN D	GREEN E	GREEN F
THURSDAY	BLUE G	BLUE H	BLUE I	YELLOW J	YELLOW K	YELLOW L	RED A	RED B	RED C	GREEN D
FRIDAY	GREEN E	GREEN F	BLUE G	BLUE H	BLUE I	YELLOW J	YELLOW K	YELLOW L	RED A	RED B
SATURDAY	RED C	GREEN D	GREEN E	GREEN F	BLUE G	BLUE H	BLUE I	YELLOW J	YELLOW K	YELLOW L

# SUGGESTED DIAGRAM FOR SANDWICH BAR

Where space allows, designate an area signed with the individual Work Team “letter”, where they may place their prepared lunches. It is usually the responsibility of one team member to make sure all lunches “get into” the large plastic bag and that bag gets into the cooler and most importantly the bag gets to the car. A line of folding chairs for each team works well.

Make signs to tape to the edges of the table for choices. Cover with plastic cloth so you will be able to reuse.

Store large bulky items, crates of fruit, boxes of chips, bread, etc under your lunch table for easy access for refills and to alleviate storage issues.

Purchase plastic tablecloths (Dollar Store) for each Work Team and give it to them on Monday to use at their worksite during lunch.

BREAD	UTENSILS MUSTARD MAYO CATSUP  UTENSILS	CHOOSE 2  CHEESE MEAT SPREADS  CHOOSE 2	UTENSILS  PEANUT BUTTER & JELLY  UTENSILS	SANDWICH BAGS  SANDWICH BAGS	Lunch Sacks  LUNCH SACKS	CHOOSE 1  CHIPS CHIPS CHIPS  CHOOSE 1
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SANDWICH BAGS	CHOOSE 2  COOKIES/ SNACKS  COOKIES/ SNACKS  CHOOSE 2	CHOOSE 1  FRUIT FRUIT FRUIT  CHOOSE 1	DEVOTIONAL  NAPKINS  DEVOTIONAL	PENS FOR PUTTING NAMES ON SACKS
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## AMOUNTS OF FOOD NEEDED

<b>FOOD</b>	<b>FOR 50</b>	<b>FOR 100</b>
Bacon	4-5 lbs.	10 lbs.
Beans, Baked, can	2—10 lb cans	4—10 lb cans
Beans, Plain, can	same	same
Beans, Dried	6 lbs	12 lbs
Beans, String, Fresh	10-12 lbs	20-24 lbs
Beans, String, Frozen	3- 40 oz pkgs	6—40 oz pkgs
Beans, String, Canned	2—10 lb cans	4—10 lb cans
Bread	5 loaves	10 loaves
Broccoli, fresh	20 lbs	40 lbs
Broccoli, frozen	2 lbs	4 lbs
Butter/Margarine	2 lbs	4 lbs
Cabbage, shredded	8 lbs	16 lbs
Canned Fruit Juice	8 QTS	16 QTS
Canned Vegetables	2—10 lb cans	4—10 lb cans
Carrots	12 lbs	24 lbs
Catsup	5—14 oz bottles	10—14 oz bottles
Cauliflower	10 lbs	20 lbs
Celery	12 lbs	24 lbs
Cereal, cold	3 lbs	6 lbs
Cheese slices	3-5 lbs	6-10 lbs
Cheese, shredded	3-5 lbs	6-10 lbs
Chicken, boned	10 lbs	20 lbs
Chips	3 lbs	6 lbs
Coffee	1/2 lb	1 lb
Corn, canned	2—10 lb cans	4—10 lb cans
Corn, frozen	5—40 oz pkgs	10—40 oz pkgs
Dressing	1-2 QTS	2-4 QTS
Eggs	4 1/2 dozen	9 dozen
Franks	10-12 lbs	20-24 lbs
Frozen Fruit Juice	7—12 oz cans	14—12 oz cans

## AMOUNTS OF FOOD NEEDED CONT.

<b>FOOD</b>	<b>FOR 50</b>	<b>FOR 100</b>
Fruit Cocktail	2—10 lb cans	4—10 lb cans
Ground Beef	15 lbs	30 lbs
Ham for Baking	18-20 lbs	36-40 lbs
Hashbrown Potatoes	12 lbs	24 lbs
Ice Cream	5 lbs	10 lbs
Jam	3 lbs	6 lbs
Lettuce	8-10 heads	16-20 heads
Macaroni	5 lbs	10 lbs
Marshmallows	2 lbs	4 lbs
Mayo	1-2 QTS	2-4 QTS
Milk	4 Gallons	8 Gallons
Meat for Meatloaf	9-10 lbs	18 lbs
Mushrooms	12 lbs	24 lbs
Mustard	1-2 QTS	2-4 QTS
Nuts	1 1/2 lbs	3 lbs
Onions	4 lbs	8 lbs
Potatoes for mashing	18 lbs	36 lbs
Poultry	30 lbs	60 lbs
Pudding	6 QTS	12 QTS
Punch	3 gallons	6 gallons
Roast	18 lbs	36 lbs
Rolls	4 1/2 dozen	9 dozen
Sausage Links	8 lbs	16 lbs
Sliced Lunch Meat	8 lbs	16 lbs
Syrup	3 QTS	6 QTS
Tea	3 gallons	6 gallons
Tomatoes, for salad	10 lbs	20 lbs
Watermelon	10	20
Whipped Cream	2 QTS	4 QTS

# PRAYER FOR A CHURCH KITCHEN

*Dear Lord,*

Thank you for the love of cooking and those for whom we cook.

Thank you for the sweet Christians we serve

for we know that when we serve them,

They will not complain but will continue to love you and us.

Thank you for the fellowship we have in your house.

Give us patience because we know we cannot please everyone.

Give us energy when the people crowd in

faster than we can physically serve them.

Give us compassion for those who for some reason cannot eat what we have labored to prepare.

Give us plain common sense so that we can stick to our budget.

Give us gratitude for our beautiful churches and kitchens.

We do need enthusiasm, dear Lord, to do the work

you have chosen for us to do.

We do love you and so want others to see that love in us.

Dear Lord, please give us the wisdom and strength we need

that we may continue to serve you.

In His name we pray, Amen.

## BEFORE YOU COOK

Whether you eat or drink or whatever you do,  
do it all for the glory of God.

St. Paul in 1 Corinthian 10:31

Our Lord is the Lord of miracles. With five barley loaves and two fish, He was able to feed a multitude. If you are in charge of cooking for an organization within your church, you may feel that you have been called upon to perform a miracle too.

It does not matter whether you are the person in charge of the banquet project or a member of the clean-up crew, you are performing a service for the Lord, using the gifts and talents He has given you. Paul writes in Romans 12:6-8, "*We have different gifts, according to the grace given us.*"

# EQUIPMENT CHECKLIST

Aprons	Large garbage can
Bread Knife	Large mixer (and blades) Dishwasher
Broom, dustpan	Large serving bowl
Can opener	Large serving utensils
Clock	Measuring cups/spoons
Coffee pot/timer for coffee pot	Meat slicer
Colander	Meat thermometer
Convection oven	Microwave
Conventional oven	Mop, mop bucket
Crock pot	Oven baking pans
Cutting boards (clean)	Pancake turner
Dish towels	Paring Knife
Disposal	Pot holders
Electric roaster oven	Sauce pans, frying pan
Electric skillet	Scrubbers
Food processor	Slicer
Funnel	Small mixer
Grill	Spatulas
Hand towels	Steam table
Knives	Steam table pans
Ladles	Tea Dispenser

## RECIPES, PEOPLE

This next section includes recipe suggestions, some general notes on how to run a U.M. ARMY kitchen, and perhaps most importantly, the phone numbers of people who have done this many times over and will be more than willing to share their experiences, mistakes and recipes with you.

### PEOPLE WHO CAN HELP

Betty Flanders  
281-488-3931 (H)  
281-488-5110 (W)

Julia Sweny  
281-890-6963

#### Helpful Websites

[www.budgetcaterer.com](http://www.budgetcaterer.com)

[www.cooks.com](http://www.cooks.com)

[www.southernfoods.com](http://www.southernfoods.com)

[www.angelfire.com](http://www.angelfire.com)

#### Conversion Chart Site:

[www.thatsmyhome.com](http://www.thatsmyhome.com)

# MENU SUGGESTIONS

## Breakfast Soufflé—Serves 50

Must be prepared the night before and needs to cook 1 hour in the morning.

5 lb Pork Sausage (bulk) browned and drained

45 eggs

7 1/2 tsp. dry mustard

5 tsp. salt

15 slices of bread, cut into cubes—use all leftover bread, heels and crusts

7 1/2 cups of grated cheddar cheese

Cook sausage over medium heat until done, stirring to crumble. Drain well on paper towels. Combine sausage and remaining ingredients. Pour into greased or foil-lined baking pans, cover and refrigerate overnight. Cook at 350° for 1 hour or until firm. If browning too fast, cover with foil.

## Oven Fried Bacon

50 slices of bacon

Arrange bacon slices on baking sheet pans. Bake at 400° without turning, until crisp, about 6—10 minutes. Pour off accumulating fat if necessary. Drain and serve.

## Ranch Breakfast—Serves 50

4-5 lbs Bacon

4 regular bags of Hash browns

4 1/2 dozen eggs

10 cups grated Mozzarella Cheese

Pepper to taste

Cut bacon strips in half. Pan fry or oven fry until crisp. Drain, reserving cup of bacon grease. Brown hash browns in bacon grease until golden. Drain. Place browned potatoes in pan. With large spoon or ladle, make wells for the eggs on top of the potatoes. Break an egg into each well, so that they can later be cut apart and served separately. Pepper each egg portion. Sprinkle crisped bacon on top of mixture, top with shredded cheese. Bake on 350° for 20-30 minutes or until eggs are done and cheese is melted. Serve with toast and jelly.

## Breakfast Tacos—Serves 50

50 Flour tortillas  
5 lbs leftover meat (bacon, sausage, roast, ham, chicken, etc.)  
5 dozen eggs, scrambled  
4 regular bags of hash browns  
4 cups grated cheese  
Picante Sauce

Reheat meat (steaming is preferred to prevent drying out, or stir in a little chicken broth). Mix with scrambled eggs and hash browns. Serve on warm flour tortillas and top with shredded cheese.

Option: Put all parts cafeteria style and let everyone make their own. Have someone monitor trays to keep portions equal for everyone.

## French Toast

24 eggs  
1 1/2 qt milk  
3/4 cup sugar  
Nutmeg  
Vanilla  
Bread

Beat eggs. Add milk and sugar. Sprinkle nutmeg generously over the top of the mixture. Add 1—1 1/2 tsp. of vanilla. Stir well. (This should smell like a rich eggnog.) Heat griddle or skillets to medium heat as for pancakes. Dip bread into mixture and place immediately on heated surface. Cook until lightly brown on both sides.

NOTE: This is a sweeter French Toast than many make so it may be eaten without powdered sugar or syrup if desired. Serve with sausage links and a fruit bowl or applesauce.

### Variations:

Batter Fried French Toast—Use 1 inch thick bread slices, cut into triangles or left whole. Dip in mixture made from 18 eggs, 1 1/4 qt milk, 1/3 cup vegetable oil, 2 lbs 8 oz all purpose flour, 1 1/2 T. salt and 2 1/2 T. baking powder. Fry in deep fat at 350° until golden brown. Dredge in powdered sugar and serve warm with maple syrup.

Easy—Purchase frozen ready-made French Toast (Sam's, Glazier Foods, SYSCO) and bake in oven according to package directions. Sprinkle with powdered sugar and cinnamon and serve with fresh strawberries or mixed fruit.

# Pancake Casserole

For 13 x 9 pan:

1/2 stick butter

1 cup syrup

2 1/2 cups pancake mix

3 eggs

2 cups milk

For sheet cake pan (2 x larger than 13x9)

1 stick butter

2 cups syrup

5 cups pancake mix

6 eggs

5 cups milk

Line pan with foil. Melt butter in pan. Add syrup. Mix pancake mix, eggs and milk together in a bowl and then pour on top of syrup. Bake on 350° for 25-30 minutes. Cut into squares and serve with spatula and additional syrup.

**EACH DAY BE SURE TO PUT OUT YOGURT,  
COLD CEREALS AND FRUIT AS AN OPTION**

# ALL AMERICAN MEAL OR TEXAS NIGHT

## California Cole Slaw

20 pounds cabbage, shredded \*  
6 c mayonnaise  
1 small jar sweet pickle relish  
1 small box celery seed  
1/3 c vinegar  
1/2 c sugar

Mix all ingredients together. Prepare the day before and let it sit in the fridge, it's so much better that way!

Go ahead, use the bagged, shredded cabbage if you would like to save yourself some time. We don't mind!

## Boston Baked Beans

16-1/2 (29 ounce) cans baked beans with pork (or the equivalent gallon size cans)  
8-1/3 cups packed brown sugar  
8-1/3 cups ketchup  
1 cup and 1 tablespoon Worcestershire sauce

### Directions

- 1 Preheat oven to 350 degrees F (175 degrees C).
- 2 In a casserole dish, combine beans, brown sugar, ketchup, and Worcestershire sauce.
- 3 Bake in the preheated 350 degrees F (175 degrees C) oven for 45 minutes or until bubbly.

## Iowa Corn Casserole

1 gallon whole kernel corn  
1 cup butter or margarine  
16 ounces container sour cream  
2 cups shredded cheese  
4 eggs, beaten  
1 c Bisquick

Mix all ingredients together. Spray large pan with Pam. Pour mixture into greased pan. Bake at 350\* for 40 minutes or until casserole tests 'done'.

## Washington Cherry Cobbler for 25

3-20 ounce cans Cherry Pie Filling  
2-20 ounce cans Crushed Pineapple, drained  
**1 Yellow Cake Mix**  
1 Pound Butter or less (Judgment call)  
Chopped Pecans

In a greased pan, spread cherry pie filling and drained pineapple. Sprinkle cake mix over the top. Drizzle melted butter (optional) over the top then sprinkle chopped pecans (optional).

Bake at 350\* for 30 minutes or until bubbly and lightly browned. Do not overbrown.

Make 4 pans to serve 100.

## Georgian Peach Cobbler

2 cup sugar  
2 cup flour  
2 sticks butter or margarine  
1 gallon sliced peaches

Crumble first three ingredients together. Spray 12'X20" baking pan with Pam. Pile in as many freshly sliced peaches as you want. Top with the crumbly mixture.

Bake at 350\* until top is browned! Serve with vanilla ice cream.

Recipe will serve about 24 so make 4 12"x 20" pans to serve 100.

## Southern Style Biscuits

Your mama's favorite recipe.....or buy ready-made biscuits at Sam's in the bakery department!

## Texas Brisket

Your favorite recipe!

# CAJUN NIGHT

## Red Beans & Rice for 100

(A Great "Do Ahead")

10 pound red kidney beans, dry, or 4 gallons canned

10 large onion, chopped

10 bell pepper, chopped

50 ribs celery, chopped

**Olive Oil to Sauté the Veggies**

40-50 cloves of Garlic (or use pre chopped)

20 lbs. sausage, sliced on the bias

Season with:

3 T Dried Thyme Leaves, crushed , 10 to 15 bay leaves

Tabasco, Worcestershire Sauce,

Red pepper and Black Pepper, & Salt to taste

Soak the beans overnight, if possible. The next day, drain and put fresh water in the pot. Bring the beans to a rolling boil. Make sure the beans are always covered by water, or they will discolor and get hard. Boil the beans for about 45 - 60 minutes, until the beans are tender but not falling apart. Drain. Or skip this part entirely and use canned beans.

While the beans are boiling, sauté the trinity (onions, celery, bell pepper) until the onions turn translucent. Add the garlic and sauté for 2 more minutes, stirring occasionally. After the beans are boiled and drained, add the sautéed vegetables to the beans, and then add the sausage, seasonings, and just enough water to cover.

Bring to a boil, and then reduce heat to a low simmer. Cook for 2 hours at least, preferably 3, until the whole thing gets nice and creamy. Adjust seasonings as you go along. Stir occasionally, making sure that it doesn't burn and/or stick to the bottom of the pot. (If the beans are old -- say, older than six months to a year -- they won't get creamy. Make sure the beans are reasonably fresh. If it's still not getting creamy, take 1 or 2 cups of beans out and mash them, then return them to the pot and stir.)

If you can ... let the beans cool, stick them in the fridge, and reheat and serve for dinner the next day. They'll taste a LOT better. When you do this, you'll need to add a little water to get them to the right consistency.

## Shrimp or Chicken Creole for 100

Saute:

10 bunches Green Onion  
20 c Celery  
10 c Green Peppers  
2 1/5 lbs Butter

Add:

20 small cans Rotel  
10 cans Diced tomatoes  
Bring to a boil.

Take off heat and melt into mixture:  
10 lbs Velveeta, cubed

Add:

10 Lbs Salad Shrimp or pulled chicken  
25 c cooked rice

Bake at 350\* for 40 minutes. Garnish with fresh shrimp if desired.

## Banana Pudding

1 gallon canned vanilla pudding  
3 large cans condensed milk  
1 large tub Cool Whip  
2 pkgs. Vanilla Wafer  
Ripe Bananas

Place Vanilla Wafers in bottom of steam table size pan.  
Slice bananas over the cookies to cover.

In a large bowl, mix together vanilla pudding,  
condensed milk and Cool Whip. Pour over top of bananas.

Chill several hours.

Serve with a dollop of Cool Whip on top.

One recipe of the pudding mixture covers about  
1 and 1/2 steam table size pans of cookies.

# ITALIAN NIGHT

## Salad Bar

Lettuce  
Cucumbers  
Tomatoes  
Green Pepper  
Mozzarella Cheese  
Corn  
Black Olives  
Pepperoni  
Italian Dressing  
Croutons

Mix together or arrange on a platter and serve.

## Baked Ziti or Penne Pasta

### Sauce

20 pounds of hamburger  
2 gallons of diced or crushed tomatoes  
2 gallons tomato sauce  
Minced garlic, to taste  
2 or 3 large onions, chopped  
3 or 4 green peppers, chopped (optional)  
As many sliced mushrooms as you want (optional)

Brown hamburger and drain well. Mix hamburger and rest of ingredients in 2 roasters. Turn on low heat, 200\*, and simmer for several hours.  
\*Or any spaghetti sauce recipe will work, even Ragu!

### Pasta

6-8 (6 lbs. Is 96 ounces) pounds of ziti or penne pasta  
Mozzarella or cheddar cheese, shredded

Boil ziti or penne pasta according to package instructions. Drain well. Mix sauce and pasta together. Spray 12" x 20" baking pan with Pam. Pour pasta into pan and sprinkle with cheddar cheese.

Bake for 30 minutes at 350\* or until cheese is melted. Serves 100

## Ice Cream Sandwich Delight

14 Ice Cream Sandwiches  
1 Large tub Cool Whip  
3 or 4 Heath Bars

Layer the ice cream sandwiches in a baking pan (12 x 20") to form crust.  
Break them to fit if needed. Spread Cool Whip generously over them.  
Crumble the Heath bars and sprinkle over the top. Cover pan with plastic and place pan in freezer until firm. Cut into squares and serve!

Serves 25 so make 4 pans to serve 100.

# LUAU NIGHT

## Melon Medley

1 or 2 large watermelons split in half the long way, remove fruit with melon baller, set aside.

3 or 4 cantaloupes, cubed or scooped into balls

2 or 3 honey dew, cubed or scooped

Mix the melons balls together and pour into the reserved watermelon boats.

Be creative! Try some of these ideas:

Cut the edges of the watermelon into a zig-zag pattern.

Sprinkle coconut over the top.

Arrange leis around the bottom of each boat.

## Pineapple Au Gratin

2 #10 Cans Pineapple, drained

5 c Sugar

2 c Flour

5 lb Cheddar

Ritz (3 Sleeves crushed)

2 ½ c butter or margarine, melted

Combine first four ingredients and pour into greased pans.

Bake at 350\* for 45 minutes, stirring halfway through.

Sprinkle crushed crackers over tops of casseroles.

Drizzle melted butter on top.

Bake for another 20 to 30 minutes.

Serves 50

## Baked Ham

## Fresh Green Beans w/ Bacon & Onion

## Strawberry Shortcake

# MEXICAN FOOD NIGHT

## Black Bean & Corn Salsa for 100

Mix together:

1 #10 can Corn drained  
5 cans Black Beans drained & rinsed  
10 Roma Tomatoes diced  
2 Red Onions Diced  
2-3 Bunches Cilantro, chopped  
Jalapeños – chopped fine (to taste)  
Olive Oil  
Lime Juice  
Salt & Pepper  
12 Chopped Avocados (put in last)

## Taco Salad

10 pounds hamburger, browned and drained,  
Season meat with 6 pkgs. Taco seasoning mix

10 heads Iceberg lettuce, torn  
3 pounds grated cheddar cheese  
10-15 ounce cans red Kidney beans, drained  
10 finely chopped onions  
12 tomatoes, chopped  
Chopped Avocado, optional  
Crushed tortilla chips  
French Dressing just to moisten

Mix all ingredients together and serve!

OR

Put all components on the salad bar separately and let everyone build their own salads!

## Cheese Enchiladas

10 pounds Cheddar Cheese, shredded  
100 Flour Tortillas  
Stuff tortillas with good amount (2 to 3 ounces) of Cheese and roll.  
Place in a single layer in 12"x 20" pans.

2 gallons Wolf's Brand Chili without Beans,  
add a little water to make a nice mixture  
Pour over enchiladas, making sure that all surfaces are covered.  
Top with cheese and onions if desired

Bake at 350° just to melt the cheese in the middle!

## Chalupas

Crispy Corn Tortilla Shells

Topped with:  
Refried Beans  
Grated Cheese  
Bake at 400° until cheese melts.

Top with:  
Shredded Lettuce  
Diced Tomatoes

Optional:  
Sour Cream  
Guacamole

## Spanish Rice

2- 28 oz. Boxes Minute rice  
40 cups cold water  
2 cups oil  
3 onions, diced  
4 green peppers, diced  
2 - 7.9 oz. jars Knorr's Tomato Para Sopa  
1 - .9 oz jar cumin  
1 - 3.5 oz. jar garlic powder

Prepare broth first: In a 20 quart pot mix together water, onions, bell peppers, Knorr Tomato Para Sopas, cumin and garlic powder. Bring to a boil. Boil for 5 minutes. Remove from heat. Keep covered. Set aside.

Add 2 cups oil to a 40 qt. pot. Add 4 boxes of rice and brown. Rice should become a golden brown color. When rice is browned, add broth. Cover very tightly with tight fitting lid. Do not stir rice! Cook rice for 14 minutes.

## Lemon Ice Box Pie

2 medium containers of Cool Whip  
3 cans sweetened condensed milk  
2 large pkgs. instant vanilla pudding, prepared as directed  
or  
½ gallon canned Vanilla Pudding  
1 large can frozen lemonade concentrate  
Graham cracker crust

Beat first three ingredients together till smooth. Add enough slightly thawed lemonade concentrate to flavor the mix. Taste test is the best way to do this! Once you have the flavor you like, pour the mixture into the crust and chill for 3 hours.

This recipe makes a 12 x 20" steam table size pan.  
Make 4 pans to serve 100.

## Easy Beef Stroganoff

3 ¾ pounds fresh mushrooms, sliced  
10 onions, chopped  
2 ½ cups butter or margarine  
20 pounds lean ground beef  
2 ½ cups all-purpose flour  
3 tablespoons and 1 teaspoon salt  
20 cups beef broth  
10 cups sour cream  
10 (12 ounce) packages egg noodles, cooked and drained

Directions:

Sauté mushrooms and onions in 2 tablespoons of butter or margarine until soft and remove from pan. Add additional butter or margarine to the pan and melt. Add ground beef and cook until browned. Add flour and salt and stir well. Add beef broth and cook all until slightly thickened.

Add mushrooms and onions, then sour cream. Heat to a simmer. DO NOT BOIL. Serve over cooked noodles.

## Meatloaf for 90

Blend:

18 Eggs	Horseradish, optional
4 c Milk	10 T Worcestershire Sauce
1/3 10 lb Can Catsup	Spices, your favorite
Mustard	4 c. chopped green peppers, optional
4 c. chopped onions, optional	

Add:

25 pounds Sam's Hamburger Meat  
4 sleeves Saltines – crushed OR 4 c uncooked oatmeal Form into loaf pan size meatloaves and place on a greased flat baking sheet. Bake at 350° for 50 minutes

## Overnight Lasagna

1 pound Italian sausage or ground beef  
32 oz. jar prepared spaghetti sauce  
1 cup water  
15 oz. carton ricotta cheese  
2 Tbsp. chopped fresh green onions  
½ tsp. Oregano leaves  
1 egg  
8 oz. uncooked lasagna  
16 oz. pkg. Sliced mozzarella cheese  
2 Tbsp. Grated Parmesan cheese

In large skillet, brown sausage that has been removed from casing, drain well. Add spaghetti sauce and water; blend well and simmer for 5 minutes. In medium bowl combine, ricotta cheese, green onions and egg. Mix well. In bottom of a deep pan (13 x 9 will work if you are careful and not get it too full) spread 1½ cups of meat sauce. Top with half of noodles, next layer and half of ricotta cheese mixture, top with mozzarella slices. Repeat layers. Top with remaining meat sauce, top with Parmesan. Cover and refrigerate overnight.

Uncover and bake at 350 for 50-60 minutes, or until noodles are tender and casserole is bubbly. (I usually put mine on a cookie sheet in case it bubbles over.) Let stand 15 minutes prior to serving.

Note: I think that the 32 oz. jar is a little skimpy, so I usually buy one large and one small jar of sauce, so that I have plenty.

## Vegetable Medley

1 Gallon VegAll Vegetables, drained  
2 cup mayonnaise  
2 cup onion, chopped  
2 cup celery chopped  
Ritz Crackers, crushed  
Cheese may be added but is optional

Mix all ingredients except the crackers together. Place mixture in baking pan. Sprinkle crackers over the top. Drizzle with melted butter or margarine. Bake at 350\* for 45 minutes or until lightly browned on top.

Serves 25 so make 4 pans to serve 100.

## Puppy Chow

12 oz. Pkg. Chocolate chips  
1 ½ c. peanut butter (check for allergies)  
1 box Crispix or Chex cereal  
½ box powdered sugar

Melt chocolate chips in a large bowl in the microwave. Stir in peanut butter and cereal. It will become an impossible glob. Put mixture into a tall kitchen trash bag with the powdered sugar. Work it until it is separated into chunks each one covered with powdered sugar. Store in a tin.

## Chocolate Bread Pudding

Tear 8 lbs of bread into pieces.

Beat & pour over bread:

96 Eggs  
12 oz Vanilla  
24 cups sugar  
2.5 gallons Milk  
2 lbs Cooled melted butter  
6 C Cocoa or Large Container of Raisins & Cinnamon

Spread mixture into 4 greased steam table size pans (18"x20"). Bake at 350 for 1 hour or until tests done.

# HELPFUL HINTS

Following are some general notes and hints compiled by longtime U.M. ARMY Kitchen Coordinators. Read through them for ideas about how to run the kitchen, especially if you have never done this job before.

Box macaroni & cheese serving portions are for main dish portions. Allow ½ that for use as a side dish. Undercook the macaroni slightly. In such large quantities, it continues to cook for a short while and will be mushy if overcooked.

Sam's sells a punch mix that is inexpensive and fast for snacks. However, trade off with lemonade, and other drinks for variety. I have found that Kool-Aid and my own sugar is cheaper than premixed varieties.

***Communication!*** Always talk with persons supplying donated meals in advance. Make sure that both parties are clear on what is being served, quantities needed, who is providing drinks, paper goods, serving crews, cleanup crews, where the meal will be prepared and WHO will prepare the meal. Double check dates and times. Compare with other planned meals so that you don't end up with 3 barbecue dinners in a row or worse....hot dogs!

Go to the host church in advance if at all possible! Take with you possible menus and look at the kitchen with cooking those menus in mind. Check oven sizes, pans available, surface units, electric plugs (AND breaker location!) Look at the freezer and refrigerator sizes. Use the check list of utensils but make notes not only of number, but of sizes. Be sure to check knives. Most kitchens have few sharp knives or adequate measuring utensils for multiple task cooking. Figure work centers for the tasks that will be performed with each meal...allowing space for lunch setup crew to do drinks etc. Look at storage of can goods, paper goods, any pots or pans that you might plan to bring from home or home church. Where will bread be stored? Draw a floor plan. Include all of kitchen, dining area, serving areas etc. Think of traffic flow patterns...to serving area, to trash cans, to drink stations, to cereal stations, to storage areas for replenishing supplies, to dumpster or outside trash cans.

Check if they recycle at that church. Some recycle nothing, others everything possible! Some trash companies will not pick up trash unless it is in clear bags and recyclables are appropriately sorted.

Look at all bathrooms. Note the type of paper towels and tissue used. Check with host church on source of those supplies. You may get a better price if they order for you. Some host churches have donated those supplies also. Note the number and size of waste baskets. (I also check in the stalls in the girls restroom. Ideally, there should be a small basket in each of those.) Note soap dispensers. I collect liquid soap dispensers throughout the year so that I have a number of them to distribute through the host church if needed as bar soap retains many germs on its surface.

Take a walk around the church grounds. Locate water spigots for filling water jugs and rinsing out coolers. Find shaded location with *electrical outlet for the ice machine*. (Access by trailer must be considered.) Make sure that you know where the breaker is for this outlet! Figure out where teams will return their coolers and jugs each day. Check to see if you can mark this area with chalk to indicate team letter and color. (Chalk washes off most surfaces easily with water and a few pushes with a push broom.) Talk about these locations with your director. These need to be convenient to departing and returning teams and yet security and safety need to be considered. If you will not be on site when the ice company delivers the unit, make sure that the church secretary knows where it is to go.

Some food chains may donate ice, you may get ice from businesses in town. In those cases, you must make a daily ice run, usually in the early morning hours...and need a pickup, several huge ice chests and strong backs to load and unload them. Figure 2 bags of ice per team + 2 per color group + ice for supper and snack time. (Church ice machine capacity may be adequate for kitchen/supper use.)

Go to the local stores. Take your grocery list and do some comparison -shopping. Note store hours...sometimes you need a last minute item for snack or breakfast that you overlooked on your last trip or used more than planned for supper. Check on the deli, how much notice on slicing a complete turkey breast or ham? Check with your director to make sure an account has been set up at the location you will do your shopping. (Keep all receipts!)

Drive around the town and some of the surrounding areas. Get a feel for where things are in relation to each other. Try to obtain a map and telephone book. Mark locations of major landmarks on the map, grocery store, hospital, fast food places, etc. This will help you make the most of your time during camp, possibly allowing you more time to catch a site that is just a few blocks from the store just prior to your "daily shopping trip"... to plan a loop of sites to visit.

The phone book allows you to make calls from home if plans change and provides addresses for contacting or confirming plans with various groups and or individuals. Take it with you for use in camp. Many kitchens have phones that you may use but the nearest phone book is in the office.

It is usually more convenient to arrive the Saturday before camp to get the kitchen set up and grocery shopping done and put away before most of the camp arrives. That way, you know where things are stored and are not so rushed to accomplish all that needs to be done after church on Sunday. Find a motel at which you would be comfortable in staying for a night. This is NOT reimbursed by U.M. ARMY. Check with the Host Church to see if this is a possibility.

Some directors will make a cash advance so that you may take advantage of specials near holidays just before camp. (Brisket is usually on sale for Memorial Day and 4<sup>th</sup> of July cookouts. Try to purchase frozen if not cooking prior to freezing.)

Remember that cash receipts and a very accurate accounting of all money is imperative. A small ledger can be part of your U.M. ARMY notebook. Take the time to do accounting daily to allow you and your Director to know where your portion of the camp budget stands.

Prepare duty charts in advance. Provide a rough map of each sleeping room. When youth establish their bed areas, have them enter it on the map with their names. Posted outside the door or given to the Team Leader for early morning kitchen duty the night before allows the rest of the group to sleep while waking only the team on duty.

Prepare a supply kit. Include stapler, pens, pencils, markers in a variety of colors, masking tape, duct tape, notepad, sticky tack, poster board, scissors, candles and matches for those birthdays during the week, and a calculator.

Collect or purchase some empty spray bottles. Label bleach water disinfectant. A couple tablespoons bleach in a quart of water (MIX DAILY) disinfects washable surfaces inexpensively; counters, tables, etc.

Prepare individual (quart size) zip lock baggies of powdered Gatorade or lemonade mix for each Work Team to mix their individual drinks on the work site. Saves time and money.

Prepare clean up kits for bathroom teams and shower clean up teams. Include mop, broom, cleaning fluids, disposable gloves, extra trash bags, and a supply of tissue and paper towels. A map can be taped to the kit to ensure knowledge of all bathrooms to be cleaned. A check list of

chores makes it easy for the team to know what they are to do. Keep the clean up kits in a designated area.

On Sunday, have each group bring all coolers, and igloos to designated area. Distribute to work teams' marked areas and then to Color Group Leaders. (Work teams get larger containers, Color Group Leaders are backup suppliers.) (Always double check to see that they are clean!) Make sure that you have reserved a couple of 5-10 gallon igloos for kitchen use. Tea, lemonade or punch can be offered along with water at dinner and snacks. Use a smaller igloo for morning juice or mix in extra juice containers mentioned above and pour into cups in advance for faster service. Offer water for breakfast also.

A clean cooler lined with foil will keep meats, breads, and other foods warm a short while until serving time. A small Styrofoam container holds pancakes and eggs at serving temperatures if kept closed. Cooked bulk sausage for breakfast tacos can be put in a crock -pot to keep hot as can tortillas. Wrap tortillas in foil in smaller packages to heat in oven then transfer to crock-pot. Cleanup of crock-pots with removable liners is easier than that of non-submersible varieties.

To keep pancakes or scrambled eggs hot until serving time, line a Styrofoam picnic basket size container with foil. Place the food inside and cover with foil and the top of the container. The food will not dry out and will stay quite hot!

At the Dollar Tree you can buy buckets, mops, sponges and cleaners for \$1.00 each. That way you have all you need to keep your camp clean at a minimal price. Don't depend on there being usable cleaning supplies at your camp.

In addition to your regular breakfast stations, you may want to have another station with a toaster or two and bread, bagels, butter, cream cheese and jelly. Consider putting whole dill pickles and peeled baby carrots on the lunch station.

Take any flavor cake mix and make according to directions, add 1 container of same flavor icing before baking. Makes a wonderful moist cake! Be creative!

Be aware that people may have dietary considerations due to health reasons. Be flexible about buying the kind of milk a person needs or other items that will help them stay nourished and healthy while under your care.

Don't forget your alarm clock!

Interaction with youth: the kitchen/dining area serves as a gathering place, where we get to know each other in a more relaxed atmosphere. Take an active part in the camp, not just in the kitchen.

Part of your job is to allow the youth to "work" in the kitchen. Be prepared and assign specific jobs for them to do. This can be just as exciting to them as working on a client's home as some have never been in the kitchen or had the opportunity to cook. It is a great time for them to learn.

Remember to stress SAFETY in your work area.

Be friendly and SMILE! (No matter how early you got up or how bad your feet hurt!)

Compliment, give hugs, stickers, and praises to recognize youth or teams for a great effort! Be an encourager!

Participate in theme days (set by the Program Team) - wear silly hats, clothes, have fun!

Take time in your day to visit the work sites and a variety of teams. Check with the sites coordinator for site locations and maps—a team may be working near the grocery, Wal-Mart or on your way to the showers!

## BROWN BAG FOOD/SUPPLY DRIVE

Have your camp's churches participate in obtaining non-perishable food and supplies. It's easy and save lots of money. Great way for your congregation to "partner in missions".

- ◇ Determine your shopping list for food and supplies (include cleaning supplies).
- ◇ Use regular brown paper grocery bags (grocery stores will donate).
- ◇ Write with magic marker on the outside in large letters, exactly the item you need. Be specific.
- ◇ Examples: Each bag should equal a \$10-\$20 purchase.
  - 10 boxes assorted Little Debbie Snack Treats
  - 5 lbs Folgers Coffee
  - 2—10 lb containers of powdered Gatorade
  - 250 paper plates (10 inch)
  - 5 large bags of Ruffles potato chips
- ◇ Attach this printed message to the bag—"Thanks for supporting U.M. ARMY. Please return your filled bag to the (designated place) by (date)".
- ◇ If your church is sending participants to several camps, you may color coordinate the message and marker for each camp.
- ◇ Place announcement in your church Sunday bulletin (see example).
- ◇ Set up table with prepared bags ready to hand out to church members.

### SAMPLE ANNOUNCEMENT:

#### U.M. ARMY BROWN BAG FOOD & SUPPLY DRIVE!

*Help!* We have to feed 100 teens and adults with 3 meals and a snack each day during our mission week at U.M. ARMY. That sounds easy enough until you see our budget! If you can purchase non-perishable food and supplies, U.M. ARMY can buy more building materials. By filling up our brown bags, you too become part of the U.M. ARMY mission team. The brown bags will be available after each service today. Please fill and return no later than (date).