

OHDA Kitchen Duties

The following information will help your school to organize volunteers and food for the kitchen at our competitions. The OHDA social convenor role is actually run as a committee. Eleanor Warren is taking the lead for 2016-7. There will always be one of the committee “in charge” on the event days. She will identify herself to the volunteers and will check in during the day. This person is the “Go-to” person if there are any problems. The other helper for the day will be the custodian working at Immaculata HS that day if there are any facility issues.

SET-UP • Food set up begins at 8:00 AM. We need volunteers to help set up the tables, cover them with tablecloths/decorations, set out the trays for the various foods, prepare mini ice packs for the foods that need to be chilled (e.g. sandwiches, fruits, veggies), get the coffee started, organize and chill the drinks and set out food as it arrives. • We start to serve food and beverages at 8:30 AM

STAFFING/VOLUNTEERS • We need volunteers, at least 2 for every shift (3 during peak times) Schools on duty usually work together to ensure that this ratio is achieved. • We need to staff the refreshment area until 3 PM. • High school students can collect volunteer hours for their community service requirement for graduation. They must bring their forms to be signed off by the Social convenor on duty for the day.

CLEAN-UP • Starting sometime after 3:00 PM (depending on the length of the competition) we start to clean up. The last volunteers of the afternoon are asked to help with clean up, which includes packing up any dishes or containers that require washing into one bin. All cords and supplies go back into the toolbox.

WHAT OHDA SUPPLIES:

- Coffee, tea, hot chocolate
- Milk, cream, sugar and sweetener
- Water
- Pop and juice boxes
- Hot dogs, buns
- Ketchup and mustard
- Dish soap and hand sanitizer
- Garbage bags/ Paper towels /vinyl gloves
- Napkins, cutlery, straws, paper plates, bowls
- Price lists, signs
- Lunch for the judges/musicians

WHAT THE “ON DUTY” SCHOOLS NEED TO PROVIDE:

- Coolers and 1 bag of Ice for each cooler. We need 4 at each event (1 for water, 1 for pop, 1 for drinking boxes, 1 for sandwiches and other foods that need to be chilled) ***VIP-these need to arrive at 8 AM for efficient set-up**
- Sandwiches (individually wrapped and labeled) Egg salad sandwiches always go quickly! Other good choices include: ham, chicken salad. Deli sandwiches can be a real novelty! (and we charge more)

- Bagels and cream cheese
- Baked goods (wrapped and labeled) ALWAYS A HIT!
- Snacks (e.g. popcorn, trail mix) individually wrapped
- Chips are ok- but avoid Doritos, ketchup chips- they can do terrible things to costumes!
- Fruit (individual or fresh fruit cup. One school in the past has provided fruit in clear plastic cups and lids very efficient)
 - Veggies- individually wrapped baggies or containers with separate salad dressing dip (OHDA has mini cups with lids for dressing- they can be made up on the event day If the school supplies the dressing. If the school prefers to make them up ahead of time, the little cups and lids can be purchased at Wholesale Club on Cyrville Rd- no membership needed)
 - Crackers and cheese- individually wrapped
 - Yogurt- good option, but not too many- limited desirability.
 - Hot dishes: Chili, hot soup, mac and cheese have been very popular. Please bring everything needed to serve these items- i.e. serving spoons, oven mitts. And, please notify the convenor ahead of time so that she can be sure to have the bowls available (unless your school wants to take responsibility for this)
 - FOODS TO AVOID: pudding cups, granola bars, things that people get everyday in their lunches

If your school prefers to provide the tablecloths/decorations, please inform the social convenor. Otherwise, this will be supplied by OHDA.

If you have any questions, please contact Eleanor (el.warren257@gmail.com or by phone/text: 613-794-1011) Thanks for your help in making our competition days so successful. The funds raised by our kitchen go directly back to OHDA to support its activities.