

# Mylor Adventure Camp



## Self-catering Kitchen Induction Manual

The group/catering leader must be inducted to the self-catering kitchen facilities by a Baptist Care staff member prior to the booking commencement. Once this induction is completed it is the group/catering leader's responsibility to pass on all information to any other relevant persons within their group.

A comprehensive list of equipment provided as well as instructions for use can be found within this document.

Mylor Adventure campsite is a multiuse facility designed for shared group use.

## Facilities & equipment

- **Dining Hall** – the dining hall can be configured into 2 separate dining areas (dining rooms 1 & 2) via an operable wall. This wall must **not** be operated by guests unless instruction is received from a Baptist Care staff member.



- **Dining Hall toilets** - access to dining hall toilets will be allocated at the time of booking.
- **Outdoor Deck** – unless specifically allocated, the outdoor deck is an available space for all guests to use



- **Outdoor gas BBQ** – booking required



- **Domestic fridge** - additional fridge located in dining room that can be used by guests.



- **Dishwasher and cleaning bay** – refer to instructions for use detailed in the document



- **Kitchenette** – filtered water fountain, under bench bar fridge, continuous hot water dispenser, microwave, Nespresso pod coffee machine. Note - tea, instant & pod coffee, sugar, milk etc are not provided for self-catered bookings.



- **Commercial fridge x 2 (400 ltr)**



- **Under bench freezer (115 ltr)  
(Must be booked prior to arrival)**



- **Freezer in storeroom (1200 ltr)**



- **Tables & chairs** – upon departure, the dining room tables & chairs should be returned to original state – ie evenly spaced & chair stacked. Floor **MUST** be vacuumed.



- **Gas heaters** – there are 4 gas heaters located in the dining hall. These are operated by remote controls attached to the wall trusses as shown. To operate, follow instructions on the remote control. Please ensure that heaters are switched off at the end of each day or when not in use.



- **Air conditioning units** – there are 3 air conditioning units – 1 in the servery and 1 in each dining room (1 & 2). The switches for all 3 units are located on the wall in the servery. They are clearly labelled. Please ensure that all units are switched off at the end of the each day or when not in use.



- **Audio Visual equipment** - the Dining Hall is equipped with 2 screens and projectors with integrated sound that can be used together as one large area or split into separate zones. 1 cordless rechargeable microphone will be made available for each group. The inputs for connecting laptops or other devices to the projectors are located on the wall adjacent the relevant screen. The port is a standard HDMI connection. Refer to Campsite Induction folder on arrival for more detailed information.




## Equipment instructions for use & cleaning

Any equipment issues are to be reported to the After-Hours Host immediately.

**DO NOT ATTEMPT TO FIX ANY ISSUES WITH EQUIPMENT.**



### Commercial dishwasher

- To turn on and fill, ensure door closed and master switch set to ON
- Press  and hold down for 2-3 seconds. The ON/OFF led and the two digits on the display should light up
- With the door closed, the tank should start filling. The word "FILL" should scroll across the display and the led on will be that of the latest program set. The display will show "END" when the tank is full
- Load the dishes into the basket, slide it along the tracks into the dishwasher and close the door
- Select the program required by holding down one of the three program buttons for 2 seconds until it flashes
- While washing is in progress the display shows the water temperature in the tank, during rinsing it shows the boiler temperature
- At the end of the program the led comes on and "END" scrolls across the display
- When washing for the day is complete, the machine needs to be drained. Press the  button (next to the  button) for about 5 seconds until the led flashes and the pump out / auto tank cleaning phase starts. The word "UNLOAD" will scroll across the display. If the led does not flash, the program has not been started and the boiler heating element is not on – start this section again
- When pump out is complete the appliance will switch off automatically leaving only 2 dots (as per picture left)



### Stove Top

- Burners are self-igniting, push in, hold down and turn until burner required lights. Let go, then turn to desired temperature.
- Turn on exhaust fan during use
- \*\*\*Make sure that all burners are turned off after use.
- To clean take off all racks, scrub and put through dishwasher, wipe over surface under racks



### Bain Marie

- Check that water is completely covering the element at both ends before each use. If not, fill to just below the bottom of the insert trays using buckets provided. Elements must be always covered with water during use to ensure it doesn't burn out.
- Turn to high approx. 2 hours before required
- Turn off at end of serving.
- Wipe over all surfaces of unit inside and out, removing all food scraps
- Clean glass sneeze guard (inside and out)
- When water cooled, it can be drained via the outlet valve to the lower left-hand side into the buckets provided and emptied into the sink.
- Ensure any food spilled into the water reservoir must be cleaned out thoroughly



### DeLonghi 900 Oven

- Turn on Exhaust fan during use
- Switch is self-igniting, push in, hold down and turn until oven lights. Let go, then turn to desired temperature.
- Wipe racks and interior after use, ensure any spillages are cleaned thoroughly



### Convection Oven (5 x shelf)

- Switch on at power point
- Press on/off button (oven will beep loudly when this button is pressed)
- To set temperature dial – turn temperature knob until digital display shows desired temperature
- To set timer - turn timer knob until digital display shows desired time
- Press start/stop button to commence cooking
- Oven will beep loudly when finished cooking
- To turn oven off – press on/off button
- To clean – wipe over sides, bottom, door and racks with warm soapy water and a soft sponge. Do not use anything abrasive on the inside of this oven.



**Conveyer Toaster** (bread/crumpets/muffins only)

- Turn top and bottom elements on
- Set to required speed.
- Feed bread onto the wire rack.
- To clean – wash removable trays and rack. Wipe out any crumbs.
- Return clean trays and rack.
- Please note the outside of the toaster gets very hot.

**Kenwood Mixer**

- Ensure the mixer is placed firmly on a flat surface (not near the edge)
- Head release button at the back of the machine
- Choose your attachment (whisk or dough hook) and insert – ensure fixed properly
- Ensure the bowl is securely fixed in place
- Plug mixer into the power point and turn on
- Mixer speed lever on the side of the head

Mobile cool room available for use when extra fridge space is required (must be booked in advance)

		<b>Mobile Cool room</b>
		<ul style="list-style-type: none"><li>• Interior measurements: 2500x1650</li><li>• Located outside at rear of building, accessed via deck</li></ul>



## EMERGENCY GAS SHUT OFF

- In the event of a gas fire (oven / stove top) immediately push the red shut off button, located to the left of the handwashing basin
- Follow safety procedures to extinguish fire if safe to do so, or call 000
- Once the button has been pushed (even if done by accident) the gas cannot be turned back on until unlocked by an authorised Baptist Care staff member (contact office during business hours, or call the After-Hours phone number listed)

## Equipment inventory

Please refer to list below of all equipment provided by Baptist Care. Any item not mentioned on this list is to be provided by guests.

Equipment	Quantity Provided
400L fridge (containing 4 racks)	2
115L under bench freezer	1
Delonghi 5 burner gas stove top	1
900 Delonghi oven (containing 2 racks)	1
Bain marie x 2	1
Microwave	1
Conveyor toaster	1
Trolley	2
Small Kenwood mixer	1
Convection oven (5 rack)	1
Oven trays	8
Gastronorm pans (various sizes)	8
Cooking pots (various sizes)	6
Plastic trays	5
Colanders	2
Frypans	2
Mixing bowls	5
Plastic platters	8
Plastic serving bowls	8
Cutting boards in rack (assorted colours)	6
Microwave bowl	1
Microwave jug	1
Tongs	8
Knives	4
Cake servers	2
Serving spoons	8
Wooden spoons	4
Grater	1
Egg slide	2
Spoon ladle	2
Ice cream scoop	1
Potato masher	1
Bowl scrapers	4
Whisk	1
Rolling pin	1
Vegetable peeler	2
Oven gloves	2
Measuring cups & spoons	1
Can opener	1

<b>Equipment (continued)</b>	<b>Quantity supplied</b>
Dinner Plates	As per booking
Bread & Butter Plates	As per booking
White Cereal Bowls	As per booking
Plastic Bowls & Plates	As per booking
Plastic Cups	If requested
Glasses	
Coffee Mugs	
Plastic Jugs	
Dinner Knives	As per booking
Dinner Forks	As per booking
Dessert Spoons	As per booking
Soups Spoons	As per booking
Teaspoons	
Cutlery Holders	
Hand dishwashing liquid	
Chemicals for dishwasher	
Food grade sanitiser	
Disposable gloves for food prep & serving	
Garbage bags	
Hand wash & hand towels	
Mop & bucket (Blue for kitchen use only)	1
Broom, dustpan & brush (blue for kitchen use only)	1

**Any item not mentioned on this list is to be provided by guests**

## Rubbish Disposal

The campsite has limited bin capacity and bins are emptied once a week for general waste and once a fortnight for recyclables.

**To assist us please follow this procedure –**

**Yellow lidded bins** are for recycling cans, plastic & glass bottles and jars

Before placing cans, bottles etc in bins please:

- Rinse and remove both ends of all tins and flatten
- Rinse out bottles and jars
- Flatten plastic bottles
- **Do not put cardboard in the yellow bins**

**Blue lidded bins** are for general rubbish which must be bagged and tied off (no cardboard, bottles, tins, hard plastic).

Large green bags are provided for all inside bins. If you run out of bags, please let your host know.

### Composting

Small yellow & blue bins are provided for fruit and vegetables only. **NO** meat or chicken as this will attract rats and mice.

These bins will be emptied by maintenance into our compost.

### Cardboard boxes

Please **flatten** all cardboard boxes and place them in the trailer that is located behind the large shed.

Do not place boxes in the blue & yellow lidded bins.

## Daily checklist

**To ensure compliance with food handling regulations please ensure that the following clean-up is completed daily.**

### **Kitchen, wash up room, servery & Dining Room**

- All dishes to be washed through the industrial dishwasher and put away
- Remove any scraps from sink drains
- Sanitise all benches & sinks (including hand-washing sink)
- Sanitise all shelves of trolleys (if used)
- Sanitise and wipe down all food preparation surfaces
- Put all chopping boards through the industrial dishwasher
- Sweep and wash floor
- Ensure all foods are covered and stored correctly
- Vacuum dining room floor after each meal
- Turn off all appliances
- Turn off air conditioner & heaters
- Turn off fans and heaters on deck
- Turn off lights

## End of camp checklist

Please follow the below checklist at end of camp to ensure all cleaning has been completed.

A cleaning charge may apply if this list is not completed satisfactorily.

Any missing or broken equipment must be reported and replacement costs will be added to the final invoice.

<b>Equipment/Area</b>		<b>Check</b>
Kitchen utensils, appliances, pots & pans	All accounted for as per Inventory list All washed and put away	
Dishwasher	Emptied – food baskets cleaned out All trays accounted for All benches clean and sanitised. All dishes put away in correct places Floor swept and washed	
Convection oven	Check in working order Wipe out and ensure racks & trays are clean	
Bain Marie	All trays clean Bain Marie clean and free from food. Water reservoir drained and cleaned	
Stove Top	All burners are scrubbed and put through dishwasher, stove top wiped over and splashback cleaned	
Toaster	Clean and free from breadcrumbs	

<b>Equipment/Area</b>		<b>Check</b>
Trolleys	All clean, sanitised and in working order	
Rubbish	All rubbish to be removed to designated area Boxes flattened and put in trailer Plastic bread/milk crates need to be removed from site All bins to be emptied, washed out & relined	
Fridge & Freezer	All food removed and wiped out	
Microwave	Wipe out and clean inside and out	
Cupboards	Wipe over front of cupboards and insides if needed	
Benches	All benches & sinks are wiped down with hot soapy water and sanitised	
Floor	Swept and mopped with clean water	
All Food	All food removed from site including bread trays, milk crates etc	
Dining Room	All tables & chairs to be wiped over & returned to original set up ie tables evenly spaced with stack of 8 chairs at one end refer to photo further down	
Dining Room	Floor vacuumed	
BBQ/s	Hotplate cleaned, fat traps cleaned, any fat dripped on ground or excess food cleaned/removed	
Cold Room (if used)	All food removed; shelves wiped over & floor swept & washed	
Water, Tea & Coffee area	All benches & under bench fridge to be cleaned, all food removed	
Deck	Swept, furniture etc returned to correct place and bins emptied	



## Induction Declaration:

**I have been informed of and understood the following:**

- Access boundaries - accessible areas, unlocked doors and exits, location of light, exhaust fan switches and use of air conditioner. *Note - access to the commercial kitchen is for catering staff only.*
- Equipment: operation, safety features, and accessibility. Equipment failures are to be reported immediately to Baptist Care staff in business hours or “On Call” after hours.
- Equipment Inventory – a list of available equipment is detailed in this document.
- Fire Safety: location of fire extinguishers and fire blankets.
- Daily & end of camp checklists & cleaning.
- Water - the kitchen and dining room operate on rainwater only.
- First Aid equipment is to be supplied & managed by guests.
- Baptist Care is not responsible for any food stored, prepared or served by guests.
- Baptist Care staff reserve the right to always access all areas at any time.
- Any observed breaches of food safety must be actioned immediately.
- At the end of camp, Baptist Care staff will complete a final inspection to ensure satisfactory cleanliness and inventory maintenance - refer to checklist detailed in this document. Unsatisfactory cleaning or inventory replacements will result in additional charges that will be added to the final invoice.
- Any breakages must be reported to Baptist Care and any relevant replacement cost will be added to final invoice.
- Baptist Care will not accept food deliveries for the booking. The group/catering leader must be onsite for receipt of all deliveries.
- Please advise if the following are required –  
Mobile cool room , larger freezer , BBQ .

**Group Name:** \_\_\_\_\_

**Group/Catering Leader name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_