

Congregational Church of Topsfield

Fair booth Worker Illustrated Orientation Guidebook

July 2026

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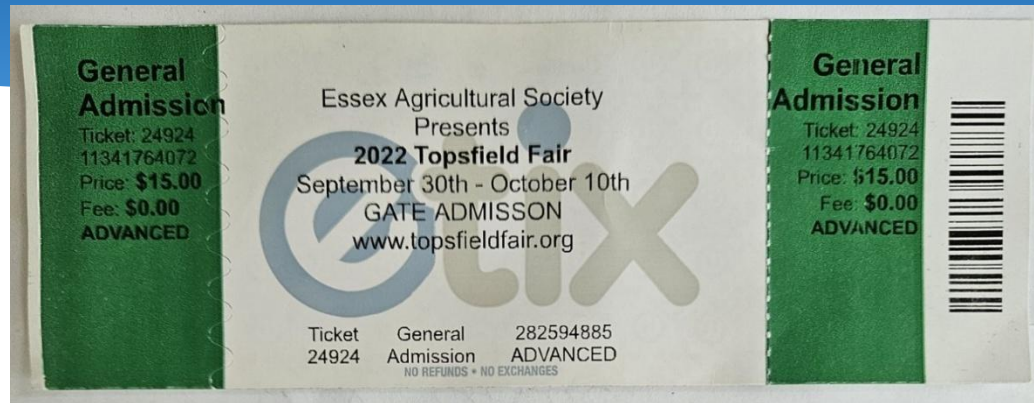
* **Thank you!**90

I. Introduction

First and foremost, we are involved in a fundraiser for the Congregational Church of Topsfield. All proceeds are donated to missions.

Working a shift at the fair provides an opportunity for a fun time with some wonderful people. The atmosphere should be one of fellowship and good times. Introduce yourself to others. Be kind to each other and tolerant of mistakes. Remember that we are all volunteers.

Tickets & Parking



Fair admission ticket and parking voucher:

For your first shift, please plan on picking these up at the church office. All subsequent shift admission and parking tickets can be obtained from the manager on duty at the booth.

Parking: Best lots to park in are Lot A (RiverGate) or Lot C (Co-op).

- Private parking areas **do not** accept the parking vouchers.
- Please try to car-pool or get a ride to the fairgrounds.
- Please return unused tickets and/or vouchers to the Fair booth Shift Manager.

Fairground Map

<https://www.topsfieldfair.org/explore/map/>



Congregational Church of Topsfield Fair booth Restaurant

Located between the Grange building, and the Education Center



Health & Safety Regulations

The Fair booth is required to adhere to health and safety regulations as stated in:

[105 CMR 590.00: State sanitary code chapter X: Minimum sanitation standards for food establishments | Mass.gov](#)

Massachusetts General Law Ch. 111, s 127A requires **local boards of health** to enforce the Retail Food Code within their municipalities.

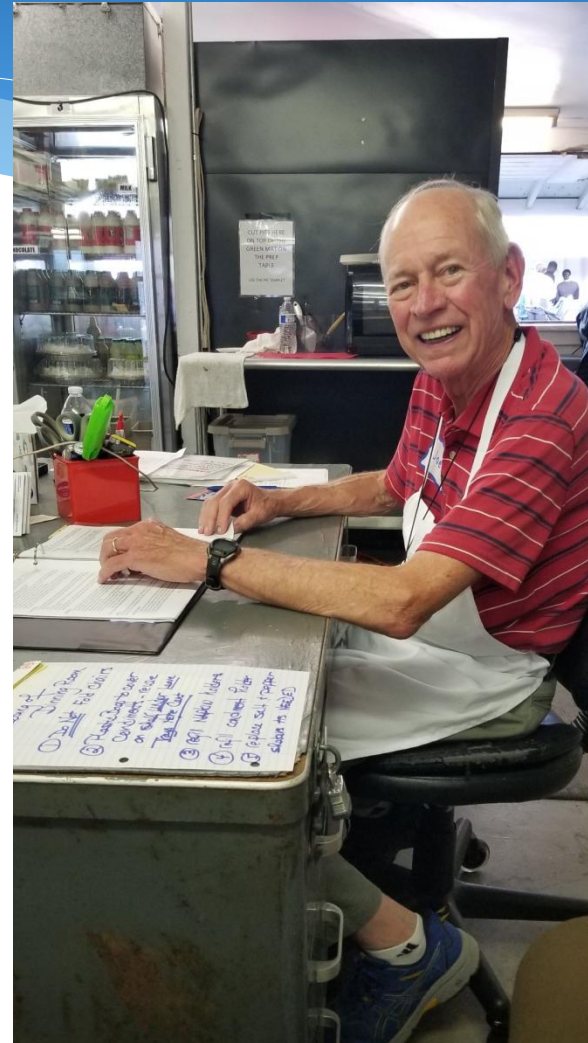
Food Code: key concepts

- * No person can work as a food handler if they have a respiratory **illness**, stomach-related illness or any contagious food borne disease.
- * Food handlers should **wash their hands** frequently, especially before preparing food, after handling raw meat or poultry, after using the restroom, and after touching any potentially contaminated surfaces.
- * Food workers are required to wear **gloves** when handling ready-to-eat foods.
- * No cell phone use unless it's an emergency.

The Shift Manager

The Shift Manager is the designated **Person In Charge** who is responsible for ensuring adherence to health and safety regulations.

All questions or concerns should be directed to the Shift Manager.



When you arrive

- * Arrive 15 minutes prior to the start of your shift.
- * Enter through the tent.
- * Stow your belongings in a cubby in the storage room.
- * Wash your hands in the handwashing sink.



Aprons & Name Tags

Put on a **plastic apron** *. Fill out a **name tag** and put it on.



- * unless you are a Cook or Grill person, in which case put on a **cloth apron**. Dishwashers wear a black **rubberized apron** and rubber gloves.

Check in with the Shift Manager

We are counting on you to arrive on time for your shift!

If you are unable to arrive on time, please call the Fair booth at
978-960-2853

When you arrive, please check in with the Manager.



Then go to your station & introduce yourself to the off-going shift worker. Observe for a few minutes to review the procedure.

II. Job Descriptions

1. Breakfast Shift
2. Cashier
3. Cook/Assistant Cook
4. Counter
5. Dining Room
6. Dishwasher
7. Drinks and Pies
8. Grill
9. Jack-of-All-Trades
10. Steam Table
 - Sandwich Maker

1. BREAKFAST SHIFT

New this year to the Fair Booth, we will be staffing a breakfast shift to include a cook, a counter person, and a cashier. Menu options will include Egg Sandwiches (made in individual electric sandwich makers) and pancakes and bacon. Workers on this shift should have the ability to be flexible as we work out the kinks!

Pancakes & Bacon



Pancakes:

- * Manager prepares one batch of pancake batter in the morning. It will be in a Tupperware container in the fridge next to the grill.
- * On the griddle, make one test batch of pancakes to get the “feel” of how they cook. If you start them at the back end of the griddle, they should be ready to be flipped in 1 to 1½ minutes. Move pancakes to serving plate. Counter person will pour on maple syrup.

Bacon:

Pre-cooked bacon slices will be in the fridge next to the grill and can be added to a pancake order, or served as a side dish. Since they are pre-cooked, they just need to be heated through on the grill...2-3 minutes.

Breakfast Sandwich



New in 2025!



Egg Sandwich Directions:

May be modified at the booth, as this is a new process for us!

1. Turn on sandwich maker to preheat.
2. Add English Muffin to toast.
3. Add a slice of Canadian Bacon.
4. Add Egg directly on the egg plate. Break the yolk and stir.
5. Add a slice of cheese.
6. Cook for 4 – 5 minutes.

Pancakes and Breakfast Sandwich - Availability

They will be advertised on the sandwich board that is in front of the booth. It will state that they are only available in the morning.

If you are on the grill in the afternoon/evening, and a customer requests them, you can make them IF you are not too busy. It will be up to you.

2. CASHIER



Cashier Job Description

Key Tasks:

- * Using a Point of Sale (POS) computer, enter each item on a customer's tray as listed in the appropriate category, e.g., "Beverage", "Dinners", etc.
- * Accept payment by credit card or cash.
- * If a cash transaction, enter the amount tendered and the receipt will show the amount of change to be returned.
- * Periodically notify the manager to take large bills from the register and to provide change if needed.

Training:

This position can be learned on the job, and is easiest to learn when the foot traffic is light. Managers can assist if necessary.

CASHIERS

Please read and do a “practice” transaction before your shift

1. Select “Cash” or “Card” - We do not accept checks
2. Select category of item – “Beverage”, “Dinners”, “Grill”, etc. Listed in alphabetical order
3. Select item(s) in each category. Touch multiple times as required. Note: if you make an error and need to remove or change an item, go to the left side of the screen and click on the entry. From the dropdown choices that appear, select “Remove”.
4. To total, press the gray total icon.
5. If a cash transaction, enter the amount tendered, and the receipt will show the amount of change to be returned.
6. If a credit card transaction, swipe the card and return it to the customer.
7. The register will print one receipt automatically which does not need to be signed unless the order total is over \$150.00
8. For cash transactions using vouchers, treat vouchers as cash.
9. For credit card transactions using vouchers, enter the voucher amount as a “discount” to make the credit card amount correct for billing.
10. In 2024 there will be a \$2.00 discount coupon published in the daily Fair program for turkey dinners. Enter a \$2.00 “discount” for the transaction. Also, we will determine a way to mark the coupon as “used”.



GENERAL

- The shift manager has the password for the register.
- We do not accept checks. There is an ATM on the fairgrounds at the main entrance.
- Cashier is to keep large bills under the change tray. Periodically the manager is to take large bills out of cash register.
- Our Fair workers pay full price for food. Free drinks are provided in the Storage Room refrigerator for workers.

VOUCHERS

Judges' vouchers should be treated as money. Cashiers are to write amount charged on front of voucher.

There are two kinds of vouchers:

1. Vouchers that are good for 1 meal. Cashiers are to write amount on voucher front.
 2. Fair Food Voucher- Value is \$10.00.
- For cash transactions using vouchers, treat vouchers as cash.
 - For credit card transactions using vouchers, enter the voucher amount as a “discount” to make the credit card amount correct for billing.
 - If you receive a voucher for a specific sum, enter the amount as “Cash”. If there is a balance to be paid, the register will give you the option to accept a credit card for the remaining balance.
 - No Change is given back on ANY Voucher.

3. COOK/Assistant Cook



Cooks are chosen from a cadre of “seasoned” volunteers.

Following recipes that have been handed down over decades, they create **the key items** of our menu and supply them to the Steam Table.

- mashed potatoes
- gravy
- vegetables
- soup
- baked beans
- stuffing

Assistant Cook

This is a great position for someone who likes to cook but does not want to be “in charge” just yet!

You will learn the ropes under the tutelage of an experienced Fair booth cook.

It is helpful if you can lift large pots off the stove top.



Foods that originate off-site:

- * **Turkeys** are baked off-site, and the meat is carved, weighed, and packaged into **3-ounce servings**. These are transported to the fair booth daily and **stored in our refrigerators**.
- * **Brown Bread** is baked off site, transported daily to the fair booth, stored in our refrigerators and sliced as needed. One loaf **is kept warm on the stove** and one loaf on the Steam Table.
- * **Mac & Cheese** is pre-cooked off site, delivered in frozen pans, stored frozen in our freezer and re-heated by the **manager** who **delivers it to the Steam Table**.

Cooks' Workspace

Safety First!



Pots are large, heavy and filled with steaming hot food. Kettles are filled with boiling water. There are sharp knives in use. Cooks carry containers of food and boiling water back and forth to the Steam Table. Therefore:

Do not walk in the cooks' area.

Do not obstruct or linger in the area between the Stove and Steam Table.

4. COUNTER



Counter Job Description

Key Tasks:

- * Take customer orders.
- * Call dinner orders and hot sandwich orders to steam table workers.
- * Call grill orders to the grill worker.
- * Set out rolls for hamburgers and hot dogs.
- * Pour syrup on pancake orders.
- * For Grilled Cheese Sandwich: place 2 slices white bread on griddle & squirt mayo on each slice.
- * Prepare trays for meals: place cranberry sauce, dinner roll and butter pat on the customer's dinner tray.

Training:

Persons new to the job should work alongside experienced workers or select a shift on a low-volume day. Busy days are week-ends and Senior Citizens day.

Counter Instructions

Food Safety – gloves/handwashing

- * Zero bare-hand contact with ready-to-eat food. **MUST WEAR GLOVES**
- * Gloves should be used in accordance with the Massachusetts State Sanitary Code, 105 CMR 590.0003.
- * **Single-use gloves should be changed anytime you would need to wash your hands.** This includes after:
 - * using the bathroom,
 - * sneezing, wiping your nose,
 - * touching your hair, face, or clothing,
 - * Using your phone,
 - * eating or drinking,
 - * smoking
 - * taking off or before putting on a new pair of gloves,
 - * handling garbage,
 - * handling dirty equipment, dishes, or utensils,
 - * touching raw meats, poultry and fish, and
 - * **anytime you change tasks.**

Counter: Opening Shift

- * Review supplies and re-stock as needed:

- * Next to the **grill**:

- * Small paper plates for hamburgers
 - * Hot dog sleeves
 - * Paper plates for pancakes
 - * Bags of Hamburger & Hot dog rolls
 - * Pancake syrup
 - * Next to the electric **soup** kettle warmer:
 - * Packs of saltine crackers
 - * Soup spoons
 - * Styrofoam soup bowls & mac & cheese/side order bowls **
 - * Small paper plates
 - * Lids for bowls.

- * Next to the **Steam Table**:

- * Bag of dinner rolls
 - * Tray of cranberry sauce – individual servings
 - * Sleeve of butter pats

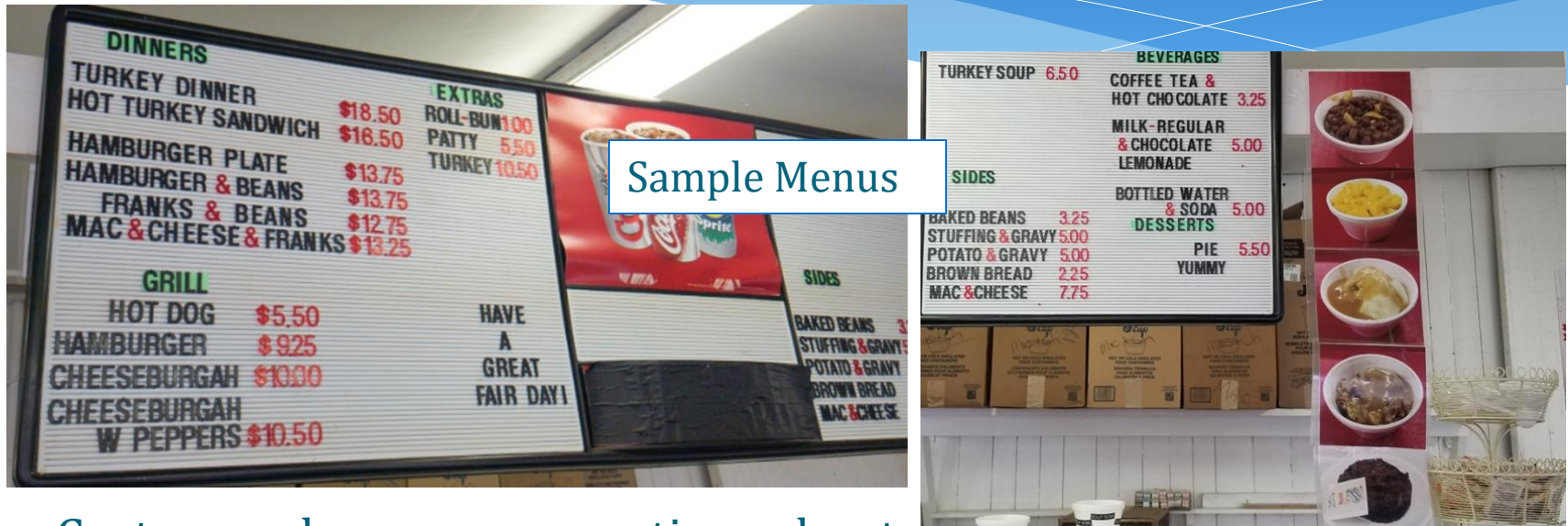
- Check **cranberry** supply in Refrigerator # 6; if low, tell manager.
- Extra **butter** pats are in the double -glass-door refrigerator #8.

** Note different size bowls:



Study the menu – it can change daily!

Answer questions



Customers have many questions about

- * **ingredients** in the food, e.g. gluten, dairy, wheat.
- * what food is available, in what **combinations**.

For questions about **food allergies** or menu **substitutions**, it is best to **consult with the manager**.

Greet the customer and take their order



- Listen to customers;
- Interpret the menu to them;
- Help them to order their food.

Communicate orders

Prepare Trays

- * Place a **paper tray liner** on each tray.
- * Call **dinners, hot sandwich orders & turkey gobbler sandwich orders** back to the steam table.
- * Call **hamburger, hot dog, pancake, breakfast sandwich grilled cheese sandwich** to the grill.



- * Set **rolls for grill orders** next to the grill.
- * Keep a supply of 6" plates separated for hamburger orders.

Dinner orders

- * Hamburger and Hot Dog **dinners** are served on a compartment plate.
 - * First, give the plate to the grill for the meat;
 - * Then pass the plate to the steam table to be completed.
- * Have **dinner roll, butter & cranberry** ready, and put on dinner plate according to chart.



Soup

- Check **temperature** dial on electric soup kettle and assure soup is kept warm at **135 degrees**.
 - If **water level** under the soup is low, ask cooks to re-fill it.
-
- * Serve soup in **larger** size Styrofoam **bowl**, add a lid, place it on a small paper plate.
 - * Place 2 packets of **saltine crackers** on the paper plate.



5. DINING ROOM

Key tasks:

- * Ensure that each table has the required condiments,
- * Keep tables clean.
- * Clean trays and return them to the counter area.
- * Notify manager when trash barrels are filling up.

Training:

- * On the job. This position can be learned in a few minutes at the beginning of a shift. Great for first-time volunteers.

Dining Room: Opening Shift

- * Remove clear plastic covering from each table and save the plastic on shelf behind Manager's desk.
- * Replenish condiments & napkins as necessary.
- * Turn on lights.
(Switch is behind the door.)



Ensure that each table has the required items:

- * Napkin Dispenser.
- * Condiments:
 - * Relish
 - * ketchup
 - * Mustard
 - * Mayonnaise
- * Salt Shaker,
- * pepper Shaker



Tray washing

Prepare:

1 tub of rinse water

1 tub of soapy water

Get 2 clean towels from under cooks' counter.

All trays are to be clean before returning them to front counter.

Wash only those requiring cleaning.
Towel drying is acceptable.

Please go around the outside to deliver trays to the front counter. Do not go through the booth.

If it's busy, take trays up more often.



Keep tables clean and organized.

Straighten chairs and pick up litter.

Keep napkin holders filled and clean.

Make sure there is ketchup, mustard, relish, mayonnaise, salt and pepper on tables.



Trash Responsibilities

Keep an eye out for the Fair barrel crew so our trash barrels are emptied as necessary.

The manager will remove full garbage container bags and set them outside the tent to be picked up by the fair employees.

Replace the barrel liner and rubber band; supplies are located on shelf behind manager's desk.



Dining Room: Closing Shift responsibilities

- * Clean table tops.
- * Replenish condiments.
- * Wipe down ketchup bottles.
- * Fill napkin dispensers, wipe down.
- * Cover table items with a clean garbage bag.
- * Turn off lights.

6. DISHWASHER



Dishwasher Job Description

Key Tasks:

- * Prepare sinks for washing, rinsing, and sanitizing.
- * Wash items as they are delivered to you.

Training:

- * On the job. Washing is straightforward and preparation of sinks is done at the beginning of the shift and water is changed as necessary. Note that the closing shift may involve more work than the other two shifts since all containers must be washed, rinsed, and sanitized at the end of the evening.

Dishwasher: opening shift

Prepare the
three-bay sink.

Prepare
sanitizing solution:
One capful of bleach per
half-sinkful of water.
Check the proper mixture
by using **Test Strips**
which are found on the
shelf behind the three-bay
sink and in the Manager's
desk.



**All containers, utensils and surfaces must be washed, rinsed and then
sanitized using the three-bay sink:**

Wash in soapy water;

Rinse in clear water;

Sanitize.

Pre-wash and Air Dry

Wash the pots, pans and utensils that are brought to you.

Steam table pans have priority. Please wash these as soon as they come in.

Air-dry pie utensils,
mac & cheese
containers etc.
on rack
above handwashing
sink



Use white double sinks to
prewash items.

HOW TO USE A 3 COMPARTMENT SINK

REMOVE FOOD

Scrape leftover food
off dishes.

SINK 1 WASH

Scrub dishes in soapy,
warm water at minimum
temperature of 110°F.

SINK 2 RINSE

Use second sink to rinse
dishes in clean, warm
water at minimum
temperature of 110°F

SINK 3 SANITIZE

Soak dishes in chemical
sanitizing solution. Follow
sanitizing directions.

OR

Sanitize dishes in hot
water at 171°F or hotter
for at least 30 seconds.

DRY DISHES

Always
air-dry dishes.

IMPORTANT: REPLACE THE WATER WHENEVER IT APPEARS DIRTY

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The information provided here does not, and is not intended to, constitute legal or medical advice. Please refer to FDA Warewashing Guidelines and sanitizing solution instructions.

Additional Dishwasher duties

- * **After Air-drying** the cooks' items, put them back on the shelves beside stove.
- * **Closing Shift:**
 - * Empty the sinks.
 - * Make sure all faucets and sprayers are turned off.
 - * Close the windows.



7. DRINKS AND PIES



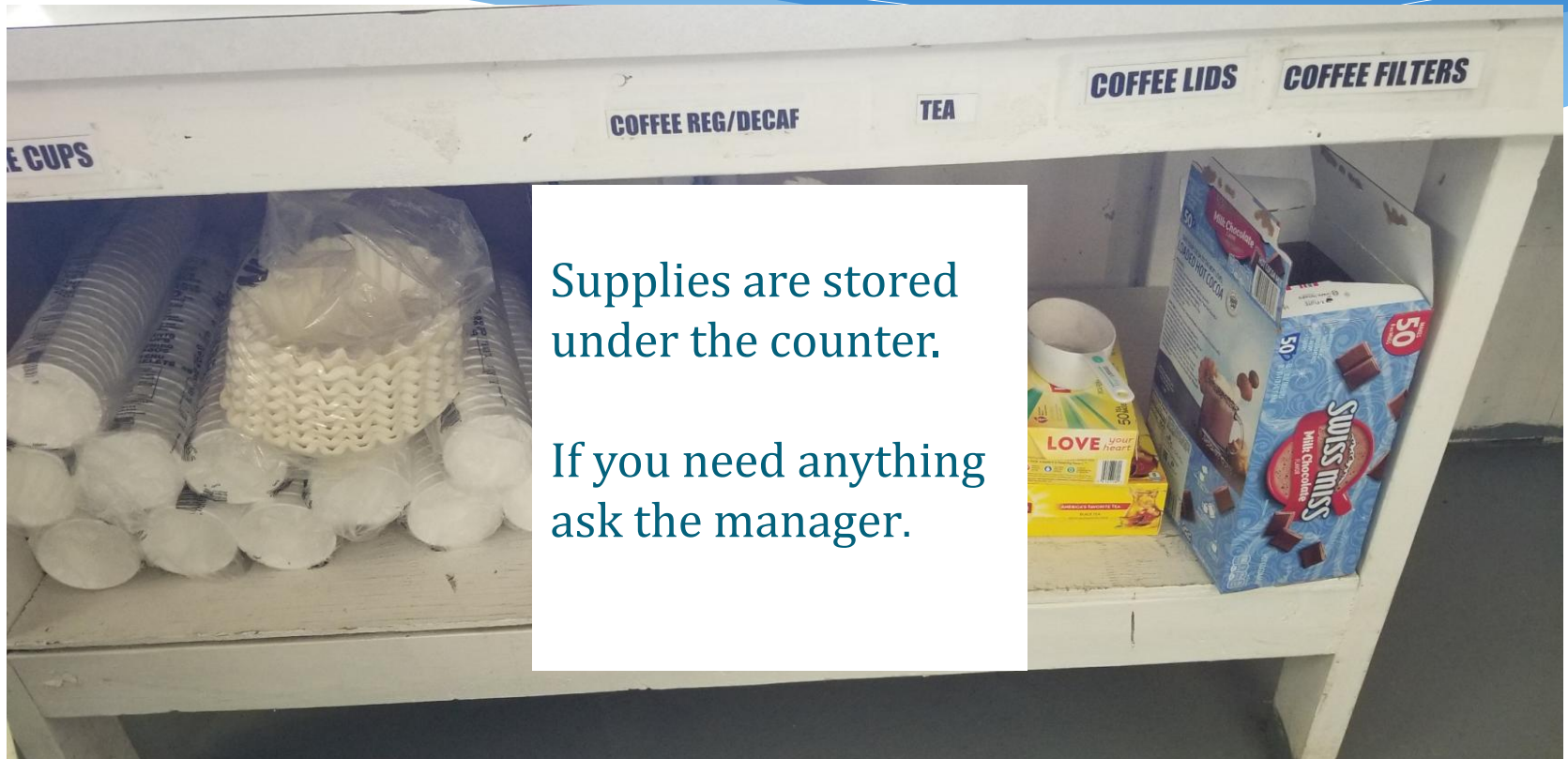
Drinks and Pies Job Description:

Coffee/Tea/Hot Chocolate



- Make sure water receptacle is full.
- Place desired cup - caffeinated or decaf, tea or hot chocolate, in the lift up lid.
- Push button to brew and serve.

Coffee/tea/hot chocolate supplies



Supplies are stored
under the counter.

If you need anything
ask the manager.

Coffee/tea supplies on the counter



Keep knives, forks, spoons, straws, stirrers, sugar and Sweet 'N Low containers full and neat.

Cold Drinks:

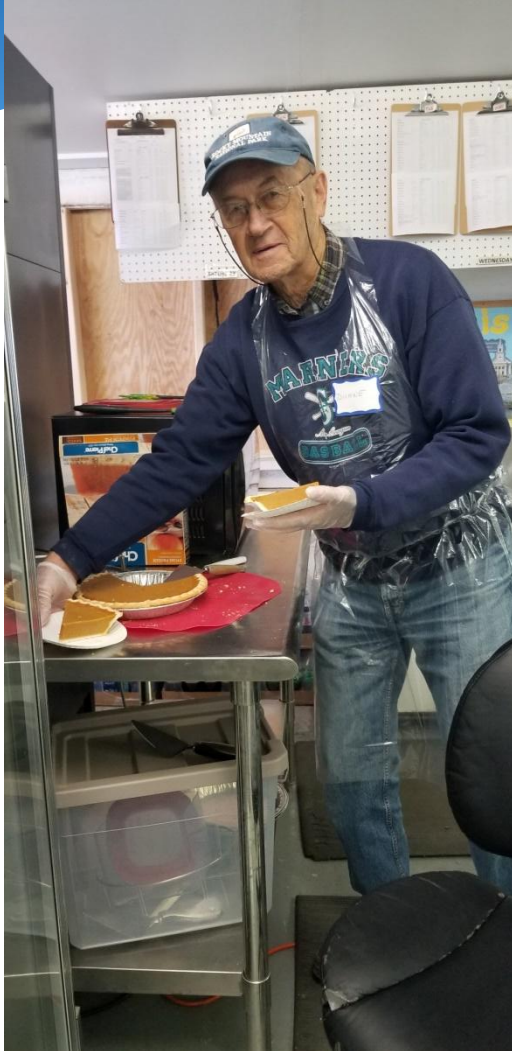
soda, milk, water

- * Do not display samples of milk, it wastes it!
- * Rotate milk from back to front in the glass fridge (#3).
- * Stock newer dated milk from fridge #4.
- * Keep sodas filled in the coke refrigerator.
Cold back up soda is kept in #4 refrigerator
- * Keep refrigerator stacked with milk and creamers. (Be sure to use oldest date first.)

Drinks & pies refrigerators are behind the counter



Cut pies using template



- * Pie Prep station is behind coke refrigerator.
- * Use the Microwave on pie prep station for heating slice of pie (if requested).
- * Cut all pies using template. Pie-cutting utensils are in bin underneath table. Get clean utensils from rack above handwashing sink.
- * If more pies are needed, ask the manager to cut them. Thawed pies are in #6 refrigerator.
- * Manager may delegate pie-cutting to Drinks & Pies person as appropriate.

Drinks & Pies Closing Shift

- * After 8:00 p.m. do not slice whole pies unless an order is placed. Serve out pieces only on order unless it is really busy.
- * Put all cut pies in the refrigerator. Make sure Boston Crème Pie is covered.
- * Take utensils and coffee pots to the dishwasher for washing and sweep the area.
- * The "Coke fridge" and "fold back cooler" (#4) should be filled every night. Back-up milk is also in the #4 cooler.
- * Turn off the Coffee machine.
- * Empty trash, sweep floors and clean all counters using only dish soap and water.

8. GRILL



Grill: Job description

- * Cook **hamburgers, hot dogs** and **pancakes**, and warm **bacon** on the grill. Hamburgers may be ordered with cheese and/or peppers.
- * Make **grilled cheese sandwich** on the griddle.
- * Training: On the job. Anyone who can cook on an outdoor barbeque grill will find this to be straightforward.
- * The morning manager starts the grill.
- * The **evening shift** will **shut down and clean** the grill.

Grill: Instructions

- * Wear a cloth apron. Do **not** wear a plastic apron – plastic melts!
- * Do **not** wear gloves.
- * Use the “right” grill only, until the second (left) grill is necessary to keep up with orders.
- * Use griddles to fry eggs.
- * **Zero bare-hand contact with ready-to-eat food.**
- * Use utensils to transfer cooked food to rolls or plates.
- * Do not touch cooked meats, rolls or paper goods.
- * Do **not** take orders directly from customers.

ALL ORDERS are taken by the Counter people ONLY.

Grill supplies in grill refrigerator



Frozen Hamburgers
Frozen Hot Dogs
Cheese slices
Sliced peppers
Pancake batter
Bacon (pre-cooked)
Eggs
English muffins

Grill: Opening Shift

The Manager will fire up the grill upon arrival, to be ready to serve breakfast by 8:30am.



Vent hood over the grill



Vent Hood



The Manager will turn on the vent hood over the grills - The fan is controlled by a variable speed switch located to the right of the main power panel (back wall behind the steam table).

Fire Suppression system

In 2024 a fire suppression system was installed in the grill area to automatically extinguish a fire that might arise from the grill.

If it detects a high temperature above the grill, it will release carbon dioxide to put out the fire and will shut off the supply of natural gas to the grill.

It can also be operated manually by a button mounted next to the entry door.

Grill instructions:

Hamburgers, cheeseburgers

- * **Hamburger** to be cooked to internal temperature of 160°F. (Special thermometer needed)
- * Frozen hamburgers cooked for 8 minutes.
- * **Cheeseburger** is made by placing cheese on burger and covering with pot lid for 1 minute or until melted.
- * No Cheese or Rolls directly on Grill.
- * Raw hamburgers should **not** be left thawing on the counter.



Hot dogs, Pepperburgers



Peppers to be cooked at the same time hamburger is cooking.

Notify manager if you need more peppers or cheese.

Keep ample supply of meat on the grill when it gets busy.

Grilled Cheese Sandwich



New in 2025!

Available all day, these will be grilled **on the griddle**.

- * Place 2 slices of white **bread** on griddle & squirt **mayo** onto each slice.

If the grill person get's too busy, the counter worker may assist in preparing the bread with mayo.

- * **Grilling Directions:**

1. Spread **mayo** as evenly as possible over bread with spreader.
2. **Flip** one piece of bread so mayo side is on griddle.
3. Add 3 slices of **cheese**.
4. Top with second piece of **bread**, mayo side UP.
5. **Cover** with pot lid.
6. Cook on **first side** approx. 1 minute to 1 minute 20 seconds. (Should be brown on bottom and cheese starting to melt.)
7. **Flip** & cook on second side, approx. 45 seconds to 1 minute.
8. Move to serving plate.
9. **Counter person** will cut the sandwich with red serrated knife.

Grill Instructions:

Closing shift

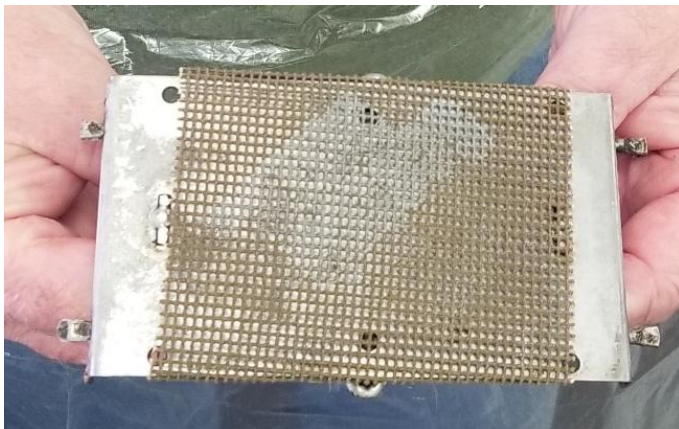
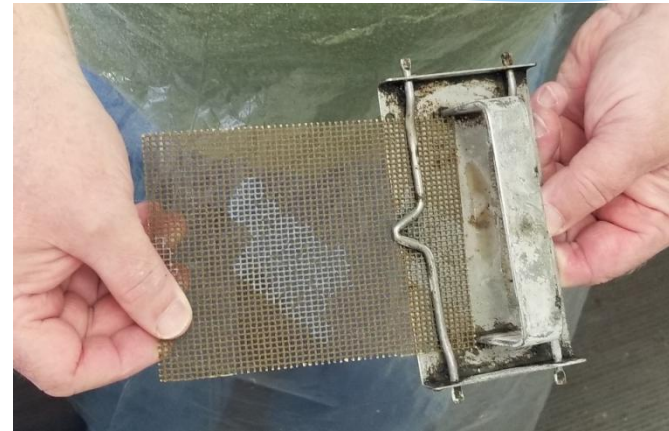
- * Let grill cool down before cleaning.
- * All utensils, racks, covers, etc. to be given to Dishwasher for cleaning.
- * Clean all the counters in your area and sweep the floors.
- * Turn off Vent over Grill.
- * Restock the refrigerator with extra boxes of hamburgers, hot dogs, and stacks of cheese for the morning shift.

Before you leave, both grills must be cleaned.



Scrape the grease into the slot, using the single-edge scraper.

Prepare the screen tool with which to clean the grill



Scrub the grill

DO NOT use Soap and Water on Grill!

Use only vegetable oil to clean the grill.



Grease traps and trays

Empty and clean both
grease trays
under the grill



Empty and clean
Grease traps
at each end of the vent
over the grill.



9. JACK-OF-ALL-TRADES

This position involves assisting the manager in filling any open positions and taking on specific tasks as directed by the manager.

The person should have prior experience volunteering at the booth.

10. STEAM TABLE/Sandwich Maker



Steam Table: Job Description

- * Prepare dinners as ordered by Counter personnel. Using charts provided to arrange food on plates, fill orders for dinners.
- * Training: New personnel should work with an experienced worker or select a low-volume day and time for their shift. Use a scoop for potatoes and stuffing, a ladle for gravy, and a slotted spoon for vegetables. Turkey is pre-sliced in pre-measured packages.

Steam table instructions: food safety – gloves/handwashing

- * Zero bare-hand contact with ready to eat food. **MUST WEAR GLOVES.**

Gloves should be used in accordance with the Massachusetts State Sanitary Code, 105 CMR 590.0003.

- * **Single-use gloves should be changed anytime you would need to wash your hands.** This includes after:
 - * using the bathroom,
 - * sneezing, wiping your nose,
 - * touching your hair, face, or clothing,
 - * Using your phone,
 - * eating or drinking,
 - * smoking
 - * taking off or before putting on a new pair of gloves,
 - * handling garbage,
 - * handling dirty equipment, dishes, or utensils,
 - * touching raw meats, poultry and fish, and
 - * **anytime you change tasks.**

Steam Table

Food temperatures

- * The temperature requirements for **hot** holding of food is **135°F (57°C) or above**. This is necessary to prevent the growth of harmful bacteria that can cause foodborne illnesses.
- * Every time a food container is replaced, observe the water level in the Steam Table.. There should be **one inch of water**. If level is low, ask the cooks to add more boiling water.

Familiarize yourself with the menu

These are sample menus! Menus may change daily!



Fill plates according to pictures above the steam table.



Steam Table Supplies

Start your shift with all clean utensils:

- * Scoops for mashed potatoes & stuffing
- * Slotted spoon for vegetables
- * Ladle for gravy

Stack plates on the Right Side of the Steam Table, not on the shelf above.

- * All dinners go on compartment plates.
- * Hot turkey sandwiches go on plain plates.



Steam Table supplies: Bread & Rolls



Located behind the grill are:

- * Bread for Hot Turkey sandwiches
- * Dinner rolls
- * Hamburger and Hot Dog rolls.

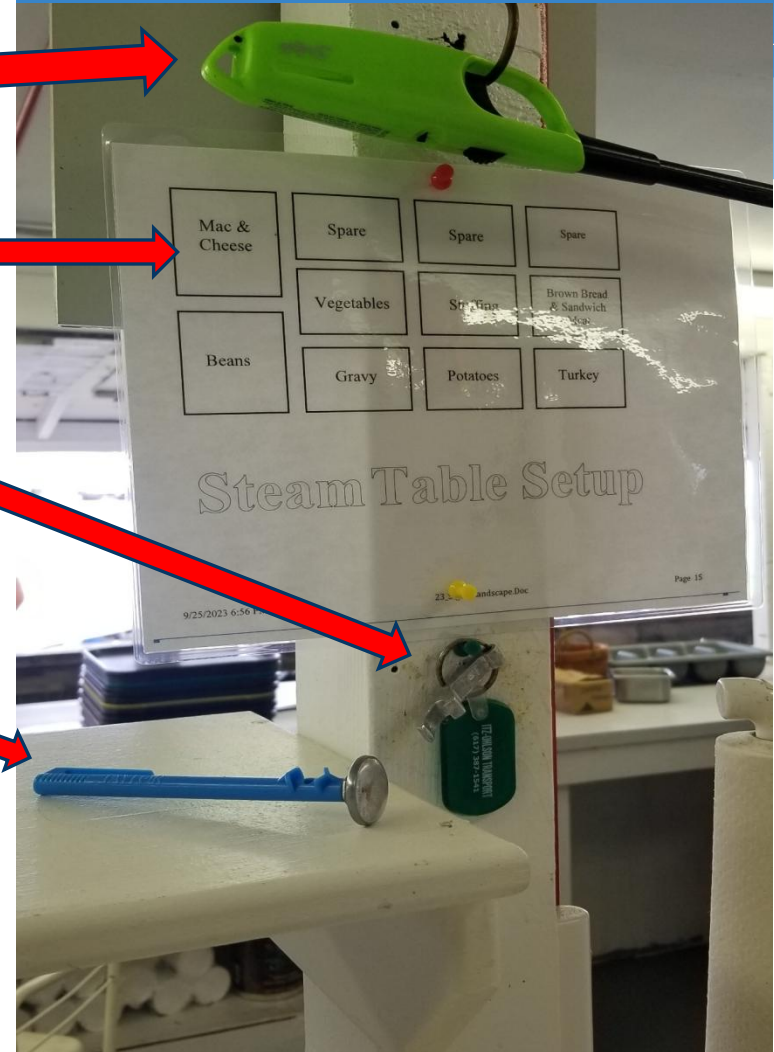
Steam Table tools

Hanging above and right of the steam table you will find:

- **Lighter** to light the pilot lights
- Steam Table **food layout** chart
- A **key tool** to help lift up the food containers
- **Thermometer** to check the temperature of the food

Also you will find:

- Paper towels;
- Spray sanitizer to clean the area;
- Pot holders



How to set up the Steam Table

MACCARONI & CHEESE	SPARE	SPARE	SPARE
	VEGETABLES	POTATOES	BROWN BREAD
BEANS	GRAVY	STUFFING	TURKEY MEAT

Food supplies: Turkey



- * Turkey packets are in the refrigerator behind you.
- * Bring the turkey up to temperature by placing the turkey packs in the **microwave** and following the directions on the microwave.
- * Transfer the warmed turkey into the container on the steam table
- * Do not warm too many turkey packs during slow times.

Food supplied by the Cooks

Work together with the Cooks to assure the steam table is supplied with:

- * Mashed potatoes
- * Gravy
- * Stuffing
- * Vegetable du jour (e.g. green beans or carrots)
- * Baked Beans
- * Brown Bread

Notify cooks when you need to be restocked with these foods.
Give them time to prepare the food.

Food supplied by the Grill

Hamburgers

Cheeseburgers

Pepper burgers

Pepper/cheeseburgers

Hot dogs

Pancakes and Bacon

Grilled Cheese Sandwich



Macaroni & Cheese



- * Mac & Cheese will be heated and added to the Steam Table by the **Manager** or Jack-of-all-Trades.
- * It takes about 12 minutes to heat a batch of Mac & Cheese, so give the Manager ample advance notice when this is low.

Sandwich Maker

We are now including in our menu options a **“Turkey Gobbler”**. This position will support the Steam Table in creating what is a packed turkey sub. Once you learn the steps, it is a fairly easy position. Sandwiches will be made off to the side of the steam table.

Steam Table, Counter & Grill are a TEAM!

- * Counter person receives order for e.g.
“Hamburg Plate” or “Franks, beans & Brown Bread.”
- * Counter person relays order to Grill and Steam Table.
- * Work together to prepare the plate according to photos above the Steam Table.



Steam Table: Closing Shift

- * The Steam Table should be not overstocked after 7:00pm.
- * **Cooks finish at 8:00pm.** Stock the Steam Table based on expected volume for sales until 9:00 pm.
- * The manager will advise the Steam Table people regarding the disposition of leftover items at closing.
- * Shut off the pilot lights under the Steam Table.
- * Drain the water out of the Steam Table.
- * Transfer the remaining food into disposable foil containers and cover them with foil.
- * Set the containers on the stove to be kept warm. Food will be served from there.
- * Give all pots and utensils to the Dishwasher to be washed for the next day.
- * Before you leave, please:
 - * Clean the Steam Table and surrounding counter;
 - * Sweep floor around your area

Thank you!

Thank you to the many volunteers who make the CCoT Fair booth Restaurant work.

Beside the significant funds earned in support of missions, the Fair booth is an important community event, both for church members and for the other members of our greater community who join us.