

Café Royal Training

Thank you for making the time to be trained in the proper use of the Café kitchen. This is a wonderful kitchen to work in and I'm certain it will surpass your expectations.

Safety and sanitation is priority one! Minor burns and cuts can happen but we with attention to detail these should be held to a minimum.

I need to have YOU, the trained parent volunteer oversee the goings on in the kitchen and lead any other parents in the correct use of things.

- It is a school policy that only MCP students and their parents be allowed in the kitchen. NO younger siblings are allowed – there can be many “jobs” they can handle in the cafeteria.
- No raw meats can be brought in and cooked in the kitchen without specific advance notice to me. I need to be assured that when I enter the kitchen in the morning that I won't be preparing ready-to-eat- salad or fruit using a cutting board that hadn't been properly sanitized.
- Please acquaint all your kitchen helpers to the back of the kitchen (on both the left and right sides) to the “hand washing sink” There is a soap and towel dispenser for your convenience. If you are going to be preparing a lot of food you may want to ask anyone with long hair to please put it up in a pony – there are scrunches in the glass bowl on the side prep table as you first walk in (across from the green shelf). Please try to return them after us. Thanks.
- If you have a need to cut or chop any foods **YOU MUST USE A CUTTING BOARD, THIS IS NOT JUST A SUGGESTION!** I prefer that you bring your own knives along but in an emergency you may borrow mine, please make sure to return them where you found them.
- We have a wonderful ice machine. Please feel free to use it, there is no need to spend money on purchased ice. There are two “scoopers” on the top of the ice machine. Please make sure that the black lid is closed asap to keep the ice frozen. Also, the ice scooper may NOT be left in the machine on top of the ice – If left on the ice when the new load of ice dumps it will bury the scooper.
- The freezer in the kitchen is a small one – do not plan on having space available as it is usually full to the brim. You can ask ahead of time if I'm able to make room and I'll do my best to accommodate.
- The “walk-in” or refrigerator on the other hand is quite spacious and I should have no problem making space for your event.
- If you plan on having parents “drop off” items for your event please have someone from your team available to meet them and place them in the refrigerator in the space designated to you. Please do not tell parents to drop things off “in the morning” – Mornings are a very busy time in the kitchen and to take time over and over compromises the service of my food to the MCP students and Culinary Arts students.

- There are two convection ovens with several racks to accommodate virtually any amount of foods you'll need to heat. To turn the ovens on, turn the top dial to "cook" – you'll hear the fan turn on, the interior oven light will go on and the red light will come on indicating the oven is heating up – the light will go off when the oven comes up to heat. 300 degrees in the convection oven is the same as 350 in your everyday oven. To turn the oven off merely move the dial from the cook position (number 3 on the face of a clock) to the off position (twelve o'clock on the face of a clock). If you have a need to move or remove the shelves in the oven, please return them to the way you found them originally.
- There are six burners on the stove top. They are normal gas burners – higher BTU's though than the usual home stove.
- There is a flat top. Unless you've made arrangements specifically to use this please contain your heating needs to the oven or the burners.
- We have six "steam table" warmers. I will demonstrate to you proper use of these during our training. Remember, the water drain needs to be closed prior to turning on the steam table, it must also be opened to drain the water out prior to leaving at the end of your event. Heat temperatures can be adjusted according to your needs. Please be aware that steam heat is very hot and caution needs to be taken when removing pans from the steam table. I will demonstrate proper technique during class.
- You may use disposable aluminum steam table pans (available at Costco or Smart & Final) or you may use my stainless ones. If you use any of my "dishware" please make sure that you've washed it and returned it to the space you found it. If there are a couple of odd items that you're unsure of their proper "home" please leave them out on the first prep table and I'll put them away in the morning – I'd rather have them left out than search for their "new home"
- If you are serving food directly from the kitchen please handle food appropriately. There are many sets of tongs in the kitchen – I'll show you where I keep them. Please feel free to use them. Food service gloves are not necessary if tongs are used to serve food. Gloves can "look" like proper sanitation is being taken but actually there is no substitute for washing hands often and the proper use of tongs! The Parents Association has a box of gloves down the aisle – You many not use the ones in the kitchen.
- Please bring along extra plates or "take away" boxes for left-overs. There is a nice roll of foil in Parents Association. **You may not use any of the food boxes in the kitchen.**
- I operate my business out of the MCP kitchen, I am not an MCP employee. Although all the fixtures of the kitchen belong to MCP all the items (pots and pans, knives, dishes, food and drinks, paper goods EVERYTHING has been personally purchased by me. I buy all things, sell them at a fair price and retain the difference for my earnings. There are several blue bins down the aisle that are the property of the Parents Association. You can feel free to use any of those items – dishes, paper

plates, foil etc. Please keep these bins as organized as you've found them to begin with.

- I prefer that you plan on bringing your own dish towels but if you need to use mine please rinse them out, wring them well and hang them over the edge of the sink. When I come in the next day they will be dry and I will take them home to wash them.
- **Table washing.** There are several "watered down" bottles of dish soap around the kitchen, usually by/in each sink. This is what we use to wash our prep tables several times during the day but most importantly at the end of the day. I will demonstrate how to properly wash the prep tables using the stainless steel scrubbies, soapy water and cloth. It is important to only use the watered down soap – the full strength soap requires endless rinsing. Soap left on the table tops can cause diarrhea so I'm strict on this issue. Again, to come in and need to rewash the tables can really throw the whole day off.
- I always close down "the garage doors" at the end of my day and lock them. If you can manage this great, if not no big deal.
- The cleaning crew appreciates any food you can leave for them – when I have left-overs I leave it for them on the ice at the back section of the kitchen where I place my drinks at service time.
- If there are foods that you do not have a need for I can most likely put them to good use or find a home for them with staff members.

I will point out the location of the stove overhead lights and fan. Please leave the fan on when you leave, turn off the stove light and light in the refrigerator.

In the case of a fire: Do not put water on any fire that has grease or oil – it will poof out of control. Smother the fire if possible with a pan cover. There is a box of salt directly opposite the stove – dump it on the fire (naturally the food will be ruined). There is an extinguisher next to the hand washing sink at the back left. If a major fire erupts you'll need to pull the Ansel – this is the ring with the red glass bar right by the stove fan/light. Pulling the Ansel will notify the fire department who will arrive to deal with the fire. If fire is this severe, get everyone out!

California Food Handler Card - It is now required by the Health Department that every person who handles food - (even dishwashers) is required to take this "on line" course/test. I am NOT requiring EVERYONE to do this but I am requiring the "person in charge" to complete this course. This will help assure that all food is handled properly in the kitchen. This course is mostly "common sense" but a wonderful gentle reminder of basics that we could sometimes have overlooked. Thank you for your cooperation in this regard.

Please feel free to call me with any questions you encounter – I would much

rather a phone call than a surprise in the morning. My cell is 805-478-5002.

Thank you so much for your time and attention,
Carol Iaquina
Chef/Owner
Roasted Red Pepper Chef & Catering

Food Handlers Certificate

(Health Department requirement)

- a. Go to www.cafoodhandlers.com
- b. Watch video or read information
- c. Take test
- d. Pay \$10 fee
- e. Get a copy of your Food Handlers certificate to MCP in one of the following ways
 - i. Email Megan Selby a copy (selbymegan@gmail.com)
 - ii. Turn in a copy at a Parents Assn. Meeting
 - iii. Turn in to Lori in MCP Office