



# CTC Food Court Handbook

## Contents

*\* click on any title to go directly to that section*

Important Contacts .....	2
2019-20 Food Court Coordinators .....	3
KEYS.....	3
Duties .....	4
Budget .....	4
Supplies.....	5
Mike Verilli will keep the kitchen and/or Storage Room stocked with: .....	5
Step By Step Procedures .....	6
Daily Procedures .....	7
Suggested Menus .....	9
Breakfast .....	9
Light Snacks .....	10
Heavy Snacks (No Lunch) .....	11
Lunch .....	13
Desserts .....	15
RECIPES and SHOPPING TIPS FOR FULL LUNCHEs for 100 People .....	16
Sample Volunteer Sign Up Sheet .....	19
Sample Dessert Sign Up Sheet .....	20
Tournament/Social Food Court Report .....	21



# CTC Food Court Handbook

## Important Contacts

Overall Food Court Coordinators: Can be called with questions from any CTC member regarding Food Court Policies:

Helene Mein 480-687-4300, Cell 604-657-5749;

Peg Onken 402-984-8576,

Sylvia Page 480-243-9407

Bonnie Livingston 480-289-9316, Cell 480-544-9659;

Kristy DeCleene 630-728-5031;

Dian Bromley 480-895-8108

Other Important Contacts:

Mike Verelli >Supplies: 480-895-1571 Email: ccfdcapt@gmail.com

Dave Butler > Light propane heaters: 520-705-2345

Linda Caton or Julie Orthbahn HOA Office Replacement Propane Bottles or faulty Heaters

480-805-3550 Ext 308 (Please note requests for new bottles need to be made during business hours!)

Cannon Hill 509-539-7857 and Jay Ketter 253-459-4529 > Chairs and Tables

Jim Miller CWPV Maintenance Supervisor > Blown Circuits: # 480-298-7488 (cell) - or HOA 480-895-3550 ext. 501



# CTC Food Court Handbook

## 2019-20 Food Court Coordinators

Date	Event	Group Host Color	Captain(s)
Oct 18-19	Rainbow Classic		
Nov 9	Leisure World	Silver/Blue Men & Women	Helene Mein & Dian Bromley
Nov 10-16	Bradshaw		TBD
Dec 4-7	Triple T	Silver/Blue Men & Women	Helene Mein & Dian Bromley
Dec 14	Sunbird/Springfield	Red Men & Women	Peg Onken & Bonnie Livingston
Jan 12-18	Gender Doubles	Red Men & Women	Peg Onken & Bonnie Livingston
Jan 25	Palm Creek	Green Men & Women	Sylvia Page & Kristy DeCleene
Jan 26	CanAm Social		Special CanAm Team
Feb 9-15	Mixed Doubles	Green Men & Women	Sylvia Page & Kristy DeCleene
Mar 28	East West	Silver/Blue Men & Women	Helene Mein & Dian Bromley

### KEYS

Get keys from a Food Coordinator. The Coordinator who is your main contact will have keys for you or will get them to you.

Other sets of keys available are with the President, the Treasurer and the Tournament Director

For a multi-day event, pick up keys from the group the afternoon prior when you check in with them to see what supplies are left and what might be needed.



# CTC Food Court Handbook

## Duties

### 1. Food Court Coordinator

- The Food Court Coordinator for the Event will communicate with the Daily Food Captains the week before the event.
- Direct the Daily Food Captains to the website where they can review the entire Food Court Handbook. Relevant on the day of event portions of it will also be available as a paper copy on the bulletin Board and in the Food Court
- Communicate regarding the menu, budget, and duties, either by phone or a brief meeting
- Post Volunteer Signup sheets for each day of the event, include Dessert signups
- Ensure you have at least 2 people to help for the morning as this is the busiest time (later in the day, there are usually enough people at the courts who will volunteer
- Talk to the tournament director prior to the event to determine the amount of players that day (or each day) \*add 10% for spectators
- Clearly emphasize the allotted budget of \$250 per day

### 2. Food Court Daily Captains

## Budget

\$250 per day

If it is a multi-day event, you may want to give the team responsible for the first day a larger sum of money and ask them to purchase all breakfast foods for the event, the remaining days would have a smaller budget \*this will help eliminate duplication and waste.

Utilize Costco, Sam's Club, Walmart, for the biggest bang for our buck!

Food consists of light morning snacks, full lunches for Socials and each day of longer tournaments at the discretion of the Daily Food Coordinator and donated desserts.



# CTC Food Court Handbook

## Supplies

**Mike Verilli will keep the kitchen and/or Storage Room stocked with:**

- Plates
- Cups (coffee and juice)
- Cutlery, stir sticks
- Napkins
- Coffee, Tea, Iced Tea, Lemonade, condiments etc.
- Ice
- Water

*\*at the end of your shift, please ensure all items are restocked from the storage cupboard at the north end of court 3*



# CTC Food Court Handbook

## Step By Step Procedures

### 1. One Week Prior to Event

- 🍎 Create your volunteer team(s) Food Court Coordinators will post a Volunteer sign up sheet for you.
- 🍎 Confirm with the tournament director the number of people entered in the event \*add 10% for spectators
- 🍎 When planning the menu(s), keep in mind multiple day use of items (e.g. purchase of salad dressing)
- 🍎 Communicate the budget to shopper(s)
- 🍎 If it is a multi-day event, you may want to assign only one group to shop for the breakfast items for the entire event (with a larger percentage of the total event budget) *\*this will help eliminate duplication and waste*
- 🍎 Create a schedule and/or ask the coordinators to put up a sign up list
- 🍎 Seek volunteers for desserts and/or ask the coordinators to put up a sign up list
- 🍎 Determine who will be shopping

### 2. Day Prior to Event

- 🍎 Pick up keys from the food coordinators or, for a multi day event, from the team before you
- 🍎 Ensure all items are stocked in the cupboards (plates, cups, cutlery, coffee, iced tea, lemonade, etc.) If anything is missing, call Mike Verilli or your Food Coordinator
- 🍎 Place items in the locked fridge and/or storage bins

### 3. Day of the Event

- 🍎 See Daily Procedures

### 4. After Event

- 🍎 Ensure keys are returned to the Food Coordinator or passed to the next days Food Captain
- 🍎 Communicate any items that are getting low (e.g. cups, cutlery etc.) to Food Coordinator
- 🍎 Submit original receipts and form to the box or to the Treasurer for reimbursement



# CTC Food Court Handbook

## Daily Procedures

### 1. Opening

- 🍎 Arrive 30-45 minutes before play begins
- 🍎 Tables should already be set out by Cannon and Jay, if more are needed they are in the Left hand Storage cupboards down by courts.
- 🍎 Unlock fridge, cupboards, and storage bins
- 🍎 Put on coffee – one pot regular and one decaf
- 🍎 Fill carafes as needed until 11AM unless it is a very cold day! Just use your judgement.
  - Note- not usually necessary to make any more coffee after 11 a.m.
- 🍎 Start propane heaters if necessary (or ask Dave Butler to start them for you)
- 🍎 Plug in hot water heater under sink
- 🍎 Table cloths are in a plastic container in the storage bin on the right
- 🍎 Bring up cooler(s) from the storage room
- 🍎 Fill cooler(s) with ice (freezer) and bottled water (in the large storage bins or storage closet)
- 🍎 Put on hot water for tea/hot chocolate in the yellow pot on the table by the bulletin boards
- 🍎 Spray disinfecting cleaner and wipe down: counter tops, tables, refrigerator, cooler lid etc.
- 🍎 Put out sugar, stir sticks, coffee cups, “garbage basket” for used sugar packs etc. cream, tea, hot chocolate
- 🍎 Set out breakfast/snacks using gloves provided when handling food
- 🍎 All trays, bowls, etc. can be found in the corner cupboard
- 🍎 Lunch can be served at 11:30 or 12:00 and serve until 1:30 or 2:00 (use your judgement)
- 🍎 Desserts go on the long tables in front of the bulletin board \*you may need to cut into smaller pieces/slices
- 🍎 Begin clean up at 2:00
- 🍎 **Follow safe food procedures, keep counter and prep areas clean, keep food covered, iced, and refrigerated when necessary, and wear gloves while handling food**
- 🍎 ***Plug in one plug per outlet as we do have a problem with breakers if too much load put on one circuit (use the outlets inside the fitness centre entrance if necessary)***



# CTC Food Court Handbook

## 2. Cleanup

*\*It is helpful to have at least 2 people for clean up*

- 🍏 Store all food safely in the fridge or storage bins
- 🍏 Tables down to the storage closet **unless being used the following day** \*Cannon Hill will help, or ask any able bodied person
- 🍏 Cooler(s) down to the storage closet
- 🍏 Unplug water heater under sink
- 🍏 Ensure all cupboards are stocked for the following day or event
  - Plates
  - Bowls
  - Napkins
  - Knives, forks, spoons
  - Coffee cups
  - Juice cups
  - Coffee, tea, lemonade, iced tea, hot chocolate
  - Stir sticks
- 🍏 Fill the napkin and cutlery caddies
- 🍏 Fill the stir stick containers
- 🍏 Fill the sugar containers
- 🍏 Spray disinfecting cleaner and wipe down: counter tops, tables, refrigerator, cooler lid etc.
- 🍏 Assign someone to launder the dish towels and tablecloths \* to be returned the following morning

## 3. Close Up

- 🍏 Lock kitchen, fridge, storage bins, and storage room door
- 🍏 Hand off keys to the following day team or the Food Coordinator
- 🍏 Communicate with the following day team any items that are left over that should be used up the next day





# CTC Food Court Handbook

## Suggested Menus

### Breakfast

#### Bagels

- cream cheese
- peanut butter
- jam

#### Pastries

- mini cinnamon rolls
- mini fruit pastries
- mini donuts
- sliced sweet breads
- muffins (halved or quartered)

#### Yogurt

- small containers

#### Fruit Platters

- 3lbs bananas (maybe more)
- melons & pineapple
- grapes (1 container)
- Halo or Cuties oranges (large oranges, not popular)
- Cantaloupe or other Melon (Albertsons or Costco)
- Apple Slices (Sam's Club or Costco)

#### Eggs

- Deviled or Plain (Costco sells eggs already cooked and shelled OR contact Susan Aparicio who has the club egg cooker)

#### Cheese

Celery with Peanut Butter and/or Cream Cheese

Crackers with Peanut Butter

Granola (Costco or Sam's Club)

Coffee/Tea

Cream



# CTC Food Court Handbook

## Light Snacks

Cheese Sticks (cut from bulk)(very popular)

Chex Mix

Popcorn: Plain, Caramel, Cheese, Kettle Corn

Chips & Dips

Tortilla chips & canned Con Queso Dip & salsa

Stuffed Celery

Veggie Platter & Ranch dressing dip (buy a variety of bags at Sam's Club or Costco and cut up)

- mini tomatoes
- mini carrots
- broccoli
- sugar snap peas
- cauliflower
- zucchini
- cucumber
- snap peas
- mini peppers

Hummus

Eggs

- Deviled or Plain (Costco sells eggs already cooked and shelled OR contact Susan Aparicio)



# CTC Food Court Handbook

## Heavy Snacks (No Lunch)

### NOTES:

Cooking, heating up and keeping items warm is a challenge, but can be done in electric roaster and Crock Pots. Use only one item per outlet to avoid tripping a circuit breaker

Use the roasters with the removable inserts ONLY and ensure you add water to the bottom \*watch carefully and stir often to avoid burned food

Chicken Wings

Meatballs

Cut-up Hot Dogs

- Suggested Sauces: BBQ, Teriyaki, Sweet/sour, Marinara, Alfredo Sauce

Bean & Cheese Burrito's with Salsa and Guacamole

Sliced Meats ( 1 slice per person)

- Roast beef, turkey, ham, salami, pastrami
- Small buns or Croissants (Sam's Club or Costco)
- Condiments *\*check the current stock prior to purchasing condiments*
  - Mayo (Squeeze bottle)
  - Brown or yellow Mustard

Salads

- Green Salad
  - mix iceberg, leafy greens, and/or spinach
  - Shredded carrots
  - Chopped veggies
  - Chopped apple
  - Assorted dressings (Fry's cheapest) *\*check the current stock prior to purchasing dressings*
- Pasta Salad (needs home prep)
- Chicken Salad (buy prepared or purchase roasted chicken already cut up)
- 3 Bean Salad
- Coleslaw (buy bags at Costco or Sam's Club) (dressing Litehouse Coleslaw Dressing)
- Oriental Salad (with or without chicken)
- Potato Salad (buy at Costco or Sam's Club)
- Kale Brussel Sprout Salad from Costco popular 6 bags will feed 120 people

Cheese

Veggie Tray (see light snacks)

Fruit Tray (see breakfast)



# CTC Food Court Handbook

Mini Pinwheels

Deviled Eggs

Pita Bread & Hummus

Popcorn

Pretzels

Crackers

Nuts (watch allergies!)

7 Layer Dip and tortilla chips (Costco)

Hot Nacho cheese and chips (Large Cans of Nacho Cheese at Sam's Club)



# CTC Food Court Handbook

## Lunch

- \* **only served at Socials and tournaments each day at the discretion of Food Captain. You may choose a light lunch or heavy snacks. A full lunch is served the last day of a major Tournament.**

### NOTES:

Cooking, heating up and keeping items warm is a challenge, but can be done in electric roaster and Crock Pots. Use only one item per outlet to avoid tripping a circuit breaker

Use the roasters with the removable inserts ONLY and ensure you add water to the bottom \*watch carefully and stir often to avoid burned food

Croissant “wiches” (Costco will make them up in a variety of flavours and cut them into 3 pieces)

Meat Balls or small sausages [Go to: RECIPES FOR FULL LUNCHES](#)

Sloppy Joes [Go to: RECIPES FOR FULL LUNCHES](#)

Hot Dogs (plain or chilli dogs) or bratwurst with onions and green peppers (prepared at home) [Go to: RECIPES FOR FULL LUNCHES](#)

Pulled port sandwiches [Go to: RECIPES FOR FULL LUNCHES](#)

Tortilla pinwheels

Chicken salad sandwiches (buy ready make chicken salad at Sam’s Club or Costco)

Fried Chicken (Fry’s) or Chicken Tenders [Go to: RECIPES FOR FULL LUNCHES](#)

Nachos (nacho grande if you add hamburger) [Go to: RECIPES FOR FULL LUNCHES](#)

Chili or home-made soup [Go to: RECIPES FOR FULL LUNCHES](#)

Spiral Ham from Costco or Sam’s Club [Go to: RECIPES FOR FULL LUNCHES](#)

Roasted Turkey Breast from Costco or Sam’s Club (Slicer - Jack Wilson 948-3034 or Sylvia Page) - serve as a slice with sides or make sandwiches [Go to: RECIPES FOR FULL LUNCHES](#)

Ziti from Floridinos [Go to: RECIPES FOR FULL LUNCHES](#)

Pork or chicken sliders

Salad (see Heavy Snacks) and meat cold cuts

Build your own sandwiches - Meat cold cut and cheese tray [Go to: RECIPES FOR FULL LUNCHES](#)

### Sides

- Baked beans
- Chili beans



# CTC Food Court Handbook



# CTC Food Court Handbook

## Desserts

*\*Sign-up sheets at the courts for volunteers to bring desserts*

Cookies

Cupcakes

Brownies

Cakes

Pies

Sweet loaf breads

Frozen mini cream puffs

Lemon Bites (Costco)



# CTC Food Court Handbook

## RECIPES and SHOPPING TIPS FOR FULL LUNCHESES for 100 People

### Sloppy Joes

- 🍎 30 lbs hamburger - 80/20 blend or better at cheapest price - (try to find on sale)
- 🍎 100 buns
- 🍎 Serving Size = ¼ cup
- 🍎 12 x 24oz cans of Manwich from Walmart \*do not open all at once - test consistency as you go
- 🍎 3 large onions, chopped and fried with the hamburger
- 🍎 5 bags - Bagged cabbage for coleslaw
- 🍎 Litehouse Dressing (*check Food Court supplies prior to purchasing*)
- 🍎 Cheese - sliced into small portions (Purchase blocks at Costco or Sam's Club)
- 🍎 Potato Chips from Costco or Sam's Club - 3 large bags
- 🍎 Dessert (see list)

### Spiral Ham

- 🍎 Spiral Ham (Costco) - 25 - 30 lbs
- 🍎 Serving size - 4 oz slice (Slicer from Jack Wilson 948-3034 or Sylvia Page)
- 🍎 Green Salad
- 🍎 1 large box of Spinach
- 🍎 2 bags cauliflower, broccoli, carrot mixture from Sam's Club or Costco
- 🍎 Ranch Dressing Large - from Sam's (*check Food Court supplies prior to purchasing*)
- 🍎 Dinner Rolls (Costco or Sam's Club)
- 🍎 Fruit Tray (see Breakfast)
- 🍎 Dessert (see list)

### Meatballs

- 🍎 2 bags (150 per bag) from Costco or Sam's Club
- 🍎 Serving size - 3 meatballs per person
- 🍎 Sauce (e.g. oriental, Italian, gravy, BBQ etc.)
- 🍎 Salad (choose from salads - see Heavy Snacks)
- 🍎 Roll (Costco or Sam's Club)
- 🍎 Dessert (see list)

### Pulled Pork Sandwiches

- 🍎 5 Frozen Containers (Sam's Club is the best, Costco is OK too) will serve approximately 100 people
- 🍎 BBQ Sauce (*check Food Court supplies prior to purchasing*)
- 🍎 100 buns (Costco or Sam's Club)
- 🍎 Coleslaw (5 bags chopped mixture from Sam's Club)
- 🍎 Chips (5 bags) - Costco
- 🍎 Dessert (see list)





# CTC Food Court Handbook

## Chili Dogs or Plain Hot Dogs

- 🍎 Serving size - 1 per person
- 🍎 2 commercial size cans of Chili (Costco, Sam's Club, Walmart) - No Beans = Hormel
- 🍎 100 buns
- 🍎 Condiments - ketchup and mustard (check Food Court supplies prior to purchasing)
- 🍎 Shredded Cheddar or American Cheese
- 🍎 Chopped Onion
- 🍎 Sliced Pickles (2 commercial size jar (Costco, Sam's Club, Walmart)
- 🍎 Veggie Tray (see snacks)
- 🍎 Fruit Tray (see breakfast)
- 🍎 Dessert (see list)

## Fried Chicken or Chicken Tenders from Fry's

*\*this menu can be expensive – use only when overall budget can be adjusted (cost is approximately \$1 per person just for the chicken)*

- 🍎 Serving Size - 2 wings or 2 legs or 1 wing and 1 leg per person (purchase 240 pieces to feed 100 people)
- 🍎 Potato Salad - 7 containers (Costco)
- 🍎 Baked Beans - 2 commercial size cans or Sam's Club or 8-10 cans of Bushes beans from Costco \*may substitute a Green Salad
- 🍎 Dessert (see list)

## Nacho Bar

*\*you will need 1 crock pot and 2 roasters to keep everything warm*

- 🍎 3 very large bags of Tortilla Chips - Costco
- 🍎 30 lbs hamburger - fried
- 🍎 2 commercial size cans of Nacho Cheese Sauce - Sam's Club
- 🍎 4 heads iceberg lettuce - shredded (more if you are doing Taco Salad)
- 🍎 4 large onions - chopped
- 🍎 Chunky salsa - 2 commercial size
- 🍎 Fruit Tray (see breakfast)
- 🍎 Dessert (see list)

## Roasted Turkey Sliced on a Croissant or Roll

- 🍎 Slicer from Jack Wilson 948-3034 or Sylvia Page
- 🍎 Turkey Chub from Costco
- 🍎 Serving Size - one chub yields 40 generous slices
- 🍎 Cranberry Sauce - 6 cans whole cranberry plus 4 cans mandarin oranges
- 🍎 Oriental Cabbage Salad - buy 4 very large bags of cabbage slaw at Costco or Sam's Club -
- 🍎 100 - Mini Croissant from Costco if available or other small bun (3 boxes - approximately 36 per box)
- 🍎 Dessert (see list)



# CTC Food Court Handbook

## Hot Pasta Dish from Floridinos

- 🍏 3 “big buckets” serves approximately 100 people (get 4 if you are serving 130 - 150 people)
- 🍏 Transfer pasta into roasters when it arrives
- 🍏 Green Salad (see Heavy Snacks)
- 🍏 Rolls (100)
- 🍏 Dessert (see list)

## Meat and Cheese Trays

- 🍏 Purchase from Walmart Deli
- 🍏 Total of 4-5 lbs meat and cheeses - Get a variety of meats: roast beef, turkey, salami, pastrami \*sliced thin
- 🍏 Arrange on trays
- 🍏 Condiments: (check Food Court supplies prior to purchasing)
  - creamy horseradish sauce
  - thousand island dressing
  - sauerkraut
  - mayo
  - mustard
- 🍏 Variety of breads including rye for Reuben sandwiches - one loaf each
- 🍏 Fruit tray and/or potato salad (7 containers)
- 🍏 Dessert (see list)

## Drinks

- 🍏 Coffee Regular and Decaf
  - Half and half \*check Food Court Supplies prior to purchasing
- 🍏 Water \* Mike Verilli will keep the kitchen stocked with water and ice
  - have at least 3 cases of water on hand at the beginning of each day during hot weather (less on cold days) - use coolers and ice
- 🍏 Lemonade and Iced Tea
  - Made from mixes from Costco or Sam’s Club Mike will replenish
  - Served in clear plastic dispensers
  - Replenish by making more in the plastic pitchers (2 1/3 cups mix for a 2 qt pitcher)
  - Keep one pitcher in the fridge ready to refill the dispensers
- 🍏 Hot water for tea, hot chocolate, and apple cider on cold days



# CTC Food Court Handbook

Sample Volunteer Sign Up Sheet

## Volunteer Sign Up Sheet

### Sunbird Social

October 29<sup>th</sup>

Food Coordinators: Nadine Sutter and Sylvia Page  
(480) 555-5555

7:30 – 9:00	1.
	2.
9:00 – 10:30	1.
	2.
10:30 – 12:00	1.
	2.
12:00 – 1:30	1.
	2.
1:30 – Clean Up	1.
	2.



# CTC Food Court Handbook

## Sample Dessert Sign Up Sheet

# Dessert Sign Up Sheet

## Sunbird Social

### October 29th

Food Coordinators: Nadine Sutter and Sylvia Page

(480) 555-5555

	Name	Dessert
1		
2		
3		
4		
5		
6		



# CTC Food Court Handbook

## Tournament/Social Food Court Report

<b>Event</b>		<b>Date</b>	
<b>Expected # of People Served</b>			
<b>Day Coordinator For Food</b>		<b>Phone #</b>	
<b>Purchaser(s) of Food</b>		<b>Phone #</b>	
		<b>Phone #</b>	
<b>General Menu Description</b>			

<b>Store</b>	<b>Item(s) Purchased</b>	<b>Total Price</b>
	<b>TOTAL REIMBURSEMENT</b>	
	<b>Person(s) to be Reimbursed</b>	

<b>Comments/ Concerns</b>	
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