

FISH FRY GUIDELINES

Chairman Duties: () Chairman - _____ () Co-Chairman - _____

Appoint a committee to assist in the chairman's duties.

Ensure the Hall is available and reserved for the date needed.

Establish Crew Chiefs for each work area listed below.

Establish menu and publish recipes to be used. (See past menus and recipes)

Provide each Crew Chief with written guidelines to follow.

Provide a detailed list of all products needed for the event.

Make certain all products are available in time for the event. (Specifically critical items such as fish)

Make constant control and communications with committee and crew chiefs. Assist as necessary.

Print out and post posters needed.

Ticket Sales: Crew Chief - _____:

Insure adequate number of tickets are designed, printed, and available for sales.

Coordinate with the Parish for permission of ticket sales at Masses on dates desired.

Schedule Knights to sell tickets, provide with tickets, and ensure control of ticket sales.

Setup at the Hall entrance and place a number on each ticket in numerical order as the patrons arrive to be called for them to be served.

(Recommend check with previous chairman for their experience in this area)

Setup Crew: Crew Chief - _____:

Arrive early enough to make sure Dining Room is set up.

Table Configuration, all rectangular tables for more seating. Leave space midpoint in rows for access.

(Consider 8 chairs to a table and butt ends of two tables together, then leave a space of about 4 feet for an aisle, then two more tables, etc.)

One condiment table and rolls located approximately where the first table at the breakfast buffet is normally.

Two tables for coffee, tea, water, punch, and cake. (At the usual coffee pot location). Use a third table if necessary.

Place K of C place mats on tables.

Salt and pepper shakers filled and on the tables. Appoint and ensure a cleanup crew leaves the hall in the same condition prior to setup (or instructed by Parish staff)

For the Oktoberfest:

One short table located at beverage room entrance.

One table located at the Hall entrance for a drawing box.

A small table to sell tickets at the entrance for raffles.

Dining Room Crew: Crew Chief - _____:

Make sure you have help required to do the following:

Dining room is clean and set up has been accomplished.

Check that condiment table and coffee table is fully ready and stocked by kitchen crew.

Have a person in place with a cart to keep salt and pepper on tables filled. Carry pitchers of water for refills and spare glasses. Also spare napkins and eating utensils.

Ensure that table bussing is efficient; table settings are cleaned after occupied for new customers, new place mats are placed, and floor stays clean. Dirty paper plates should be discarded (actual dishes are used for Oktoberfest and when used, should be promptly taken to be washed for use by new customer).

Remember that we are in the food service business and we want the customers to be served like we would want to be served. This is our fund raiser and we want them to return.

Kitchen Crew: Crew Chief - _____:

Set up kitchen crew and assigned duties:

Ensure each assignee has recipes, product, and equipment needed.

Establish serving procedures and brief crew.

Monitor cooking procedures for quality, completion, and assist as necessary.

Ensure kitchen area and equipment is properly cleaned and stored after use.

Once fish is removed from the Warmer, it has a tendency of cooling off rapidly. I suggest two possible ways to maintain its warmth: either use the steam table setups normally used for Sunday morning breakfasts or heat lamps (make sure that the heat lamp bulbs are hot enough). The bottom of the fish have a tendency to become soggy, so the heat lamps may be the best alternative. Store or dispose of any leftover foods as appropriate. (Or sell/give away food items for donations).

Fry Crew: Crew Chief - _____:

Set up fry crew and assigned duties.

Check equipment to be used for availability and condition in advance.

Setup fry area in advance of cooking time. Place tarps around the frying area to protect from cold and rain.

Two florescent lights installed overhead. Used cardboard for the top of the work area. Setup two fryers with three burners each and propane tanks.

Ensure all food products are available, thawed as necessary.

Establish schedule for food preparation and ensure manpower is available when needed. (If serving starts at 4:30 pm, then setup of cooking area needs to begin by noon and preparation of the fryers need to begin by 1:00 pm.; actual frying should begin between 2:30 and 3:00 pm.)

Monitor cooking for quality and availability when needed.

When done cleanup area, equipment, and store as appropriate. Dispose of used oil (place it in the Bar-B-Q pit overnight to cool).

The Fry Crew: There were two people manning the fish fryers (John Larson and Marion Nemia). One person did the French fries (Nelson Saez) who used the two single stoves that sat on top of the work area. One person (Jay Flores) did the coating of the fish with the egg and seasoning with flour which was prepared by Royce. The fryers were started up about 2:30 pm. And starting frying right away. Everything went to the Warmer. We had all the fish and French fries done before the end of serving which gave the crew time to eat. Juanita Nemia also helped at the end to give Marion a chance to eat. There were complaints about cold fish. Maybe we should use the warmers like we do for the breakfast. The Crew Chief spent all his time getting the raw fish and raw French fries and delivering the cooked products to the Warmer. Once you take the fish out of the fridge you have to drain the water from the tray, then the tray goes to Jay. The tray has to be washed and is now available for the warmer. We had a need to put a tray in the Warmer to make a shelf for the serving trays on which to sit (see "General Comments – Use of Warmer").

The fryers (those frying the fish) came up with the amount of time to heat the oil and to cook the fish.

The grease from the fryers turned black and should be changed. The cooking oil needs to be periodically strained/filtered to remove the sediment (possibly using some type of gridding with a paper mesh over it).

Beverage Sales: Crew Chief - _____: (used for Oktoberfest)

Establish beverages to be sold, their availability, and selling prices.

Ensure Liquor State License is obtained and posted as required.

Ensure all beverages are ordered, purchased, and available as needed.

Ensure coolers and ice are available. Ice beverages to have cool/cold when needed.

Print and place posters as necessary.

Setup sales area and be prepared to sell one (1) hour prior to serving time.

Food Specific:

- Swai filets (purchased from Smart Food Service [formally Cash and Carry]) on South 112th Street and Pacific Avenue in Tacoma. Served both deep fried and oven baked. The Swai comes in different size boxes. The most economical size is 240 ounces. The fish contained in the box range from 5 to 7 ounces each. Use First Street Clear Fry Oil, 35 pound jug (not any type of peanut oil as some have allergies to it), also purchased at Smart Food.
- French Fries (purchased form Smart Food). Serve the 3/8" straight cut. Seemed most popular and fried easier. Use empty fish boxes to dump fries in to shake and drain oil. Place immediately in the Warmer in chafing pan with drain racks to allow the fries to continue draining. Attempt to not get too far ahead as they will lose their crispness.
- Cole Slaw (purchased from Smart Food). We have used both the shredded and the diced cabbage (your choice). Served with coleslaw dressing and from Smart Food (1 gallon containers) and raisins.
- Fried Rice (optional). Recipe by others.

- Rolls (purchased from Costco). Come 3 dozen in a bag.
- Cake (purchased from Costco). Each cake cut into 48 pieces. (Important: request cakes to be scored. There is no charge for that. Cakes cost approximately \$18.00 each which includes decorating as requested, chocolate or white, crème filled.
- Condiments – Tartar sauce (either serve from a tarter pumper or in condiment cups LG); Catsup (either serve from a catsup pumper or in condiment cups LG); and malt vinegar. Dinner napkins; 5-6” plates for serving cake; use 8 oz. brown paper cups for fruit punch and coffee;
- Coffee both regular and decaf: powdered dairy creamer, sugar, and artificial sweetener for coffee. (All purchased from Smart Food). (For Oktoberfest – coffee served in china cups).
- Table Setup – Use paper place mats (KC or Plain), salt and pepper shakers on tables. Water available at coffee table and on roaming carts from pitchers.
- Beverages for sale (Oktoberfest or another time other than Lent): Assorted pop for \$1.00, assorted beer for \$3.00, wine (white and red) from a box for \$3.00. Beer served in plastic 12 oz. beer cups; wine in __ oz. plastic wine cups; pop served in its own can.
 - At the last Oktoberfest we served tap beer from a ½ keg and it was successful; however, caution should be taken and consider the event as to whether enough would be sold to prevent wasteful loss. In the past, not a lot of beer was sold at the fish fry events. Recommend all beverages be purchased by using \$1.00 tickets sold at the entry desk/table and redeemed where beverages are distributed. All leftover beverages get stored in the locker in the KC shed (except beer keg if used).

General Comments:

- Frozen Fish: A minimum of two days prior to the Fish Fry, all the fish need to be taken out of their boxes and laid on a 18 x 26 inch tray (these trays will later be used for shelves in the Warmer). Place a sheet of parchment paper on the tray. The fish need to be cut in half (width wise), so that they can easily be place in the fryer. Place the trays in the fridge. In order to maximize stacking, use paper coffee cups between the trays. On the day of the Fish Fry, drain the water from the tray of fish. Then designate which trays of fish are to be fried and which are to be baked. Leave the trays in the freezer until they are ready to be processed. Once the tray is emptied of the fish, wash the tray, dry it, and place it in the Warmer to be used as a shelf for the pans containing the cooked fish and fries.
- Fry crew equipment – stoves, deep fry pans, and baskets are presently being stored at Darrell Joque’s home (due to several shed break-ins). Propane bottles are stored in the shed and should be filled after the event.
- The tarps used to wrap and block the wind and rain were borrowed from _____. The fluorescent lights previously had been borrowed from Ed Watsek and are available; not sure where they were obtained this year.
- Use of Warmer: The Warmer should be scheduled at least a week in advance. It should be picked up the morning of the event and returned the next day or the first day the store is open for business. The Warmer when rented does not have any shelves. The shelves will come from the 18 x 26 inch trays which are used to lay out the frozen fish. As the trays are emptied of their fish, wash and dry the trays and place them in the Warmer. Place the cooked (baked or fried) fish and fries in a pan similar to what is used to serve the breakfast meals on Sundays. The maximum number of “shelves” should not exceed six or seven in the Warmer.
- Serving Counter at the kitchen: When a customer’s number is called, they should turn in their ticket/poker chip with that number on it. They are then served two pieces of fish (two fried/two baked or one of each. They are given a French fry paper container with 14 French fries (according to the French fry box, 14 is one serving; this will allow for a specific number of servings per box). Since the food will have a tendency of getting cold on the serving line, I suggest placing the food (fish and fries) in a heating pan setup similar to Sunday morning breakfasts or returning the pans to the Warner between groups of people being served.
- Chose the ticket design you want to use. One option is Ed Watsek’s recommendation to have a ticket with a stub that is retained for accountability. He designed one such ticket on a computer using MS Word (you can also purchase templates from stores – he can supply the template to us if desired). Or you can use the method which we just used: on the back of the single ticket (without a stub) the people

purchased, write a number in numerical sequence as they enter the hall. As the food is ready, the numbers are called for that person to go to the kitchen and get served.

- In order to maintain control of items needed in the receipts and maintain accountability (especially food items and sundries) is easiest if a minimum of people do the purchasing (best is one - three). A procedure for purchasing is to have the buyer use their personal credit card, submit a copy of receipts to the Financial Secretary, and be reimbursed before interest was incurred.
- Availability of the fish: It is best to notify Smart Food Service at least a week-and-a-half before the event as to the range of boxes of fish needed, i.e. between 5 and 8 boxes of the 240 ounce boxes. Normally it should not cause a problem because they can sell the boxes that you do not buy. In order to have the best figure available to figure out how many boxes will be needed to feed those who have purchased the tickets, the selling of tickets should end about a week prior to the event and all books of tickets need to be accounted for to insure there will not be a substantial change in the number sold. Be aware that Smart Food does not put your requested number of boxes aside, but just adds that number or a portion therefore to their order. So if there is an unusual run on that type of fish in that size box, there may not be all that you need available when you go to purchase them. However, there is another Smart Food located on Tacoma Mall Blvd between 56th and 72nd street on the west side of the street.
- Oktoberfest or similar type event: The required liquor license was a "Banquet Permit" which is purchased on line only at a cost of \$20.00 (may be more now). Information on this can be found online and can be accomplished easily and quickly.

Past Menus and recipes/instructions:

- Fried Fish:
 - Recipe:
 - 1 cup Southwest Seasoning
 - ¼ cup Cajun Seasoning
 - For every 5 pounds of All Purpose Flour
 - Eggs/milk are needed for fish egg wash:
 - 1 tsp Cajun Seasoning
 - 1 tbsp Southwest Seasoning
- Baked Fish:
 - Recipe:
 - Garlic Butter
 - Garlic Powder
 - Small bottle red tobasco sauce
 - Hickory liquid smoke (red bottle)
 - Fish/chip brushes to apply coating
 - Melt garlic butter, skim top layer to get just the butter, add ½ tsp tobasco and ½ tsp liquid smoke to skimmed garlic butter (can always add another ½ after tasting garlic butter blend if needed).
 - Baked Fish dry rub:
 - 1 cup Southwest Seasoning
 - ¼ cup Cajun Seasoning
 - ¼ cup garlic powder