



CTWD Store Manager: Laurie Jenkins, (952) 470-8400
Grill Night Coordinator: Sarah Jewett (612) 483-7613
Grill Night Coordinator: Abby Wallin (612) 599-0659

General Overview:

- Gather 8 people
- Arrive at the store at 5:00 pm
- Help staff set up
- 5:30-7:00 pm – take orders, collect money, distribute food
- 7:00-8:30 pm – help staff clean up

Preparation/Responsibilities:

- The staff members will set up the grills/grilling supplies (spatulas, tongs, aprons, etc), folding tables and tent. Orange cones should be placed on street-side parking lot. The main dish featured each week, side dishes and drinks (water, lemonade, etc) will be supplied by the store.
- Arrive at 5:00 pm to begin set up. Start grills right away. Put meat on grill and side dishes on table by 5:15 pm. Customers will start to arrive by 5:20 pm. The peak traffic is usually 6:00-6:30 pm.
- Establish roles amongst the hosts
 - Grillers (2-3 people)
 - Order taker (1 person)
 - Money collector (1 person)
 - Expeditors of main course (2 people)
 - Distribution of side dishes (1-2 people)

Health Safety, Cooking & Serving:

- Hats – all hosts must wear hats to prepare and serve food.
- Aprons – Cottagewood Store will provide blue aprons for hosts.
- Gloves and Meat Thermometers – Cottagewood Store will provide to grillers.
- Food Temperature – Food safety is very important! Meat must be fully cooked to 160 degrees (no exceptions!).
- Grilling Technique – grill early (start at 5:15 pm) as the crowd can grow in a hurry. Keep cooked food warm in covered aluminum tins and warm meat on grill before serving.
- Troubleshooting – see board host or staff in the store. While staff *are* working in the store, they will do their best to assist.

Post Grill:

- Stop serving at 7:00 pm. Return unused meat, ticket basket and money to the store staff.
- **Clean Up – It is essential to clean up following Grill Night!**
 - While grills are still hot, use a wire brush to clean the grates. Shut off propane tank by turning valves.
 - When grills have cooled, wipe down and return to storage location (staff can direct you).
 - Clear tables and clean all obvious trash (check park for trash too!).
 - Wash all dishes/utensils and put away in kitchen.

*Teenage Staff work extra hard on Grill Nights. It would be greatly appreciated to tip them.

*Everyone who eats must pay \$8 as this is fundraiser for the non-profit store.