

Southern Baptist Disaster Relief



Feeding
Reference
Manual (Henry)
---Lead Cook ---

LEAD COOK

Lead Cook Standard 1: Scope of Authority and Span of Control

The Lead Cook will work under the supervision of the Blue Cap and be directly responsible for the volunteers working in food preparation, cooking and the beverage station.

Key Actions:

- The job of the Lead Cook is to plan the meal and oversee the volunteers working in the kitchen. (See Guidance Note 1)
- The Lead Cook may appoint a volunteer to oversee or take responsibility for a specific task when effective management requires additional supervision. (See Guidance Note 2)
- While food is being prepared the Lead Cook is to be present in the kitchen area. If it becomes necessary for the Lead Cook to leave the kitchen area; volunteers must know who has been temporarily designated the “Lead Cook” responsibilities. (See Guidance Note 3)

Key Indicators:

- ☐ The Lead Cook is clearly visible monitoring and directing the work in the kitchen.
- ☐ All volunteers working in the kitchen have been assigned a specific task and know their responsibilities.

Guidance Notes:

1. The Lead Cook is one of the links in the chain of command. The Blue Cap should address all issues concerning cooking and preparing food with the Lead Cook. The Lead Cook should then address the issues with the kitchen volunteers.
2. The span of control for any Lead Cook should not exceed 7 specific tasks. However if the meal counts and/or the number of volunteers working with the food increases, the Lead Cook should designate a volunteer to take responsibility for one or more specific tasks. Failure to do so may result in; serious violations regarding safe food handling procedures, the increased potential for accidents and injuries, missed time schedules, and stress induced conflicts. Volunteers designated to assist the Lead Cook in specific tasks should be clearly identified and their assigned responsibilities made clear to all volunteers working in the kitchen.

3. Occasionally the Lead Cook may meet with the Blue Cap or may seek a quiet place to work on such things as menu planning or food substitution problems. The Lead Cook should in such cases; let volunteers in the kitchen know where and how he/she can be contacted or designate a volunteer to act in their place.

Lead Cook Standard 2: Menu Planning and Food Orders

Lead Cook is to assist the Blue Cap in planning menus and preparing food orders.

Key Actions:

- The menu planning should include both the specific food items and the quantity of cans, cases and/or packages of food needed for the required meal count. (See Guidance Note 1)
- The menu should cover a minimum of 3 days.
- A typical menu consists of a meat or entree, vegetable, fruit, bread, dessert, and drink.
- Standard serving portions are: 8 ounces meat or entree, 6 ounces side dishes and desserts, 4 ounces fruit, 8 ounces drink. (See Guidance Note 2)
- The menu should note needed supplies and include all spices and condiments necessary to complete the meal. (See Guidance Note 3)
- The menu should include ordering details and be a convenient, quick reference for creating the food order and planning the meal preparation. (See Guidance Note 4)
- The on-site inventory must be considered and used in menu planning.
- The Lead Cook should increase the quantities on the food order to provide additional food necessary to feed volunteers and ARC workers, including ordering breakfast items and snacks.

Key Indicators:

- ☐ The menu includes enough information to be useful for ordering food and supplies.
- ☐ The on-site inventory list is the primary resource in menu planning.
- ☐ The Lead Cook has all the spices, oils, sauces and ingredients needed to complete the meal.
- ☐ The meal count has been increased to provide food for volunteers and other workers (ARC).

Guidance Notes:

1. Menu planning is vital to the operations of the resource, the Blue Cap and the Lead Cook must be familiar with the planning and the ordering process.

Menus should be planned and food orders placed according to the following dynamics:

- How many volunteers are available to prepare and cook food?
- What is the skill level and experience of the feeding volunteers?
- What is the requested meal count?
- What is the distribution method for delivering or serving food?
- How many cambros are available if food is to be distributed?

Will there be enough cambros available for the entrée, vegetable, and fruit or should alternative packaging be considered, i.e. individual fruit or pudding packs.

- How much time will be available to prepare meals?
- What type and quantity of equipment will be available to cook food?
- Is there any available freezer and/or refrigeration equipment?
- Will the same Lead Cook still be directing the cooking when the food order is delivered?
- What is the available inventory?

Knowing the available inventory according to what is frozen, refrigerated or dry goods may be important if substitutions are required or last minute meal counts are adjusted. Available inventory should always be used before ordering more food however repeating the same meal consecutively should be avoided.

- What is the cost allowance per meal?

Individual fruit and pudding packages are quick and easy but cost more than the #10 cans.

2. The standard serving sizes for entrees refer to items such as meats, stews, soups, chili, casseroles or hot dishes. A number of exceptions are listed below.
 - ☐ Spaghetti/stroganoff – 4 ounces noodles, 4 ounces meat sauce/gravy
 - ☐ Chicken nuggets – 4 to 6 nuggets based on the 8 ounce serving size
 - ☐ Chicken breast – 1 breast
 - ☐ Sliced meats – 1 to 2 slices based on the 8 ounce serving size
 - ☐ Bread/Roll – 1 slice or roll
3. The Lead Cook is the best source of information concerning what supplies and other items are needed to complete the meal. Will the type of food require; divided clamshells, paper plates, bowls, cups, plastic wear, napkins salt & pepper? Making notes on the menu pertaining to preferred cooking method as well as spices, oil, sauces or other ingredients will be helpful to ensure all items are available when the meal is prepared and sufficient equipment is available.
4. The menu should include information for all the food and beverage items:
 - ☐ The meal count
 - ☐ The serving size for each item
 - ☐ The servings per case/package
 - ☐ The order quantity - cases/packages needed
 - ☐ The product code or item number when possible
 - ☐ The method of cooking

Lead Cook Standard 3: Calculations of Quantities

It is the Lead Cook's responsibility to make adequate calculations to ensure that the number of complete meals including beverage will be delivered at the appropriate temperature and at the requested time with all the condiments and necessary supplies.

Key Actions:

- Calculate the number of cases or packages of food needed to complete the meal count. (See Guidance Note 1)
- The Lead Cook is to compute how much food will be put in the skillets, pots or convection ovens for cooking and estimate how long it will take to bring the food to the proper temperature. (see Guidance Note 2)

- The Lead Cook is to determine in advance the accurate measurement of food (portion size multiplied by the number of meals) to be taken out of the skillet/pot and put in a cambro. (see Guidance Note 3)
- Calculate in advance the measurement of spices and ensure it is added appropriately to each batch of food.
- Determine in advance the quantity and verify the availability of ice needed to precool cambros and to hold cold foods at 41 degrees or cooler.
- Estimate the quantity of beverage to prepare. (See Guidance Note 4)

Key Indicators:

- ☐ The menu contains the case/package quantities necessary to complete the food order.
- ☐ Food preparation volunteers understand the quantity of cans, cases or packages to open and prepare.
- ☐ The cook has been told in advance how much food to exactly measure out into the cambro once the product has been heated to the required temperature and has the appropriate utensil to transfer the food.

Guidance Notes:

1. The number of cases or packages of food can be determined by:
 - ☐ First, multiply the required number of meals (example 800) by the number of ounces in a single serving (example 8 oz.) to find the total ounces. (6,400 oz.)
 - ☐ Second, divide that number (6,400 total ounces) by the number of ounces in the can or package (example # 10 can contains 96 oz. of food) to find the total number of cans/packages needed (66.6 # 10 cans) This number would be rounded up to 67 #10 cans.
 - ☐ Finally divide the number of cans/packages needed (67 # 10 cans) by the number of cans/packages in a case (there are usually 6 #10 cans in a case). Therefore 11 cases and 1 can from a 12th case would be required to produce 800 servings. Refer to Appendix A_I.
 - ☐ To determine the number of cases of rolls, fruit packs, pudding packs and other individually packaged items check package information on the case or reference the food order form. (Example; the order form would show pudding packs come 48 individual servings [4 oz. containers] per case)

- ☐ Divide the number of items in one case (48) into the 1000 meal count to determine number of cases needed to complete the meal. (20.83 cases of pudding packs would be needed [rounded up to 21 cases])
- 2. The Lead Cook will need to accurately estimate how long it will take to prepare and cook the entire meal. An accurate estimate is crucial to meet the time requirements set by the ARC or other requesting agency. The estimate will determine the start time the Lead Cook must begin the cooking process in order to complete the meal with the available equipment and volunteers.

The time between the end of the lunch preparation and the time dinner is required is a fixed constraint and unlike lunch, dinner preparation cannot begin before equipment used for the lunch is available. The equipment and utensils must be cleaned, and the volunteers need to eat lunch.

- ☐ Consider: the following dinner is to be transported on 8 different ARC routes with a distribution time of 16:30(4:30pm)
 - Tossed Salad, Ranch Dressing Packets, Garlic Bread, Sliced Peaches, Oatmeal Raisin Cookies and Lasagna w/beef, (4 six pound trays per case with 64 - 6 ounce servings per case).
- ☐ 1000(6oz) meals would require 16 cases or 64 trays of frozen lasagna.
 - For our example the field kitchen has 2 convection ovens with the capacity to cook 10 trays of lasagna at a time (5 shelves in each oven, two trays per shelf).
- ☐ The last lunch item cleared the kitchen at 11:30am
- ☐ Dishes and equipment will need to be cleaned
- ☐ Volunteers will need to take a break and eat lunch.
- ☐ Food will need to be staged to the kitchen area (16 cases of Lasagna) Salad, Peaches, Cookies, Bread and dressing packets.
- ☐ Cambros will need to be preheated and staged
- ☐ Ovens will need to be preheated (Note – this could be done while volunteers are eating lunch however if the Lead Cook forgets this very important step the estimated completion time would be pushed back as much as 15 to 20 minutes)
- ☐ Typical cooking time for frozen lasagna would be 55 minutes with 10 additional minutes to cook uncovered to brown surface.

- ☐ Assuming you could start everything for dinner at 12:00 the earliest you could expect to pull the last 4 trays out of the ovens would be 17:00. *Your dinner comes out thirty minutes late!*

How might the Lead Cook have organized to get the dinner out at the requested time?

3. When cooking batches of food in tilt skillets, large rice cookers or large stock pots it is often necessary to accurately measure a specific amount of food; multiples of 8, 6 or 4 ounces into a cambro. Calculations should be made prior to beginning the cooking process and consideration should be given to the type of utensil and its capacity to actually transfer the different types of food.
4. Consideration should be given to the type and quantity of beverage required and the time and equipment required to complete the beverage preparation.
 - ☐ For example the typical commercial coffee pot will make 40 cups (2.5 gallons) in about 45 minutes. If the required meal count is 1000 meals. At 16 cups per gallon the kitchen would need to produce 63 gallons of coffee. Other methods of making coffee might include using a tilt skillet to make 40 gallons at a time however using the tilt skillets for beverage will reduce equipment available for cooking food or heating water for preheating cambros or making rice or mashed potatoes in the cambro. Failure to consider beverage preparation in the meal planning may result in missing the requested food distribution time.

Lead Cook Standard 4: Prepare Kitchen Area for Cooking

Lead Cook will be responsible for making sure the kitchen area is ready to prepare and cook the food.

Key Actions:

- Before each shift the Lead Cook is to carefully survey kitchen to make sure there are no safety issues.
- Plan and organize the cambro, food and beverage staging, preparation and cooking stations. (See Guidance Note 1)
- If working early in the morning or late at night ensure there is sufficient light in the work areas.
- Make sure the kitchen area is clean.
- The Lead Cook is to confirm equipment is operational, clean and sanitized.

- Verify the food preparation work stations are clean and sanitized.
- Ensure cambro liners are located in a clean and sanitized place that gives quick and easy access for the cooks to put liners in cambros.
- Make sure kitchen area is free from standing water and puddles.
- Contact maintenance personnel if necessary to deal with pests; flies, bees, mosquitoes without spraying pesticides or hanging pest control strips in the kitchen area.

Key Indicators:

- ☐ The kitchen sinks are cleaned, sanitized and appropriately filled with wash water, rinse water and sanitizer before any food preparation or cooking operations begin. (See Guidance Note 2)
- ☐ The kitchen area is clean and free of clutter, cups, and personal items.
- ☐ The hand-wash station is located in a convenient location to the food preparation and cooking stations and is fully functional.
- ☐ Boxes of food-quality gloves or dispensers are located in an easy to access and sanitized location.
- ☐ Cambro liners are located in a clean and convenient location to the cooking station.

Guidance Notes:

1. Determine locations: The Lead Cook in collaboration with the Blue Cap will determine:
 - ☐ Where food from the inventory is to be staged for unpacking and preparation. (Always 6 inches off the floor/ground)
 - ☐ Determine temporary locations for garbage cans in the kitchen area and outline the process for removing boxes, cans and other garbage from the area. Garbage must not be kept (stored) within 50 feet of the kitchen.
 - ☐ If cambros are to be used, determine locations for: staging clean cambros, preheated/cooled cambros, and the staging location for labeled cambros with food ready for distribution.
 - Clean cambros are never to be put on the ground.
 - Clean and sanitized cambros should be staged in a separate area from the dirty cambros waiting to be cleaned and in a place that is quickly accessible to the kitchen.
 - Cambros are to be pre-heated or cooled before being brought into the kitchen area. The temporary staging of preheated or cooled cambros should be clearly separated from clean cambros.

- Hot water used to preheat cambros must be dumped out just before the cambro is brought into the kitchen and food is placed in it.
 - Determine a location near the food preparation station for staging cold holding foods that are to be opened and put on ice.
 - Determine where the beverages, if any, are to be prepared and what equipment will be needed.
2. Fully functional sinks are essential to be able to wash and sanitize work areas, thermometers, pots, pans and utensils. To ensure the proper ratio of bleach to water (1 teaspoon of bleach per 1 gallon of water) the spray bottles and small buckets should be filled with sanitizer from the sanitizer sink.

Lead Cook Standard 5: Direct and Observe the Food Preparation and Cooking Processes

Lead Cook will be responsible for developing a plan for the preparation and the cooking of the food as well as the preparation of any required beverage and will direct and observe all related processes.

Key Actions:

- Make sure Safe Food Cooking procedures are followed. (See Guidance Note 1)
- The Lead Cook can reduce confusion in the kitchen by having aprons, approved food handling gloves, hot pads/mitts, thermometers, and other essential items available and purposefully located in the kitchen before work begins.
- The Lead Cook will make sure all volunteers working in the kitchen area are aware of and follow the [Minimum Standards in Accident Prevention Standard 1]. (See Guidance Note 2)
- Make sure that the required number of servings is put into cambros and each cambro is properly labeled before staging for distribution or serving. (See Guidance Note 3)
- Verify the cooked food is not removed from the cookery until the designated temperature is reached throughout the food being cooked. (See Guidance Note 4)
- Breaks must be provided for volunteers on a regular basis but in such a way as not to impact the kitchen schedule. Skillets and ovens in use are not left unattended.
- Make sure there is sufficient ice available to pre-cool cambros and hold cold foods at 41 degrees or cooler. (See Guidance Note 5)
- The Lead Cook is responsible to continue the environmental

control of all food in and around the kitchen. (See Guidance Note 6)

- Make certain dirty dishes and utensils are taken to the dishwashing station as soon as possible.
- Unopened food items are to be removed from the kitchen area and returned to inventory storage as soon as the meal has been prepared and staged.

Guidance Notes:

1. Basically the Lead Cook is responsible for putting together a plan for producing a nutritional meal and executing the plan. The plan must take in all aspects of “food security” (See all the specifics as to what is required to maintain “food security” in the [MINIMUM STANDARDS IN SAFE FOOD HANDLING PROCEDURES] section of this manual) and the plan should include specifics such as starting times, spices and sauces to be used and temperatures at which food items are to be cooked. The Lead Cook is to ensure the procedures are in place for implementing the plan and is to act as the overseer of the plan, making sure every detail is carried out.
2. The Lead Cook is one of the volunteers responsible for monitoring safety concerns and must know and proactively implement essential steps in preventing accidents and injury in the kitchen. See [MINIMUM STANDARDS IN ACCIDENT PREVENTION] section in this manual.
3. The cook or other responsible volunteer designated by the Lead Cook must be aware of the size of the portion and the number of portions that are to be put in each cambro. The utensil, pitcher, strainer or scoop to be used to accurately measure the food out and into the cambro must be available before the food has reached the required temperature.

Cambros are to be accurately labeled coming out of the kitchen with the following information: (See Safe Food Handling Standard 5: Safe Food Holding) in this manual.

- ☐ Menu Item _____
- ☐ Serving Size _____
- ☐ Number of Servings _____
- ☐ Time filled _____
- ☐ Date filled _____
- ☐ Temperature at the time filled _____

4. The Lead Cook may designate a feeding volunteer to check the temperature of the food being cooked and authorize the transfer of food to the holding equipment or cambro. Food is to be cooked to temperatures that will ensure the food temperature, when served, is at 145 degrees or above. Extreme caution must be taken to prevent contamination of cooked foods. Any microorganisms introduced into food after cooking begin to grow immediately as food cools. (See Safe Food Handling Standard 5: Safe Food Cooking in this manual for temperature guidelines.)
5. Cambros are to be pre-cooled by adding a couple inches of ice to the cambro before the food is added. Enough ice must be put in the cambro to cool and hold the food to 41 degrees or cooler. Check the temperature of the food to make sure you are working within the Safe Food Procedures. Do not assume that because ice was put in the cambro the food is being held at 41 degrees.
6. Proper food security requires that **food and its environment must be controlled** from delivery to consumption. Proper labeling of prepared foods is essential to tracking and controlling. Food returned to freezers or refrigeration for future use is to be labeled with:
 - ☐ Content
 - ☐ Time cooled
 - ☐ Date cooled
 - ☐ Date to be consumed by or discarded

(See Safe Food Handling Standard 5: Safe Food Storage) in this manual.