

## Team Leader Duties

The Team Leader (TL) is generally responsible for coordinating the effort during Friday's meal preparation. Designating team members to perform tasks to prepare that night's recipe, looking ahead to what should happen next, making sure the kitchen is clean at the end of the evening are a few examples. The name listed in **Bold** on the calendar is that week's TL.

The recipe selection on the schedule is a suggestion. TLs are free to choose to prepare a different recipe however, communication and planning for ingredients should be handled by the TL if a different recipe is chosen. TLs may do their own shopping or communicate with the "shoppers" if they want the ingredients delivered for Friday's meal prep.

The team members should contact the TL if any substitutions are necessary. Staffing is discretionary, however there should always be at least two team members.

### Lessons learned/ Best Practices:

The ovens require time to preheat, and the left-hand oven (when standing facing the oven) should be set 25 ° higher (dial setting) than the temp indicated in the recipe.

Only one pan per oven, to ensure timely heating of food.

Do not add cheese toppings until 5:15 – 5:20 pm, this will prevent cheese from burning due to the extended cooking time our recipes require.

When using frozen vegetables always pre-cook (i.e. steam, defrost, add to ingredients being cooked on the stove top) before adding to the recipe going into the oven. This will ensure that food reaches temp by 5:30.

Replacement batteries for igniters can be found in the drawer under the microwave. AAA batteries.

Manny will mop the kitchen floor every Thursday, however teams should plan to re-mop **as necessary** to ensure the kitchen is ready for Sunday.

The cabinet next to the stove has been cleaned and organized with SH dry stores. Please put any left-over dry stores there (remember to label/date it). There are labels, markers in the drawer under the microwave.

Volunteer "Shoppers":

Jan Beurskens  
Mary Schipper