

CHAPTER 252 PANCAKE BREAKFAST INSTRUCTION

WITTMAN TERMINAL BUILDING

The purpose of this instruction is to provide direction to set up a pancake breakfast at the Wittman terminal building

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1. PRELIMINARY ACTIVITIES

- a. Contact terminal building manager to secure the date and the terminal building for use. Complete this task at least 2 months prior to the event.
- b. Inventory equipment and supplies - inventory equipment and consumable goods to ensure adequate quantities are available. If needed, set up a shopping trip to replenish supplies. See “Supplies List” for general understanding of goods.
- c. Communicate the need for chapter volunteer support during prior monthly meetings and in the chapter newsletter.
- d. Ask the chapter treasurer to pick up \$250 in start up cash (singles) to make change during the event.
- e. Place pancake batter order. Call Perkin’s restaurant to inquire on the opportunity to buy pre-mixed batter in bulk. Ask to borrow a batter dispenser as well.

2. FACILITY SET UP

- a. Communicate a set up event for the evening prior to the breakfast (typically Friday evening, 5:30 p.m. to 7:00 p.m.). The airport manager is required to be on hand to keep the terminal building open.

b. Set Up Event – evening before the breakfast

- a. **Equipment** - Retrieve all cooking equipment from storage location (hanger) and bring to the terminal building.
- b. **Dining Tables** - Set up dining tables and chairs. These are located at terminal building. Cover tables with disposable table cloths (on a roll). Place pancake syrup and stack of napkins on each table. See photo 1.
- c. **Serving Tables** - Set up eight (three rows) serving tables (food serving, egg cooking, egg prep). See photo 2,3,4,5,6,7.
 - i. Cover tables with table cloth material
 - ii. Place three nesco cookers on the food serving row of tables (pancakes, eggs, sausage).
 - iii. Place three electric frying pans (egg cooking) on the egg cooking row of tables.
 - iv. Write the required food temperature of 165° on the table cloths at the nesco cookers for servers to see.
 - v. Write “hats required for food prep and food serving” on the table cloths at the serving stations.
 - vi. Place large mixing bowl, mixing utensils and garbage can at third row.
 - vii. Turn on all power equipment to make sure circuit breakers do not trip due to over current. Move cords to receptacles as needed.
- d. **Cash Box** - Set up cash register table and two chairs. See photo 2.
 - i. Place any reference material at the cash box (signs indicating cost of meals, any notes for the cash box attendants).
 - ii. Provide paper and pens at cash box to track head count, drive in/fly in count, and other.
- e. **Extension Cords** - Use as many receptacles as needed to control current draw. About ten extension cords required.
- f. **Grills** - Set up pancake and sausage grills. Require to be outdoors. See photo 8.
 - i. Stage cooking utensils on tables (foil pans to cook sausage in, tongs, cooking spray)
 - ii. Set up wind screen if needed – located at terminal building
- g. **Coffee and Juice Station** - Set up coffee and juice serving area. Prepare coffee makers the night before, and use automatic timer to turn on the first coffee maker two hours before the breakfast begins. Layout coffee cups, napkins and sugar during set up night. See photo 1.

- h. **Food** – Stage the food at the terminal building the night prior to the breakfast. Eggs may be stored in coolers with ice. A bag of ice should be at the bottom of the cooler and at the top of the cooler over the food (per health inspector). Milk and juice may be kept in coolers overnight as well.

3. HEALTH DEPARTMENT REQUIREMENTS

- a. A permit is required to sell food. Purchase a permit from the Winnebago County office. Purchasing the permit will trigger the county health inspector to visit the breakfast event.
- b. Basic health department requirements:
 - i. A hand wash station is required in the vicinity of food preparation and cooking. A wash station consists of a source of hot water, soap, towels, and a bucket to capture waste water. A good source for hot water is a small coffee urn. An inspector will likely look for signs that the wash stations are being used by seeing soapy water in the waste pail under the coffee urn. A wash station is required at the grills and at the food prep/serving area. Although rest rooms are available in the building, these do not suffice as wash stations.
 - ii. An inspector will likely check the temperature of the food at the serving area (in the nesco cookers). Food temps should be at least 165 degrees. A food thermometer should be staged next to each nesco cooker. It is helpful to write “165 degrees” on the table cloth at each nesco cooker to remind servers of the minimum food temperature.
 - iii. Is it best to cook outdoors to maintain a clean cook area.
 - iv. Hats are required at food preparation and food cooking areas.
 - v. Uncooked or chilled food should remain in coolers with ice. Bags of ice are required below and above the food.
 - vi. A dish washing station is required. The utility room in the terminal building will suffice. A sink of hot soapy water must be maintained, and a sink of rinse water must be maintained.

4. FOOD

FOOD LIST – PANCAKE BREAKFAST

PANCAKE BATTER, PERKINS – 6 to 8 CONTAINERS/PAILS

Place order in advance. Call Perkins a week in advance and inquire on the opportunity to buy pre-mixed batter in bulk. Request the use of the pancake batter dispenser as well.

SAUSAGE (2 PER MEAL) - 600 SUGGESTED

EGGS – 14 DOZEN

COOKING SPRAY OIL – 3 FULL BOTTLES

COFFEE, REGULAR ONLY– FOR 500 CUPS

ORANGE JUICE – 10 GALLONS

LEMONADE MIX – FOR 20 QUARTS

MILK – 6 GALLONS

SUGAR PACKS for coffee - 1000

5. SUPPLIES

SUPPLIES LIST – PANCAKE BREAKFAST

PAPER PLATES – 1000

PLASTIC UTENSILS (FORKS, KNIVES, SPOONS) – 1000

NAPKINS – 2000

PAPER TOWELS – 6 ROLLS

WET WIPES – 3 CONTAINERS

COFFEE CUPS, STYROFOAM – 1000

PLASTIC JUICE CUPS – 1000

HAND SOAP (PUMP BOTTLE TYPE) – 2

EMPTY MILK JUGS (to retrieve water for coffee making)

PLASTIC TABLE CLOTH MATERIAL – 1 ROLL

PENS, MARKERS, PAPER, SCOTCH TAPE, SCISSORS

PAINTERS HATS (12)

EQUIPMENT LIST – PANCAKE GRILL

PANCAKE GRILL
GAS GRILL
PROPANE – 3 BOTTLES
LIGHTERS FOR GRILLS
NESCO COOKERS – 3
COFFEE MAKERS – 5 (3 for coffee, 2 for hand wash stations)
5 GALLON PLASTIC PAIL – 3 (for hand wash stations)
FOOD THERMOMETER – 3 (for pancakes, eggs and sausage)
LARGE SERVING SPOONS – 4
TONGS – 4
SPATULAS – 3
LARGE MIXING BOWL – 2
MISC UTENSILS
EXTENSION CORDS - 10
DUCT TAPE – 1 ROLL
ORANGE SAFETY VESTS, AIRPLANE PARKING – 3
CASH BOX / REGISTER
\$ DONATION CAN

6. ADVERTISING

- a.** A volunteer is helpful to manage advertising.
 - Local newspapers
 - Create and e-mail event posters
 - Hang posters, mail posters to FBO's
 - Advertise event in EAA Calendar of Events
 - Contact "Next Age News Oshkosh"

7. AIRPLANE PARKING

- a.** Three volunteers are needed to park airplanes on the ramp. See photo 9.
- b.** Two volunteers at a time are needed, with a third volunteer to provide work breaks.

8. JOBS AND TASKS

- Food shoppers : 1-2
- Supplies shopper: 1-2
- Cash Box: 1-2
- Food Servers: 2-3
- Cooks: 5
 - Sausage cook: 1, Pancake cook: 2, Egg cook: 2
- Egg prep (cracking and mixing): 1-2
- Food Delivery (delivers pancakes and sausage to serving tables): 1-2
- Food Runner (run after more food and supplies if needed): 1
- Coffee and Juice: 2
- Airplane Parking: 3
- Dining table attendant: 1-2
- Overall organizer: 1

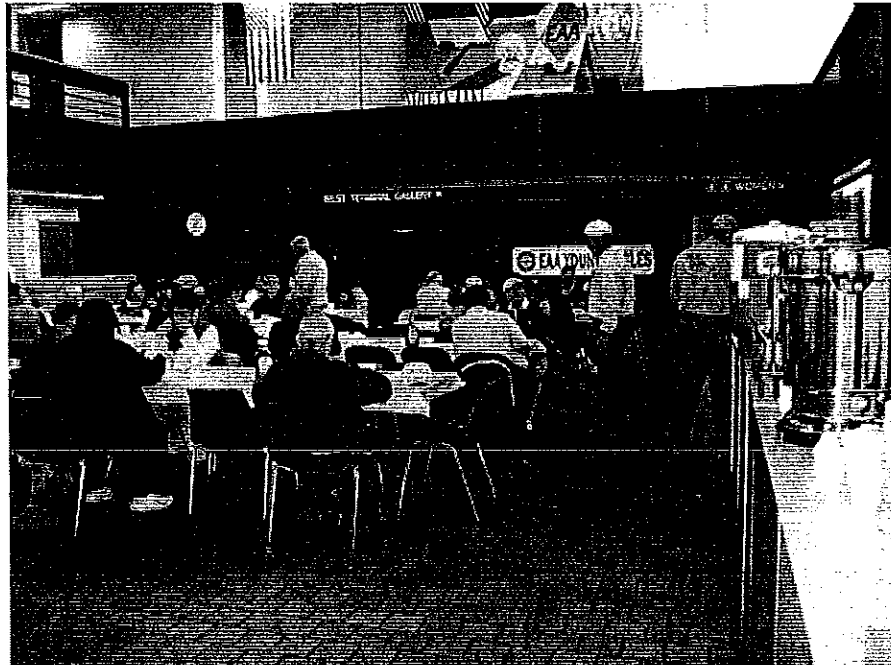


PHOTO 1

Dining tables set up. Coffee and juice set up on counters near the dining area.

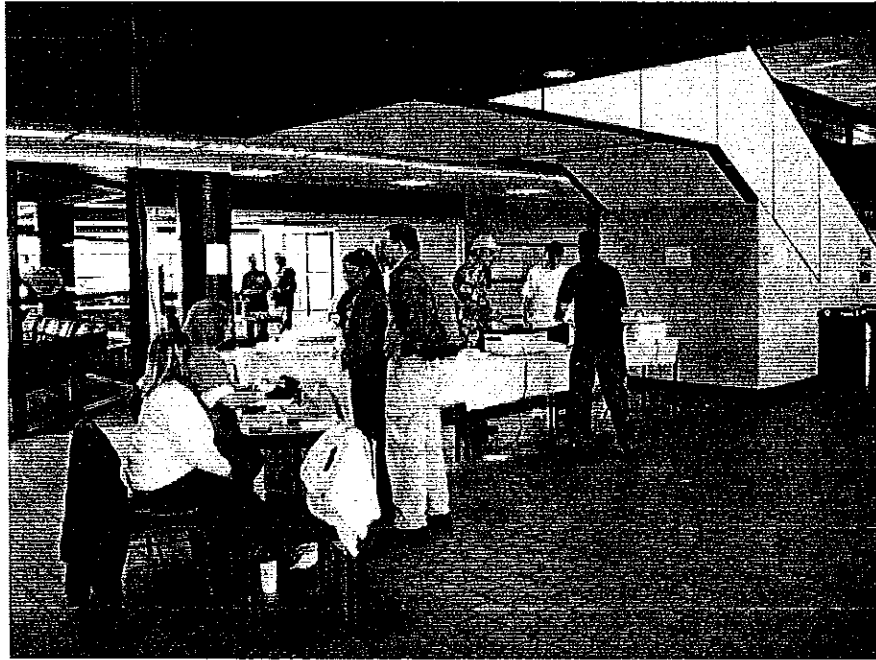


PHOTO 2

Cash Register Table and two chairs set up prior to serving tables



PHOTO 3

Three tables in front row for serving. Nesco cookers for pancakes, eggs and sausage. Be sure to maintain a food temp of 165°.



PHOTO 4

Notice a second row of tables (3 tables) set up behind the first row. These are use to cook the eggs.

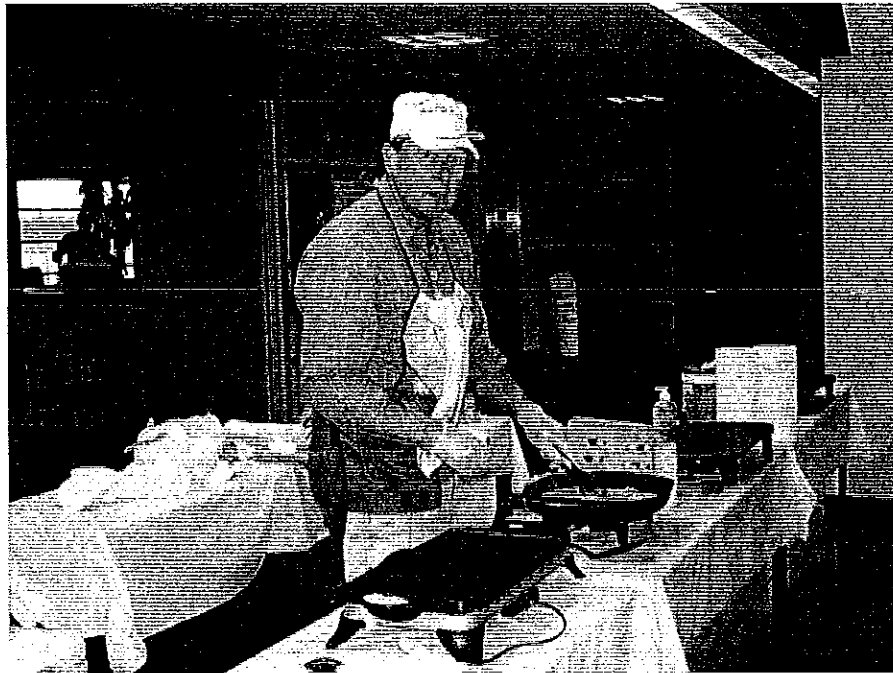


PHOTO 5

Al cooks eggs at the second row of tables using electric frying pans. Notice two additional tables (third row) used to mix scrambled eggs. Hats are required when preparing and handling food.



PHOTO 6

John breaks and scrambles eggs. A hand wash station is required in the food prep area.



PHOTO 7

- **Row one, three serving tables and a cash register table.**
 - **Row two, three food prep tables.**
- **Row three, two egg mixing and supplies tables.**

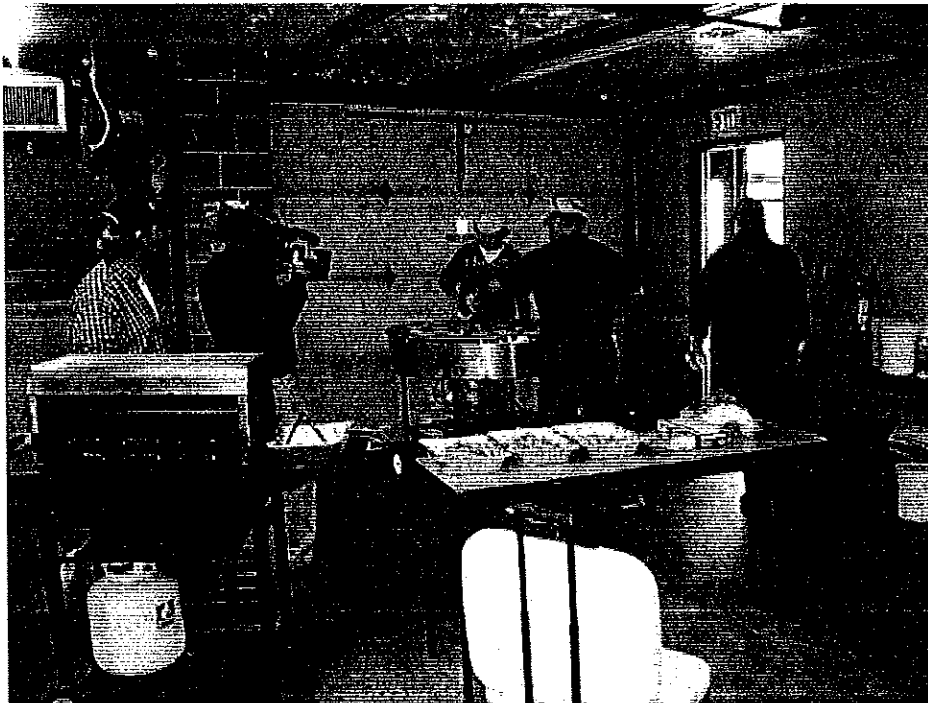


PHOTO 8

Cooking areas require a cooler with ice for uncooked food, a table to stage food and supplies. Food should be cooked outside. A hand wash station is required in this area (not shown).



PHOTO 9

Parking Airplanes – two full time positions required, and one part time to provide opportunity for breaks and eating.