

PCD YRUU Cook Guide

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Updated April 2014

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So You're a Cook: An Introduction

Congrats! If you're reading this, you're probably about to cook a PCD YRUU Con, or you're wondering if cooking is the right position for you. That is so exciting! This guide is here for you to help you figure out if you want to cook, so that you have the best time possible as a cook, and so that everyone at Con has a good time eating.

This guide will cover what to do before, during, and after Con, as a cook. Be forewarned! Cooking is **a lot of work and you do actually need to know how to cook**. Additionally, you will need to be well organized, dedicated, able to communicate well, able to manage time, and ready to work hard (mostly standing) for an entire weekend. However, cooking is also a whole lot of fun, so get ready for that too! When you're considering cooking a con, remember that cooking will be your role for the weekend, and you will likely not be able to participate in many other activities.

Before the Con:

General Timeline:

When (deadline)	What
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<p>Whenever you realize that you want to be a cook!</p>	<ul style="list-style-type: none"> ● Tell the co-conference coordinators (preferably all of them in one facebook message or email) that you are interested in cooking at the next con. You can contact them at cococo@pcdyruu.org, and their names will be on the facebook event page for the Con, as well as on pcdyruu.org. ● There may not be a position open, and you may need to wait until another Con. Remember that the CoCoCo's put together cooks in teams, and that this often isn't about you as an individual. ● While your enthusiasm is always appreciated, sometimes cooking isn't the right leadership role for you.
<p>1 month before Con</p>	<ul style="list-style-type: none"> ● Make sure you are comfortable with the other people on your cooking team. Likely, the CoCoCo's will talk with you about this. ● If you are not, ask the CoCoCo's for support ● Get the contact info of everyone on your cook team (again, the CoCoCo's are there for you on this one)
<p>3 weeks before</p>	<ul style="list-style-type: none"> ● Get together (via skype, google+ hangout, phone, or in person) to plan your menu with the other cooks. Work together!
<p>2 weeks before</p>	<ul style="list-style-type: none"> ● Make a detailed shopping list, complete with recipes and ingredients, including quantities. ● Immediately after registration closes, ask the Registrar for data about attendees: # of people, allergies, dietary restrictions, # of vegetarians, vegans. ● Adjust menu quantities, considering these limitations and allergies ● Investigate the church's kitchen situation-- what equipment does YRUU need to buy or do you need to bring from home? Do you have more than one oven? Adjust menu accordingly, and discuss with CoCoCo's
<p>1 week before</p>	<ul style="list-style-type: none"> ● Finalize shopping list ● Contact the Treasurers to find out how to get the money, and what the budget is initially ● Talk to the Gofers and the Treasurers together about the logistics of grocery shopping <ul style="list-style-type: none"> ○ The names of the Gofers will be up on the Con's facebook event page, and the Treasurers are easily contactable at treasurer@pcdyruu.org. ● Ask the CoCoCo's any final questions ● Send the Deans your meal plans, and make sure that they work with the schedule
<p>The Friday of Con</p>	<ul style="list-style-type: none"> ● Go buy groceries BEFORE ARRIVING AT THE CON with the Gofer

	<ul style="list-style-type: none"> • Plan to go shopping early, so you can be done shopping by the time orientation starts at 7 (This may seem impossible, but it is not. Do your best)
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Menu Planning:

Menu planning is the most important part of pre-con prep. As actually acquiring food is very important for feeding people at Con, you should make sure that you have a solid logistical plan for grocery shopping, which includes exactly what you'll need, and exactly how much you'll need of it. This will make everything easier!

Menu Guidelines:

- Serve meat at least once a day, if not more frequently. The more meat you serve, the better. However, meat can be expensive, so be aware of this.
- Include vegan/vegetarian options for each and every meal. We usually have about 1/4 vegetarians, and a couple vegans. Remember to include adequate protein in these options.
- Offer support for people with food allergies, using the information from the Registrar
 - There will probably be people who are lactose intolerant, gluten free, or allergic to peanuts. Find out more about the severity of these allergies, and make sure everyone will be safe.
 - For example, if there is a severe peanut allergy, don't buy peanut butter
- Budget around \$1000 for food, but ask the Treasurers for more details
 - Avoid exceptionally high-cost items and stores
- Serve dessert every day, unless it is horribly inconvenient. It will make everyone happier
- Snacks are also important! Basic snacks include peanut butter and jelly sandwiches, but if you're ambitious enough to serve something else, go for it!
 - You will need to buy enough bread so that everyone at Con gets 1 or 2 full sandwiches. This will seem like a lot of bread, but it will almost always all get eaten.
- You're going to need to buy coffee & tea (and maybe even juice). Buy ground coffee, both caffeinated and decaf tea, and frozen or powdered juice if you choose. .
- Meals themselves should be filling, easy to cook, and not horribly expensive. There should be protein for meat eaters, vegetarian, and vegans alike.
- Feed people vegetables and fruits. Salad is easy, healthy, and delicious. A healthy Con is a happy Con.
- Don't make anything that is single serving, like tamales or fancy finger foods. This will end up being time-consuming and difficult. Make everything casserole style, or "family style"

- When scaling recipes, be aware that serving sizes are not always accurate. Use the registration number plus ten as a base and scale to a multiple of the original recipe's serving number rounding up. People might tell you that you should always make 200-300 servings of everything. This is just not true. Err on the side of too much food, but there is really no need to go overboard.
- At Con, it is nice to have family meals, at tables. Ask the Deans if this is possible, and plan at least one lunch/dinner that can be served this way.
- Plan to cook dishes that are appropriate for the amount of kitchen space that you will have. If you only have one working oven, don't plan to make 15 pizzas. (really you guys. pizza is really not as great as you think)
 - You should never try to cook rice stove top, as it is never practical for a large group. . Always do oven rice, which is easy and delicious.
- Sunday morning breakfast shall always be cereal (and leftovers that don't require extensive cooking or cleanup), as this makes cleanup before the service much easier
- You do not have to make anything separate for Sunday lunch, as Cons technically end before lunch, but consider heating up leftovers, and always put out extra food

Menu Format:

Your menu should be broken down by meal. Each meal should be broken down into recipes, ingredients, quantities of ingredients, and an approximate length of time for cooking. It is super helpful to make a Google Drive document which your entire cook team can access so that you have the most detailed menu possible, and the ability to discuss specific issues. For example, [here](#) is a full menu, conversations included.

A typical menu outline for a meal should have this level of detail, excluding actual content:

Meal Name/ Time of serving (according to Deans)	Recipe/Dish/ Link to Recipe	Ingredients needed (with amounts)
Sunday Breakfast 8:30 AM	Cereal with milk pour milk on cereal, self serve 10 min setup recipe link (adjusted for attendance)	<ul style="list-style-type: none"> • 20 boxes of cereal , about 200 servings • 1 box gluten free cereal • 1 box vegan cereal • 6 gallons of milk • 1/2 gallon soymilk

DISCLAIMER: Do not use these cereal measurements. They're from imaginary town.

Shopping List Strategy:

The last column will naturally develop into a shopping list. Your shopping list should be more detailed than you think it needs to be. Consolidate as much as you can without losing detail (you should also convert units to the ones you'll see on the packages), so that when you're shopping,

you don't have to do any more math. You should further break down your list into stores, and then by section, like this:

Costco:

- Dry Goods
 - flour, 3 5 pound bags
- Dairy
 - milk, 2%, 7 gallons, in half gallon cartons
 - etc...
- Meat
- Cans/Jars
- Drinks
- Other

Safeway:

- Produce
- Drinks
- Other

Of course, your list will be broken down by specific items, in categories that make them easy to keep track of/find.

So Where Should I Shop?

Generally, Costco is good when you need really large quantities of things. It is especially fantastic for dry goods, dairy in large quantities, meat in large quantities, and cans/jars. However, be careful! In order to shop at Costco, **you will need to be with someone who has a Costco card**, or bring someone else's card with you (not recommended). Costco is so great but isn't the be all and end all of shopping. Expect it not to have everything you need in reasonable quantity or at all.

It is entirely possible to shop solely at Safeway. However, sometimes you won't be able to get exactly what you want, or Safeway simply won't have enough of it. You will probably have to send the Gofer back the next day.

If neither Costco nor Safeway is available for grocery shopping in the immediate area, it can be helpful to research options that are farther away. If there really isn't either store available, you may want to investigate other low-cost options. Never go to health food stores, such as Whole Foods, as your budget is not large enough to accommodate those kinds of high prices.

Actual Grocery Shopping:

Before you start shopping, you'll need to have done many things:

- Contact the Treasurer for a budget
- Contact the Gofer to arrange the grocery shopping trip

- ❑ The Gofer should be the only person who handles the money from the Treasurers (not you. you're not that special)
- ❑ The Treasurer will either go shopping with you, or hand off the money to the Gofer that Friday
- ❑ Consider the amount of space for groceries that you will have in the Gofer's car, and if needed, send for help
- ❑ Have such a good grocery list (I can't say this enough)
- ❑ Leave early for Con, plan to get there around 4 or 5 on Friday
- ❑ Ask the CoCoCo's about the state of the first aid kit: do you need to buy medicine, like ibuprofen? Tissues? Cough syrup?
- ❑ **You will need to buy paper bags.** Some lunch bag sized and a couple grocery sized if you can get them.
- ❑ Ask the Chaplains if they want you to buy Chaplain chocolate/tissues for them, or if they will bring that themselves. If you need to, buy a reasonable amount of chocolate, not a huge ton.
- ❑ Print out grocery list to bring with you, as well as a couple copies of the menu to keep in the kitchen

You **cannot** go grocery shopping after you have officially arrived at the Con. This is due to legal liability issues. If you are a minor, the Gofer **should not end up driving you at all**, except back to the church from initial grocery shopping if absolutely necessary. After this shopping trip, you won't be able to go grocery shopping again unless you are above 18. Even if you can legally go, just don't. Having cooks missing is alarming. Only one cook really needs to go shopping on Friday, so consider having the other cook or cooks instead arrive at the church a little early, communicate with the shoppers about needed kitchen supplies, and organize the kitchen.

During the Con:

Your Responsibilities:

- Make food
 - 3 meals a day as well as dessert and snacks
 - put out hydration station including water, coffee, hot water for tea
 - serve meals, announce meals
 - sometimes, it is nice to serve snack or dessert during the intermission of Coffee House. Talk to the Deans and Coffee House Coordinators!
- Keep track of medications left in the kitchen
 - You are not responsible for making sure people take them, but you must keep them in a easily accessible location in the kitchen
- Make sure the kitchen is kept clean and safe. An important piece of this responsibility is to clean the kitchen as you cook. You can delegate this task to others. Be aware of spills and dishes buildup.
- Be conscious of where emergency medical supplies are kept, and keep them accessible
- Feed people who have missed meals or are in crisis

- After orientation, lead a training for touchgroup leaders (in conjunction with the regular touchgroup leader meeting) that gives a general overview of the kitchen, and explain how the sanitizer works and what the standards of cleanliness are
 - Touchgroup leaders are responsible for directing their touchgroup cleaning
 - This leader should ask a cook supervising the cleaning any questions about how the group can best clean, where to put leftovers, etc.
- Make sure the kitchen is left cleaner than it was at the start of Con, and supervise end of con cleaning of the kitchen
- Work with any on-site janitorial staff to try and meet kitchen cleanliness standards
- Communicate with the Touchgroup Coordinator to make sure that person has assigned touchgroups to clean the kitchen. Request a copy of this schedule.
- Call people with allergies and dietary restrictions to the front of the line while serving, so that they are able to eat. Alternately, you can hold back food for people with dietary restrictions and have them wait in line, at your discretion.

Your Powerz:

- Ask for help in the kitchen, and when you need to, call for kitchen “*helpers*”. Feel free to deny help when you don’t need it
- Kick people out of the kitchen, especially when they are in the way/too loud/annoying you, but you can kick them out anytime you want. The kitchen should be a workspace, not a place to hang out, as this is both unsafe but also generally forms cliques.
- Supervise groups cleaning the kitchen. If the kitchen is not clean enough after a touchgroup has cleaned, you may call them back to continue cleaning. You may, however, need to do some actual cleaning at some point.
- You are in charge of kitchen music. Try making a playlist in collaboration with the other cooks, and be open to music that other people suggest. Let touchgroup leaders play their own music during cleaning time, if they wish. Remember that you need to listen to the deans if they ask you to turn down the music
- You may send the Gofer to buy additional food and kitchen items for you. The Gofer and the Treasurer shall be the only people to handle the money. Make the Gofer a specific shopping list after zhe has gotten money from the Treasurer. This is especially useful for instances where you realize that the church doesn’t have adequate bowls or another necessity for serving . Often, it is not possible to buy all food in the initial shopping trip, so Gofer runs are often necessary.
 - Make sure to communicate with the Treasurer about budgeting so that these Gofer runs are well-funded

Self Care and Dealing With Problems

- When you need a break, take one. While serving dinner on time is important, remember that you shouldn’t push yourself beyond your limits.
- Ask for help when you need it. There are always people who will want to help out in the kitchen.

- Take time to plan, refocus and reorganize. Sometimes, meals don't go as planned, and tension is high. Don't worry! Just do your best to address problems, and work closely with the Deans when meals are running late.
- Go talk to a chaplain if you need to.
- You getting sleep is important to people being fed adequately. Try to sleep as much as possible so you can function at the high level that cooking demands
- Work as a team with your co-cooks. If one of you needs a break, take a break. Be aware of the stresses each of you is under, and encourage each other to self-care.

Cooking Schedule:

At Con, you will be spending the vast majority of the day cooking, as well as some of the night. Don't commit to any other leadership positions, and make sure to communicate with the other cooks about taking a break to participate in a workshop, attend or perform in Coffee House, or attend a touchgroup meeting. ("Communicate" does not mean "tell them you're leaving." It means "see if this is something that is going to be okay") If you want, you may be able to join a touchgroup sporadically throughout a Con.

Note: Elections conference is a huge undertaking and commitment, and cooks for Elections cook nearly twice as much. Elections conference will have, in effect, two Saturdays. If you are cooking Elections, be aware that you will very likely experience some level of burnout.

You will need to serve cereal on Sunday morning, even if it doesn't feel like the end of Con yet. Also, you will most likely need to be cooking during the Sunday service, as lunch served after the end of the service. There will be more initial money for grocery shopping during Elections as well.

A typical weekend cooking will look like this:

Friday:

Time	What's Up
When you return from grocery shopping (or, while the other cooks are grocery shopping)	<ul style="list-style-type: none"> ● scope out the kitchen ● figure out how to work the sanitizer, and what the strategy for meal cleanup will be. Gather necessary supplies ● organize your groceries, put perishables in the fridge ● you may need help in bringing in the groceries from the car/putting away the groceries
Directly after orientation	<ul style="list-style-type: none"> ● train touchgroup leaders in cleaning the kitchen, including meal pre elements, counters, and floors
As soon as possible	<ul style="list-style-type: none"> ● make dessert ● keep this dessert simple, anticipate problems and delays shopping ● serve dessert

	<ul style="list-style-type: none"> ● recruit people to cleanup, and ask the touchgroup co if there is a group assigned to clean dessert at all
As early as possible	<ul style="list-style-type: none"> ● go to bed! You'll be getting up early tomorrow to cook, and sleep is useful in you being an awake and competent person

Saturday:

Time	What's Up
6:00 AM aka hecka early	<ul style="list-style-type: none"> ● wake up, make sure all other cooks are awake ● begin preparing breakfast, especially if it is complicated. ● you can adjust the timing of wake up, but preparing any meal is much easier when you have extra time ● direct setup for breakfast -- you will need help setting up. Ask the Deans about exact timing for this setup, and where to setup
8:30 AM when breakfast is on the agenda to be served	<ul style="list-style-type: none"> ● serve breakfast <ul style="list-style-type: none"> ○ when serving most dishes, it is wise for the cooks to actually serve food to each person. This will keep portions consistent. ● supervise touchgroup cleanup immediately after breakfast, which will be during touchgroup time ● while cleanup is happening, only one cook is needed in the kitchen ● remember to eat breakfast. You can even do this before serving it! ● see if you can make time for a break. try to socialize as normal, and get dressed/clean up your sleeping stuff as you would normally.
10 AM, or before if lunch is time-consuming	<ul style="list-style-type: none"> ● begin cooking lunch ● even if the kitchen isn't clean yet, start putting out ingredients for the meal/strategizing for cooking ● setup for lunch depending on the timing of activities before lunch, and what spaces these activities occupy. try not to disrupt
12:30 PM	<ul style="list-style-type: none"> ● serve lunch ● remember to eat lunch ● supervise after-lunch cleanup
3:30 PM (or earlier)	<ul style="list-style-type: none"> ● start preparing dinner, depending when it will be served ● put out snacks midafternoon, ask the Deans when a good time would be to do this ● when cooking dinner, you will probably need some help. Ask for it! You can recruit people by presenting it as a small workshop, or just by asking people. Be mindful, and try not to remove people from activities that they should be at.
6:30 PM	<ul style="list-style-type: none"> ● serve dinner

	<ul style="list-style-type: none"> ● sometimes afternoon Coffee House runs quite late, so be prepared for this ● remember to eat dinner!
After dinner	<ul style="list-style-type: none"> ● direct cleaning ● immediately start preparing dessert <ul style="list-style-type: none"> ○ the sooner you are done with this, the sooner you get to participate in evening activities
Either before or after worship, depending on the schedule	<ul style="list-style-type: none"> ● serve dessert ● make sure kitchen is clean: not always a direct tg responsibility <ul style="list-style-type: none"> ○ sometimes, you can leave this until the morning, for during All-Con cleaning ○ you will probably need to ask for volunteers ● go to worship and evening events!

Sunday:

Time	What's Up
Quite early	<ul style="list-style-type: none"> ● wake up to the best of your ability ● assess the state of the kitchen ● ask the deans if you should set up a caffeination station (undercaffeinated cleaners are inefficient)
During All-Con cleaning	<ul style="list-style-type: none"> ● direct the touchgroup that is cleaning the kitchen ● make sure the kitchen is clean enough for church members to host coffee hour from ● recruit extra help from groups that are already done cleaning ● try to leave kitchen free for church members to use before, during, and after the service. ● attend Sunday service if possible
At the end of the Con	<ul style="list-style-type: none"> ● participate in closing ● put out leftovers

After the Con:

Your Responsibilities

- You may have to stay a bit after con to make sure the kitchen is clean/leftovers are distributed
- Directly after Elections Con, there is a Council meeting, so Council can't immediately be responsible for cleaning. You may have to step up and recruit some help, but Council likely will be able to take care of it.
- However, after Con is officially over, it becomes Council's responsibility to leave the church very clean. Touch base with the Council Facilitator before you leave.

- There will be leftovers, no matter how carefully you plan
 - You will be responsible for these leftovers. First give them to people who need them (college students usually), and then people who want them.

--The End--