

# MPR Kitchen Equipment Training

# Equipment Training

- Commercial Gas Range with 6 burners, griddle and two convection ovens
- Ice Machine
- Commercial food waste disposal
- Commercial high-top dishwasher
- Commercial Coffee maker
- Upright Freezer and Upright Refrigerator
- Steam Table
- Heated / Proofing Cabinet
- 3 bay sink. Wash, Rinse, Sanitize
- Food Preparation Sink
- Hand Wash Sink

# Before Leaving

- ▶ Make sure all appliances are turned off
- ▶ Make sure all sinks, work surfaces, and appliances are cleaned and sanitized as instructed in the training
- ▶ Make sure all food is removed from the freezer and refrigerator
- ▶ Make sure the ice bin scoop is not left in the ice bin and placed on top of ice machine
- ▶ Make sure the floors are swept, and mopped
- ▶ Close the door to the gym area and turn out the lights when leaving
- ▶ Please let the church office know if any equipment is not working properly or if any equipment was damaged

# Commercial Gas Range

Top burners and griddle controls work the same as any gas range and griddle

6 Control knobs 1 for each of the 6 burners

2 Control knobs for 1 each of the 2 burners on the griddle

1 Temperature control knob for each convection oven

1 Three position blower switch for each of the two convection ovens. On in the top UP position, Off in the Center position and Cool down in the DOWN position. **NOTICE the toggle switch must be in the Up Top ON position anytime the oven is being used.**

Pilot Lights will be lit and extinguished Only by MPR Kitchen committee or a trustee



Set oven temperature 50 degrees lower when using the commercial convection ovens. i.g. if the recipe calls for 350 degrees F set the oven temperature at 300 degrees in the convection oven. **Make sure the blower toggle switch is in the Up Top On position when baking.**

Updated May 11, 2025

# Cool down

After Baking is complete open oven doors and place the blower toggle switch in the DOWN position to properly cool the convection ovens. Air should be blowing out while cooling.

Once the ovens are cool, place the toggle switch in the MIDDLE (Off) position and close the oven doors.





# Cleaning range and griddle

Top metal grates may be washed with warm mild soap and water if needed. (Do not submerge and do not use steel wool on grates or burner units) Towel dry and return to the range.

Pull out under burner trays and clean with mild soapy water, dry and return to range.

Make sure the griddle grease tray is empty. Do not let it overflow.

**Do not pour cold water on a hot griddle.** Let it cool down for 30 minutes before cleaning.

Wipe down the griddle and clean with a small amount of warm soap and water. Any water added to the griddle will drain into the grease tray as well. ***Do not overflow the grease tray!***



Empty the griddle grease tray of any grease and soapy water remaining. Remove grease tray, wash, dry and return to the range'

**Dry the griddle with a towel and apply a very light coat of Hydrogenated Vegetable Oil to the griddle to prevent rusting.**

# Cleaning the Oven

After cool down is complete the ovens may be cleaned if needed.

Mild soap and water may be used to clean the sides, top, bottom, doors and oven racks. If needed a degreaser may be used inside oven only. **Do not use degreaser, oven cleaner or an abrasive cleaner on outer surfaces of the range.**

**Do NOT Place Aluminum Foil on the oven racks per the manufacturer.**

Once cleaned towel dry and close the oven doors



# Ice Machine

Scoop for Ice machine should not be left in the ice bin. The scoop should be placed on top of the ice machine when not being used.

Please keep door to ice machine closed when not removing ice.

When you arrive for your event, please break up ice in the ice machine. When ice freezes together it will keep the machine from producing more ice.

Do not store anything other than ice inside the ice bin.





# Commercial Food Waste Disposal

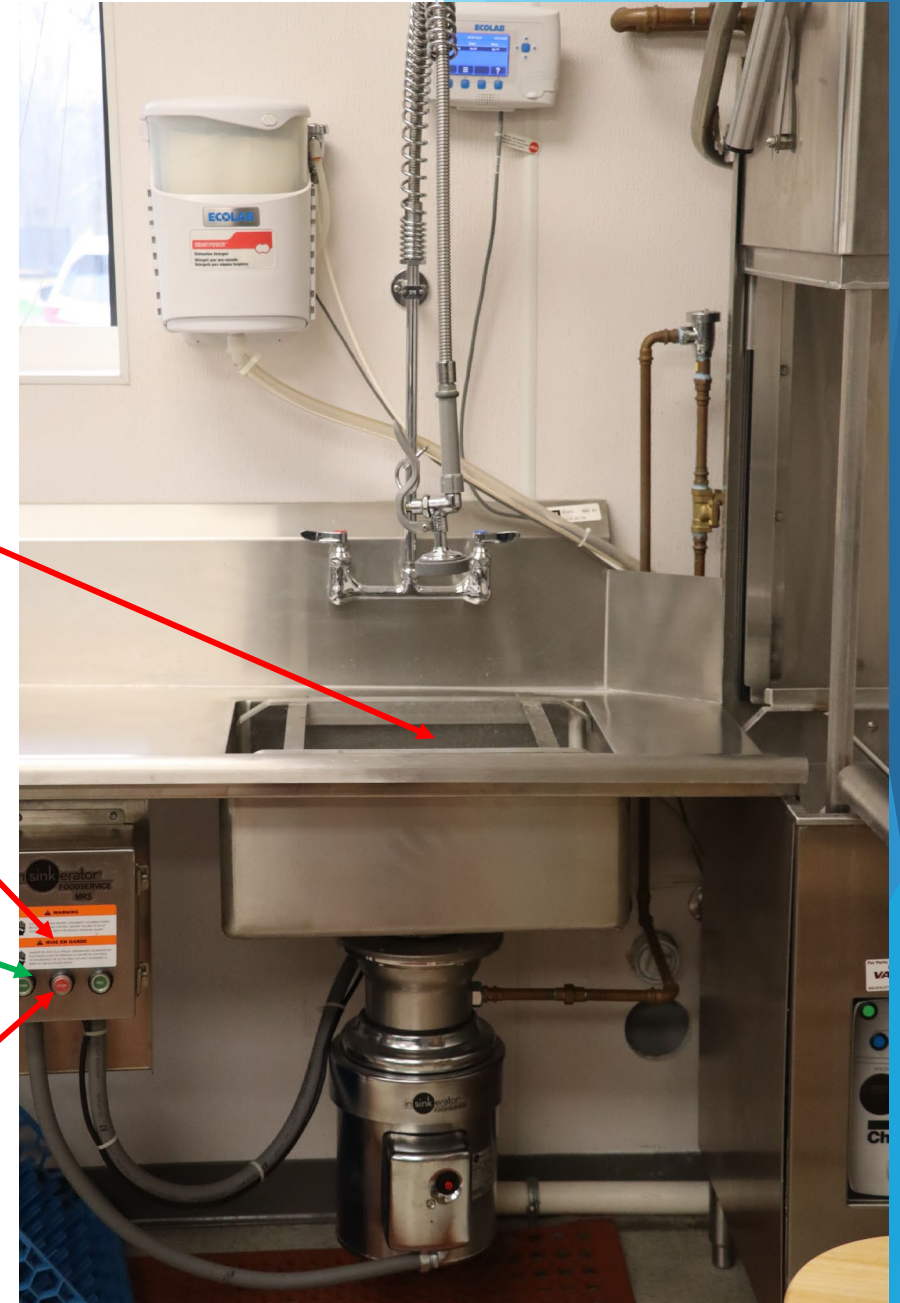
This unit is an industrial disposal, use with caution. Do not place hands, fingers, cooking utensils or any items other than food waste in the disposal.

Before starting the disposal visually inspect the sink to make sure there are no objects or cooking utensils inside the disposal or sink.

There are 3 control buttons Forward (Left Green), STOP (Red) and Reverse (Right Green)

To start the disposal, press the Forward (Left Green) button one time. This will start the disposal and water will automatically start to flow inside the disposal as well. (The Reverse (Right Green) button is only used if the disposal stalls)

To stop the disposal, press the STOP (Red) button one time. (The water in the disposal will automatically stop).



# Commercial High-Top Dishwasher

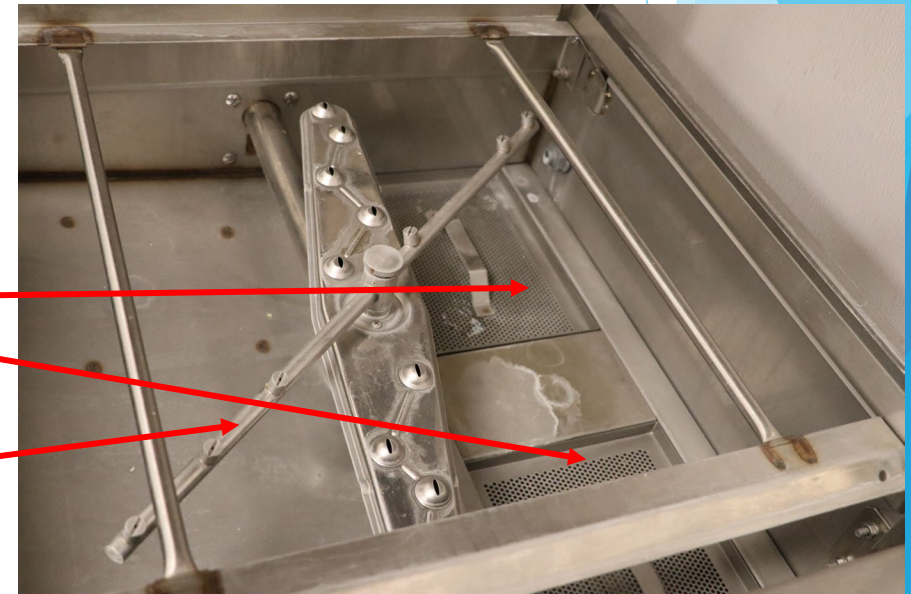
The Vanco High-Top commercial dishwasher will automatically wash, rinse and sanitize during its preprogramed cycles. **The 1-minute cycle should be the normal setting used.** There is also a 1.5-minute, a 4-minute and a 6- minute wash cycle setting for heavily soiled items.

NOTICE: Before starting the dishwasher check inside to make sure screens are clean and in place. Also make sure there are no utensils or items laying loose inside the dishwasher and that the rinse arm spins freely.



Screens

Wash / Rinse Arm



# Commercial High-Top Dishwasher

NOTICE: Start the dishwasher approximately 30 minutes before your first wash cycle this will allow the dishwasher to come up to the 150 degrees F operating temperature before the first wash cycle.

To START the dishwasher.

1. Close the door and select 1-Minute wash time.
2. Press the Green Power Button.

The dishwasher will start to fill and will stop filling automatically when at the proper fill level.

The pressure gauge should indicate 20-22 PSI

3. Wait 15 minutes or so, for the wash Temp display to show 150 degrees F. Once the temperature gauge reached 150 degrees F the dishwasher is ready to use.





# Commercial High-Top Dishwasher Loading and Running

- ▶ Scrape and prerinse all heavily soiled pots, pans, dishes and utensils in the disposal sink prior to loading in blue dishwasher bins.
- ▶ Open dishwasher door and place a loaded blue bin in the dishwasher
- ▶ Close the door and the 1-minute wash cycle should automatically start
- ▶ The wash cycle will run, rinse cycle will run, wash cycle again, rinse cycle and then the sanitize cycle. The sanitize cycle will keep running until it reaches it reaches 180 degrees F in the Rinse cycle gauge for 18 seconds. This is pre set and cannot be changed. After the first load or two the 180-degree temperature should hold from cycle to cycle.
- ▶ Do not open the door until the clearing blower stops running and the Green Start button light goes out.
- ▶ When the green light goes out, lift open the door and slide the blue bin out and to the right, and slide another bin in. Close the door and the wash cycle should automatically start again. **Do not push the green button again until you are done washing or it will shut down the dishwasher and automatically drain the unit.**



# Commercial High-Top Dishwasher Shut Down Procedure

- ▶ When you are all done washing press the Green power button again and the green light will go out and the dishwasher will automatically start to drain.
- ▶ Once the dishwasher has drained and shut down open the doors and clean out the two drain screen baskets.
- ▶ Rinse out the inside of the dishwasher and allow to air dry.
- ▶ Dry the screen baskets and replace them in the proper location.
- ▶ Leave the dishwasher door in the open position.

# Bunn Coffee Maker - Controls

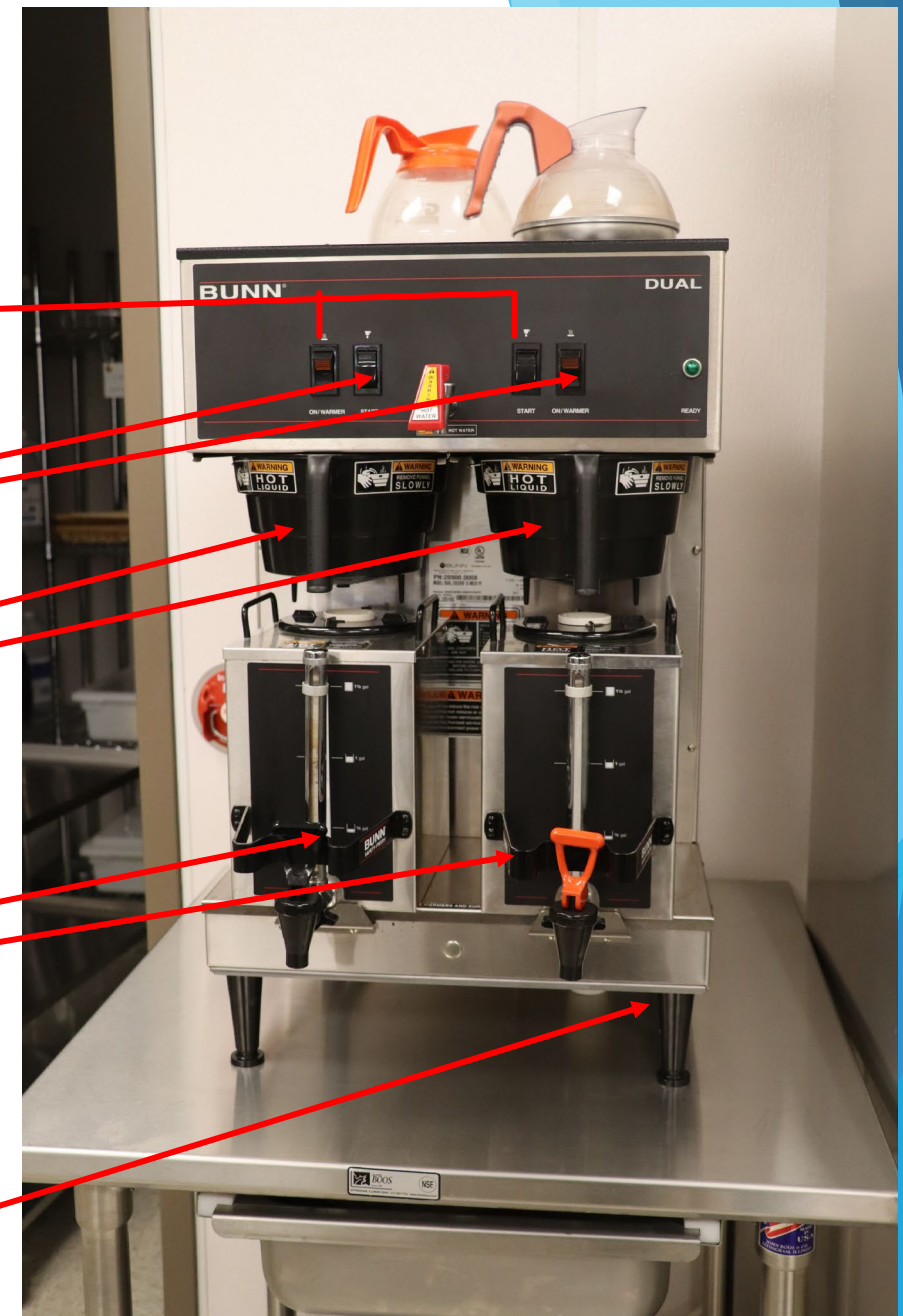
Warmer Switch  
Left and Right

ON/OFF Brew Switches  
Left and Right

Funnel  
Filter

Servers  
Regular and Decaf

Main On / Off Switch  
located under right  
side of coffee maker  
Midway back



Updated May 11, 2025

# Bunn Coffee Maker - Coffee Brewing

- ▶ Will make 1 gallon (This unit is not the select size unit)
- ▶ Insert a coffee filter into the funnel
- ▶ Pour the proper amount of ground coffee into filter and level the bed of grounds by gently shaking the funnel. (Approximately 1 Cup of ground coffee per gallon)
- ▶ Place an empty server under the funnel.
- ▶ Turn the unit on with the master on/off switch on bottom righthand side of unit
- ▶ Place the ON/OFF brew toggle switch in the lighted upper position for the right or left or both sides if brewing both servers. Momentarily press and release the start switch.
- ▶ Turn on warmer switch or switches if using both sides of coffee maker
- ▶ When brewing is completed, discard the grounds and filter in the trash container, rinse and return the empty funnel to the unit.

# Bunn Coffee Maker - Cleaning

- ▶ Ensure the warmer and the brew switch(s) and master switch are in the off position and the unit is cooling down.
- ▶ Use mild non-abrasive, liquid detergent in water and wipe down the outer surfaces of the coffee maker
- ▶ Wash the funnels in warm soapy water, rinse thoroughly, and dry and return to the coffee maker.
- ▶ Wash the server units in warm soapy water, rinse thoroughly, dry and return them to the warmer area of the coffee maker.



# Upright Freezer and Refrigerator

No food is to be left in the Freezer or Refrigerator after completion of the event. Food must be taken off church property or properly disposed of in waste containers.

Upright Freezer

Upright Dual Door Refrigerator



# Steam Table Start Up and Operation

The steam table is designed to keep food warm not to cook food.

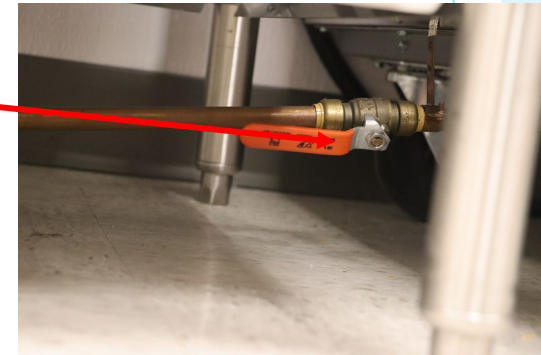
***Do not operate steam table without water under the serving pans of the unit. Start the steam table 1 hour before needed to bring up to holding temperature.***

To Fill: Close the drain valve located under the unit

Fill with one to two inches of water using the fill valve. **DO NOT OVERFILL!!** Shut off the fill valve after adding water.

Turn Temperature control knobs to 4 to bring steam table up to temp. Once at temp turn down to 2 or 3 as needed to maintain desired serving temp.

Check water level under pans occasionally to make sure they have not run dry. Add water as needed. **DO NOT OPERATE STEAM TABLE WITHOUT WATER UNDER THE SERVING PANS.**



# Steam Table Shut Down and Cleaning

When done serving. Turn control knobs to the off position.

***Caution serving pans may still be hot!***

Remove lids and pans and wash, rinse and sanitize.

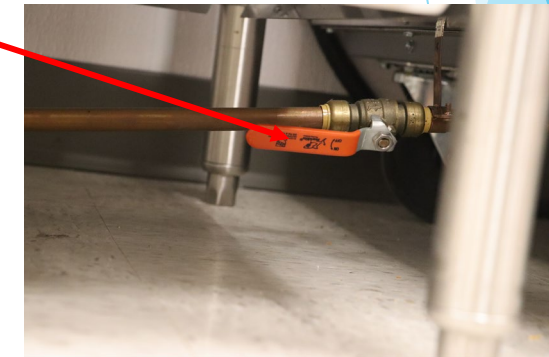
Drain any remaining water from the bottom of the steam table by opening the drain valve.

Water areas under the serving pans may be rinsed with clear water and cleaned with a water and white vinegar solution if needed to remove lime buildup. (2 TBS white vinegar per Gallon of water)

Leave Drain Valve in the open position.

Outside and serving area may be wiped down with mild soap and water, rinsed and towel dried.

Replace lids on the unit after cleaned and dried.



# Heated / Proofing Cabinet

The Heated / Proofing Cabinet is designed to keep food warm not to cook food. Foods should be thoroughly cooked before placing in the heated cabinet to maintain at proper serving temperatures.

Set the unit to Hold or Proof as needed,

Controls

Turn Temperature control knobs to the desired holding or proofing temperature.

Cabinet will also indicate moisture level as indicated on moisture gauge.

Turn off unit after use. Wash, rinse and sanitize trays and return them to the cabinet when dry.

Wipe down outside and inside of cabinet with mild soap and water, rinse and dry before closing door.





# 3 Bay, Food Prep. & Hand Wash Sinks

The 3 bay sink is set up for Wash, Rinse and Sanitize stations.

**MAKE SURE TO SCRAPE DOWN AND PRERINSE HEAVILY SOILED POTS, PANS AND UTENSILS IN THE DISPOSAL SINK BEFORE WASHING ITEMS IN THE 3 BAY SINK AREA. THERE IS NO DISPOSAL IN THE 3 BAY SINK AREA OR IN THE PREP SINK AREA!!**

Food Preparation sink area.

Hand wash sink area.

Wash and towel dry all sinks, countertops and work areas before leaving the kitchen area.



# Pantry Area and Other Equipment



Equipment Instruction manual binder, and Instruction cards, Pots, Pans, Foil, Silverware, Dishes and Supplies Are located in the pantry.

Cooking utensils are located in drawers under work tables



Roasters are located under work table

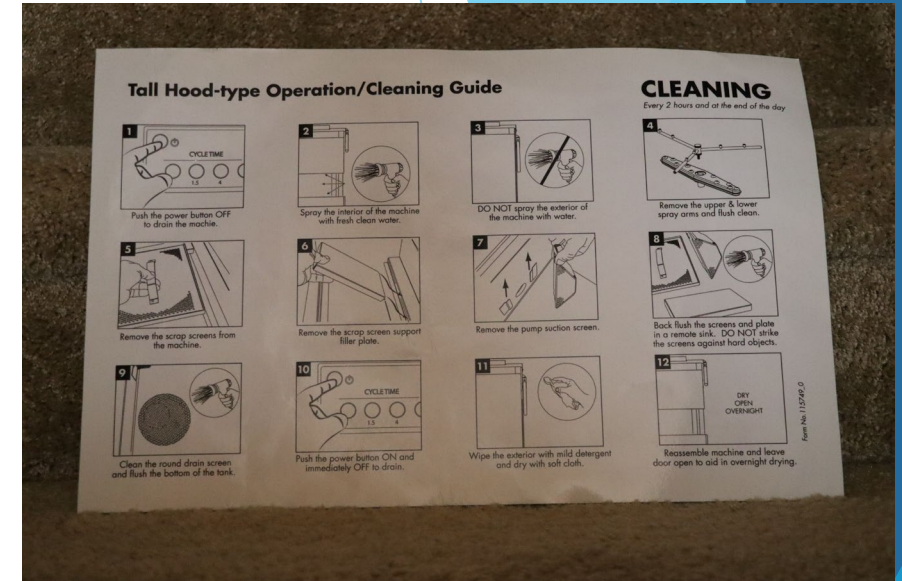
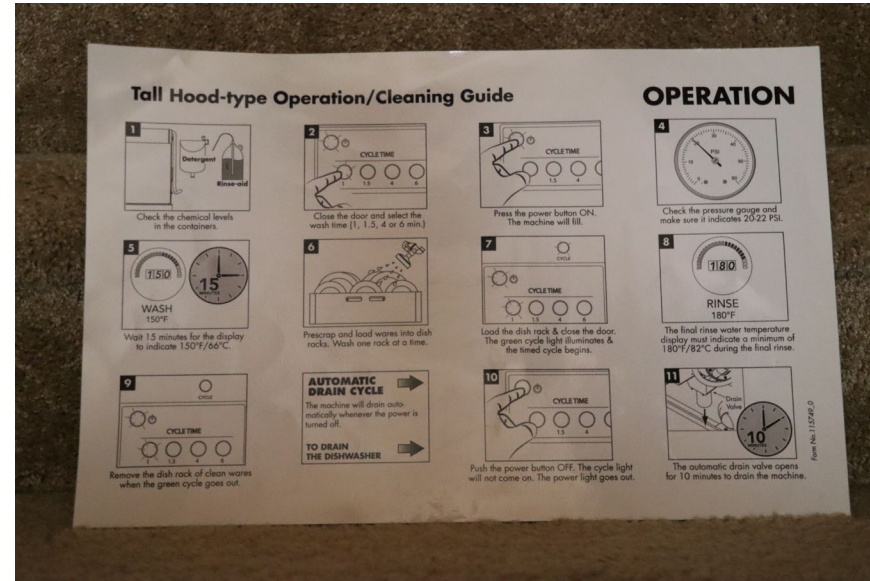
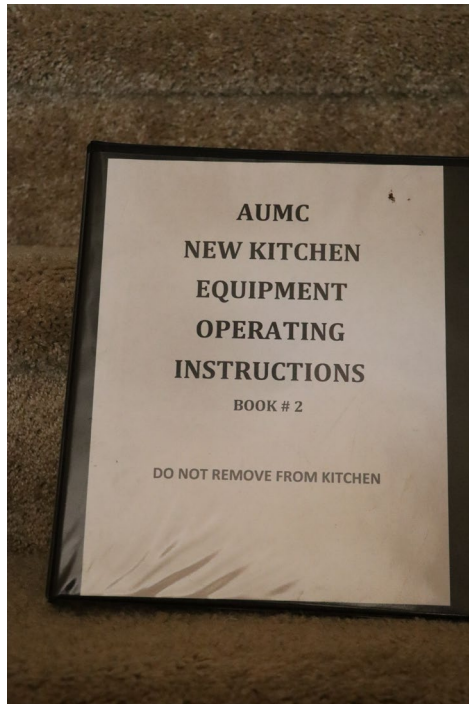


5 Galion Drink Containers are located under work table next to steam table

Updated May 11, 2025



# Equipment Instructions



Equipment Instruction Binder and Information cards are located on a shelf in the pantry area of the MPR Kitchen.

***If you have any questions or would like additional training on any equipment, ask to speak with a MPR Kitchen Committee member or a Trustee.***

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