

United Italian Society Food Preparer Instructions

Thank you for agreeing to share your culinary skills at our next United Italian Society monthly meeting. We appreciate your time and effort to help us carry on the Italian tradition of sharing a meal with friends. These instructions will help answer the common questions you may have about the food preparation. If you have any other questions, please call Joe Mastruserio (513-675-7581) or Phil Sabatelli (513-451-5598).

Planning the Meal

Planning is the most important part of the preparation. But even if you have never cooked for a crowd this size there is no reason to be intimidated. You can benefit from the mistakes of others using these tips and remember, there is always help available if you need it.

Budget - we try to keep the cost of each meal under \$300, but understand that sometimes that number must be exceeded. We are more concerned with a good meal than a few dollars so use your own discretion.

How Much to Make - Our meeting typically run between 80-100 people. We don't want anyone to go hungry so plan on 100. The leftovers will get taken; you don't have to worry about that. If we have any reason to think that this number will change, we will let you know.

Some helpful tips:

Pasta as a side dish - approximately 12 servings per pound

Pasta as a main dish - approximately 6 servings per pound

Figure on 4 oz. of meat/protein per person.

A 5 lb. bag of salad makes about 40 side salads

Menu

The Menu is up to you. You can go with the typical salad, bread and entrée or be as creative as you wish. Please let Joe know what you will be making about a week in advance so he can add it to the newsletter.

Dessert: Cindy Meale gets desserts for the meeting. If you would like to make them, please let her know.

Drinks: Ed Rubeo brings the soft drinks for the meeting and Mario Onorini brings the wine.

Paper Goods: Phil Sabatelli handles the plates, napkins, knives and forks. If you need bowls and spoons please let Phil know at least a week in advance.

Purchasing the Food

You can buy in bulk at numerous locations around town.

Restaurant Depot on Mitchell Avenue. You will need a membership card. Ask Joe or Phil.

GFS on Race Road or Dixie Highway in Fairfield. No Membership required.

Access to the building

Ed Rubeo will open the kitchen in the afternoon on the day of the meeting. If you would like to get in early, please coordinate this with Ed.

If you don't need that much time, Joe Mastruserio can meet you there as early as 5:30.

Phil Sabatelli arrives to open the building no later than 6:30.

What to Bring with You

The kitchen is well stocked with pots and pan, but little else. All of the spices and supplies in the cabinets are the property of the church and should not be used. Some common things that are not available there and should be brought are:

Knives	Potholders	Can Opener	Spices	Thermometer
Cutting Board	Bread Knife	Paper Towels	Aluminum Foil	

Access to the Cooler

If you have items that need to be kept cold, there is a walk-in cooler available. (Key?)

United Italian Society Food Preparer Instructions - *continued*

Preparing the food

Allow yourself plenty of time. A full pot of water takes about 40 minutes to boil.

Using the Convection Oven:

(I am trying to get directions – will forward when received)

Using the Gas Stove:

The stove has no pilot light. A stick lighter is kept above the stove in the lip of the range hood.

The door to the kitchen is not very soundproof and banging pots will echo through the hall, so to not disrupt the meeting, please keep the kitchen door closed and try to be quiet during the meeting - especially during the opening prayer by Dean.

Before serving the meal, please prepare one carry out dinner to be taken to the rectory for Fr. Vincent. Let Ed Rubeo know when the meal is ready to be delivered.

Setting Up the Serving Line

Phil Sabatelli will bring the paper goods and the table cover. If you need to tend to the food, Phil will be glad to enlist some volunteers to set up the serving line.

Serving the Food

Plan to serve at 8:10-8:15

Before serving, you will be asked to introduce your helpers and tell the crowd what you will be serving.

Joe tries to have the introduction about five minutes before the meeting is adjourned, so you can start bringing the food out after the introduction while we close the meeting.

Leftovers/Carry outs

After everyone has eaten and gotten seconds if they wish, the leftover food should be brought back into the kitchen and portioned out into carry out containers by the kitchen staff. In the past we have had some take disproportionate amounts of food home and we would like to prevent this from happening. We would also like to see the kitchen help get first opportunity for the leftovers.

Any members who want some leftovers to take home will be instructed to go to the kitchen.

Clean Up

We always try to leave the kitchen cleaner than when we found it.

The kitchen isn't used daily. Food left can rot before anyone uses the kitchen again so we can't leave any food in the trash cans.

Please clean and return all of the church's equipment to the location that you found it.

If you need any help cleaning up, let us know before dinner so that we can get volunteers before they all leave.

Ed Rubeo will close up the building.

Reimbursement

Reimbursement: Bring all receipts to the meeting and give to Ed Rubeo. He will write you a check that night for the expenses. If you would like a check for supplies prior to the meeting, please get with Ed at the meeting prior and he can get you a check for expenses prior. For recordkeeping, you will still have to save all receipts and bring back any funds not used.

Contacts	Home Phone	Cell Phone	Email
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Cindy Meale	(513) 429-4796	(513) 675-8811	cmeale@zoomtown.com
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Chuck Bailey	(513) 922-3158		cbailey-3027@fuse.net

Thanks again for volunteering to prepare a meal for our meeting. We appreciate your help!