



MEALS on WHEELS WESTLAKE

TOGETHER, WE CAN DELIVER.
Rev. 3/20/2016

Westlake Meals on Wheels

c/o Dover Congregational Church
2239 Dover Center Rd
Westlake OH 44145

440-871-2551

www.WestlakeMealsonWheels.org

Baker Standard Operating Procedures

West Shore Meals on Wheels Westlake Kitchen is considered a commercial kitchen. Volunteers must comply with Cuyahoga County Health Department and State of Ohio Standards as well as directives from board and staff members to ensure food safety.

Baking Volunteer Responsibilities

- Arrive at the kitchen at 11AM to bake on assigned days
- Notify the Baking Coordinator and Volunteer Coordinator if you are unable to bake on your scheduled day or if you need to bake on an alternate day of the week
- Devote 1 ½-2 hours to prepare, decorate and properly store baked treats
- Plan what will be baked by coordinating with the other bakers and head cook when possible to provide variety
- Notify the Head Cook of needed ingredients by 11AM the Friday of the week prior to your assigned baking day
- Follow all applicable Health Department codes as well as Industry and Organization guidelines
- Communicate what was baked so the head cook can plan
- Clean up after you are done: empty trash, sweep floor and wipe counters

Orient Yourself with the Facility and Appliances

- Cookbooks (cabinet above Microwave)
- Whiteboard for communication with head cook, baking coordinator and other bakers
- Storage Room for supplied Cake Mixes, Fruit Fillings, Pudding, Frosting, etc.
- Baking Cabinet (left of window) for ingredients such as Chocolate Chips, Marshmallows, Coconut; **Note:** Extra supplies on hand are stored top shelf
- Staples (right of window) such as flour, sugar, spices; **Note:** Extra supplies on hand are stored top shelf
- Baking Sheets and Cooling Racks (lower cabinet between two sinks)
- Toothpicks (top drawer next to stove)
- Bags stored in Metal work station (sink side)
- Styrofoam containers and lids (lower cabinet under serving window)

Using the Commercial Convection Oven

- **Starting Oven:** Set Black Breaker in Up Position and Set blue and white switches to ON
- **Tips:** Set temperature 50 degrees lower than recommended temperature
Estimate cooking time by reducing recommended time by 25%
- ✓ **Run Fan with doors open for 10 minutes when cooking is complete**
- **Turn Oven Off:** Breakers and all switches set to OFF positions

Follow Safe Food Handling Guidelines

- ✓ Wash Hands and Wear Gloves; Bare Hands cannot touch food
- ✓ Wear hair net or baseball cap
- ✓ Change Gloves after washing dishes or blowing nose
- ✓ Use three sink method for cleaning kitchen utensils and containers:
 1. Soapy water
 2. Rinse
 3. Sterilize with Bleach Solution (2 caps of bleach)
 4. Air Dry in dish rack
- ✓ Place wet or soiled dish towels on cart handles in storage room to dry

Plan/Preheat/Gather Ingredients and tools

- Consider other items that have been baked by others when planning using list on dry erase board or get recommendations from Head Cook to ensure variety
- Be creative when you can and bake a variety of treat items: bread puddings, cupcakes, brownies, rice pudding, cakes-bundt, iced, coffee, poke, cookies and bars-chocolate chip, oatmeal, butterscotch, lemon, peanut butter, etc.
- Make treats special-decorate with icing tools and add sprinkles, toppings and treat pieces
- Plan on three cakes or 50 individual items
- Remove baking trays from oven before preheating: Black breaker switch up/on, Blue Switch on and set temperature
- Spray baking pans well for easier serving and cleanup
- Cool oven by turning temperature dial to 0, turn fan switch on and open doors for a minimum of 10 minutes

Cool treats before covering and Store in Refrigerator

(Kitchen refrigerator or refrigerator in Storage Room)

- Mark Aluminum Foil Sheets with date, your name and treat name using permanent marker
- Place toothpicks to support foil if treat is iced
- Cookies should be placed in sandwich bags 2-3 depending on size and placed on plastic trays in refrigerator
- Cupcakes should be placed in # 6 styrofoam containers with lids and stacked on plastic trays in refrigerator

Clean up and Replace Tools, and Ingredients

- Return cleaned cooking items to original storage places; Note: if you are unsure of location leave a note for kitchen staff
- Wipe Counters
- Sweep floor
- Empty Trash and replace garbage bag; place trash bag in utility room next to kitchen
- Place used towels over stainless steel carts in Storage Room
- Turn off Kitchen Air Conditioner and lights; Note: Storage Room Air Conditioners remain on

Thank you!

Your time and commitment to serving the community through your volunteer efforts in our program is greatly appreciated. Nothing is appreciated by our recipients more than the fresh treats our bakers prepare!