

South Malahat District



CANADA

4-H British Columbia

COUNTRY KITCHEN

COUNTRY MARKET

MANUAL

CONTACT INFO:

SUSY

250-361-5841 (CELL)

250-652-1682 (HOME)

Morning start up:

- **Keys are located in combo lock on the trailer. Code is 4444**
- Move the brown plastic containers outside behind trailer.
- You may need to turn the water on the wall of the building where the hose is hooked up if the taps do not work.
- Run the water for a couple of minutes in the sink to make sure the lines have been flushed clean.
- If you find that you don't have hot water then check that the hot water tank is plugged in or that the fuse has not been shut off.
- **DO NOT TOUCH THE MANUAL SWITCH ABOVE THE WASH SINK.**
- Check to ensure Propane is on and the pilots are lit. Test equipment to ensure that they heat up.
- Do a quick survey of the items you have on hand so you know what you have for sale.
- Wipe all surfaces and equipment with a water and bleach solution (1/4 tsp bleach to full bottle of water).
- Turn on the Square Registry System. Count to ensure your float is \$150.00.
- Put the coffee on as per instructions.
- Put on a large urn with hot water for tea and hot chocolate. Do not take the plug out of the outlet. Just plug it in to the back of the urn.
- Open sales window (keys is on the key ring).
- Put table in front of the trailer just off to the right of the service window. Cover with red table cloth. If raining, put up the tent on the front of the trailer and move table to under tent.
- Put cream and milk into insulated jugs.
- Place the chip box on the outside shelf under the large menu.
- Place on outside table:
 - Cream and Milk Jugs. If it is hot, ensure they sit inside the cooler with ice packs or move to the counter under shad.
 - Tray that holds salt, pepper, sugar and sweet & low.
 - Container that holds spoons and stir sticks.
 - Coffee Lids and Sleeves.
 - Two Napkin Holders with Napkins.
 - Two Small garbage containers
 - Mustard and Relish container.
 - Ketchup Bottles

Through-out the day have someone checking the table out front for cleanliness and to ensure everything is filled.

GARBAGE:

We have three black garbage cans and one wooden stand.

All should be for garbage except for one black garbage can which we use for composting. It should have a compostable garbage bag in it. This will sit in front of the charbroiler.

PLEASE TRY AND COMPOST. At the end of the day, take composting out to the large green can that the Market has placed out for people to use. Dump composting into this can. All other garbage should be taken to the large bins on the far side of the main building.

GREASE COLLECTION

Empty equipment grease catchers into the metal bucket which is on the floor to the right of the grill. At the end of the day, when the grease is cooled, this can then be dumped into the garbage.

There is a grease catcher for the grill which slides out on the right hand side. There is a grease catcher from the fire suppression at the top to the right. There is a grease tray on the charbroiler.

Do not empty the deep fryer!

Rinse the metal bucket with degreaser and hot water and put back on the floor next to grill.

The grease tray under the charbroiler will usually have aluminum foil on it. Change the aluminum foil if needed.

Afternoon clean up:

- Bring in all outside items:
 - Dump out cream and milk and wash insulated containers.
 - Restock the sugar, stir sticks, lids, sleeves, condiments and napkins
 - Refill ketchup containers if necessary and place in fridge.
 - Box of Chips
- Restock the drink cooler with water and pop if available.
- Place tablecloth in laundry bag with dirty aprons and towels.
- Wipe off the table with bleach and water cleaner, fold and put away in the trailer.
- Close the sales windows and lock. You will require key to lock.
- Pour out the left-over coffee and turn off the burners and unplug the machine (make sure to empty the coffee grounds from the filter basket and rinse basket).
- Wash all utensils and containers with soap.
- Cook should clean the grill with the grill block. Scraper and old towels.
- Degreaser can be used on stainless counters only if you need to cut grease (DO NOT USE ON GRILL OR CHARBROILER SURFACES!)
- Wipe all counters with bleach and water solution (1/4 tsp bleach to full bottle of water).
- Empty grease catchers into the metal bucket. Wait to cool and then pour into garbage when cool.
- Empty garbage. Take any recycling and garbage to the large dumpster by the main hall.
- Place new bags in garbage cans.
- Pour any hot water left in the large urn into the hand washing sink for washing the floor. Add about a couple of tablespoons Mr. Clean solution. Do not unplug the urn from the wall just unplug from the urn.
- Mark down anything you may have run out of on the sheet in the cash drawer that the Coordinator needs to purchase.
- Sweep the floor and then mop your way out and lock the door.
- Remember to put keys back in combo lock.
- Take all linens to be washed in the laundry bag and either take home to wash or drop off to Susy's sunroom.

Coffee:

- One package of coffee grounds per pot.
- Fill carafe and pour water in the top of coffee machine. Make sure there is another pot under as the coffee will probably start to come out before you finish pouring.
- We do not have decaffeinated coffee.
- More cups and lids are located in the large brown containers.

Hot Chocolate:

- Make per directions on side of container

Mocha:

- Add two teaspoons of hot chocolate to cup.
- Add a little bit of water just to mix chocolate.
- Top up with coffee.

Tea

- Allow customer to choose their tea bag. We have Earl Grey, Black, Green, Chai, Lemongrass and Orange Peko.

Breakfast Buns:

DO NOT MAKE UP COMPLETE BREAKFAST BUNS IN ADVANCE

- Cook sausage patties on grill – you can cook up a few ahead of time and keep hot in the slow cooker
- Heat Back Bacon on grill – don't cook up ahead of time as it will go dry.
- Test with Meat Thermometer – internal temperature is 74°C (165°F) and holding temperature is at or above 60c.
- Fry an egg on grill (break yoke unless otherwise specified) – you can use egg rings if you wish.
- Add cheese to egg to melt
- Warm bun on grill if necessary
- Wrap in Foil Wrappers

Breakfast Bundle – includes a Hash Brown and Coffee

Hashbrowns

COOK AT 350 DEGREES

DO NOT MAKE UP A BUNCH AND TRY TO KEEP WARM. MAXIMUM AMOUNT IN DEEP FRYER AT A TIME IS SIX.

- They only take 2-3 minutes in the deep fryer.
- No salting required.
- Use wax paper bags to serve.

Corn Dogs:

COOK AT 350°F

DO NOT MAKE UP A BUNCH AND TRY TO KEEP WARM.

- They take 6-8 minutes in the deep fryer.
- When they are a darker brown but not too dark they are ready.
- Use hot dog tray to serve.

Hot Dogs:

- Cook on charbroiler.
- Start to cook up a few wieners around 9:30 or 10:00 am – you can keep these warm in the slow cooker.
- Test with Meat Thermometer internal temperature is 74°C (165°F) and holding temperature is at or above 60c.

Cooking instructions:

Check to ensure there is no plastic wrap on wieners.

Poke wiener with knife and place on charbroiler.

Test with thermometer before serving.

(If you run out of thawed hot dogs then you will need to cook frozen dogs longer.)

Cook frozen wieners for 6-7 minutes and continuously rotate them so they brown on all sides.

Cook thawed wieners for about 3-4 minutes and continuously rotate so they don't get overcooked.

Hamburgers

- Cook patties from frozen on charbroiler.
- You can cook up a few and leave in serving/warming tray.
- Test with thermometer internal temperature is 74°C (165°F) and holding temperature is at or above 60c.

Grilled Cheese or Cheese & Ham

- Two pieces of bread
- Butter outside of both sides
- Use 1 – 2 pieces of cheese to cover bread
- Use 1 – 2 pieces of ham (if applicable)
- Grill lightly on both sides on grill.
- Wrap in foil wrappers

Onions:

- Precut onions in the fridge
- Use one corner of grill to cook up on medium heat.
- Store in warmer/serving tray

Milk Shakes:

- Put in 3 scoops of ice cream
- Add a large squirt of flavor
- Add ½ cup milk or a bit more if needed. Use white plastic measuring cup – milk to green line.
- Blend until lumps are gone.

Remember to only use one container for each flavor of milkshake. Do not mix containers up when making milkshakes.

STATIONS (4 minimum) if you have 5 split the job of #4.

1. CASH AND DRINK PERSON

Person runs the square system, places order up for cook, serves drinks.

2. DEEP FRYER

Operates the Deep Fryer and can assist with Charbroiler. If not busy can be the milkshake operator as well.

3. PREP AND GRILL

Operates the Charbroiler and Grill

4. PACKAGE AND MILKSHAKES

Puts meals together and handouts out to customer.

Makes milkshakes and serves ice cream

ITEMS NEEDING TO BE PURCHASED:

DATE: _____

Product	Needs to be Purchase	Paper & Cleaning Products	Needs to be Purchase
Wieners		Paper Towel	
Sausage Patties		Dishwashing Soap	
Ham/Back Bacon		Mr. Clean	
Coke		Degreaser	
Diet coke		Plastic spoons	
Sprite / 7 Up		Napkins	
Root Beer		Straws	
Water		Coffee cups	
Ice Tea		Coffee lids	
Apple Juice		Milk shake cups	
Orange Juice		Milk shake lids	
Chips		Aluminum Wrapper	
Freezies		Hot Dog Trays	
Choc Ice Cream		Coffee filters	
Vanilla Ice Cream		Ice cream bowls	
Strawberry Ice Cream		Stir sticks	
Hot Dog Buns		Cooking Spray	
Hamburger Buns		Sponges	
Coffee Packets		Garbage Bags	
Chocolate Syrup			
Strawberry Syrup			
Milk			
Creamers			
Cheese			
Onions			
Bread			
Ice cream cones			
Sugar			
Mustard			
Relish			
Ketchup			
Tomato			
Lettuce			
Tea			
Hot Chocolate			

SQUARE POS SYSTEM

The system should be set up and ready to go each week. Just touch the home button of the Ipad. It will take a minute to bring up the Home Screen.



(If nothing happens then check power cords, make sure unit is plugged in to wall and printer is turned on). You shouldn't have to remove Ipad from stand unless the power to the Ipad is turned off.

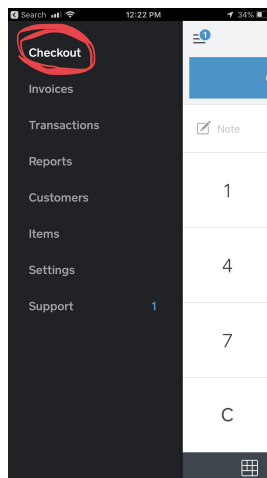


Touch the Square Icon

When it opens you will see that it will run through some checks on equipment. It will check to make sure that the printer, the square stand and the square tap machine is connected.

The cash drawer is connected to the printer, it does not get connected through the hub for the square stand.

You will see the grid checkout screen. If not tap the bottom left icon which looks like 3 horizontal lines and it may have a 1 or 2 on it. It will open up a side menu like below. Select "Checkout" at the very top.



Grid should look similar to this.



Completing Sales Transaction

Touch the icons that represent the food items being ordered. Items which require questions or specifics another screen will come up so you can select specifics. Tap specifics to add or subtract them to the order. Items which are shaded dark grey are automatically added to the order if they don't want that item then you need to tap it to turn it off.

If you make an error and need to remove the item from the order, then swipe the item to the left and choose delete.

If you want to cancel the whole order, then select the button in the far-right corner which will give you a drop-down menu to clear an item or whole order.

Once sales order is complete then push "Charge" button on the bottom. This will take you to the payment screen.

Type in the person's name for the order slip.

Select payment type Cash if paying cash and enter the amount they hand to you and it will calculate the change for you.

If a person is paying by Credit Card or Debit Card, we can only accept Debit Tap Cards no swiping, but we can accept credit card tap, insert or swipe. You will know when a debit or credit card works as the receipt and order slip will print.

Refunds or Cancelling Orders After Payment

Tap the bottom left icon with three horizontal lines which may have a (1 or 2) on it. This will bring up the side menu. Choose "Transactions" and select the transaction you want to refund or cancel. Follow the steps of selecting the item/s to refund, choose the reason why the refund and then select payment method of refund. If they paid cash give them cash. If they paid credit or debit card, you must use the credit or debit card to refund back to.