

Head & Assistant Head Kitchen Training

- Read your entire manual – most questions will be covered in this manual.
- You will receive \$400 from the Assistant Head for supplies/palanca. Turn in receipts to them for this amount or the unused money no later than Sunday. You will receive \$150 from the Secretariat Treasurer to be used for the Thursday night reception food. Please contact the Treasurer (treasurer@tdsetn.org) to get the \$150.
- The menus in the head Kitchen book allow some variations, and these are to be strictly followed. Major deviations cannot be covered by the weekend fees and therefore would need to be Palanca. The Food Couple (foodcouple@tdsetn.org) is your contact to place your order for the weekend.
- Be at the camp on Wednesday or early Thursday morning to set up – food arrives on Thursday morning and you must inventory everything.
- One kitchen skit at Saturday lunch – may dress each time and sing, etc, as candidates enter or leave the dining hall. All skits must be tasteful and sensitive to candidate and team member's situations and feelings. Always ask could this be insensitive, offensive or harmful to anyone. **All skits are to be reviewed and approved by the BUR before being presented.**
- Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. We must maintain the confidential cloistered environment of the weekend.
- **Women's Weekends** - Oversee the men who help clean up the kitchen after serenade. They may stay up to one hour after the serenade to help in the kitchen only; otherwise they must leave immediately following the candlelight walk. You have the authority to remind these serenaders that they are only permitted in the kitchen and dining hall area for this one hour.
- Check with Rector for any theme preferences and honor those.
- Check with the Rector for Sunday morning Breakfast theme.
- Check decorations in foyer closet and kitchen closet prior to the weekend and try to use those for themes.
- Try to decide before the weekend how the tables will be arranged for each meal and decorated so team will not be up late.
- Make sure kitchen has communion each day of the weekend. Invite other team members to join you.
- Assign server to head table.

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- Have walkie-talkie to communicate with Assistant Head Cha if desired.
- There is a number by the kitchen phone to call and arrange to take leftovers.
- Don't allow anyone to park in front of the building. The dumpster cannot be blocked.
- You have mostly new Pescadores on your team; don't let their first experience be exhausting and disillusioning. Reassure them and pray with them daily.
- May choose to make palanca together before the weekend to bond as a team.
- Be cautious and do not ask kitchen Chas to "palanca" items for meals, etc. If some desire to contribute, that is fine, but do not solicit funds. Some kitchens have asked for more than \$20 to help offset "palanca'd" meals – do not do that.
- Complete debriefing form and do not leave the camp until you have checked off with the Assistant Head and the weekend couple.
- Assign someone to be responsible for washing the kitchen towels/rags. It gets kind of hectic on Sunday after lunch with the Dorm Chas wanting to use the washer and dryer. The Dorm Chas should be asked to do their laundry in the morning before lunch.