

# Manual for the food manager



Photos: Anna Munck Laybourn, Sports week 2010

Welcome as **food manager** for a week at the Women's Camp on Femø.  
This means that it is **your responsibility** to:

- **Make sure that there are raw materials in the camp,** to be used during the day, i.e. keep track of:
  - what do we need - what do we have - what are we missing
- Reduce **waste** of food and raw materials
- **Help the food teams get started** with cooking
- **Keep track of the number** of meat eaters, vegetarians, vegans and women/children on special diets/allergies
- **Calculate and order food** for the following week
- **Keeping track** of the queue tent
- **Hand over to the next week's food manager.**



**The brunch is placed on the menu opposite earlier.** The different weeks have brunch at different times – we have included it monday in the menu – but exchange things ourselves.

***Have fun!***





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## General

### Kitchen décor and features

The kitchen is decorated according to the functions of the kitchen.

The kitchen consists of:

- Køkkenteltet
- Part of the workshop tent
- Laden (the storage barn) at Else-Margrethe

In the kitchen tent, the food to be used during the day should be located.

The work shop tent has storage of groceries for most of the summer.

The barn is storage for refrigerated goods, frozen goods and vegetables, and other stock.

In the kitchen tent, things have their permanent place. There are labels so everyone can find their way around, both when it comes to putting something in place and when something needs to be used.

There are instructions for cooking, coffee brewing, using ovens, washing dishes, on hygiene and much more.

As a food **manager**, **you need to have an overview of** the food in the different places and make sure that they are used in the right order, i.e. the oldest foods first.

The food manager must get her own overview.

### Rules

Prevent accidents, accidents, illness and upset stomach.

There are different things to pay special attention to: gas, fire, ovens, boiling water, coffee brewing, cigarettes, poor hygiene, old or perishable foods.



## Especially in 2021 -

Dispensers have been set up so that hands can be disinfected/caned by the toilet tent, on the shed and in the kitchen tent.

We recommend that there is a 'ringing with lid' for hand washing before going for food!!! Maybe this could be a new good rule!!

## Fryseelementer/Cooling elements

The blue cooling boxes in the camp keep the food cold with large cooling elements. The cooling elements must be changed daily. The frozen elements are found in the freezer in the barn at Else-Margrethe. The task is shared with the truck manager, and possibly volunteers to carry the heavy elements. When the cooling elements are removed from the blue cooling boxes, the boxes must be cleaned. Daily cleaning of the boxes should be on a 'tjans'.

## Gas

Gas is used for gas flares and for stove. The gas cylinders are outside the kitchen tent. Keep an eye on gas inventory. Gas is purchased from Gas Knud. This task may usefully be entrusted to the 'truckdriver'

# Intro for food teams

## Start.

Dinner, needs aprox. 3 hours preparation time, calculate 4 hours for Friday evening and be aware if you are having the grilled pork roast on Tuesday. Lunch takes 11/2 to 2 hours to prepare. As a food manager, you must arrange to meet with the food team before the preparation should begin.

## Intro to the recipe.

Quantities. How many meat eaters and how many vegetarians. All recipes are intended for 10 people. If necessary, adjust during the week.

Schedule. When must the food be ready?

Divide tasks Who does what? Let the group be in charge of makings 'work-teams'..

Remember to use left overs.

Be aware that cooking water takes a long time so start to boil water for potatoes, etc.

**Remember hot water for** washing dishes. Please put pots on all three large burners.

## Different

- Beans/chickpeas in water for the next day.
- Write in the list at the knife box if anything is missing

## Hygiejneregler

Use the disinfecting soap.

### Wash hands:

Whenever you have touched soil, been in the toilet tent, dried nose/coughed, when switching between meat and vegetables, etc. Start with thorough washing of tables and cutting boards.





# Tasks of the Food Manager

Presentation of the function

There are normally two times, when you as food manager must present yourself and your function and the kitchen.

1. In the presentation round
2. When 'the tour' comes to the kitchen tent



## The presentation round/Præsentationsrunden

In addition to the personal information, you can tell that the food manager is responsible for:

- sufficient ingredients on time in the kitchen tent
- that changes in menus and major spontaneous food activities must be agreed with the food manager
- that anyone can take some bread with spread – when hungry (but to put things back after)
- that women/children with allergies or other special needs should come to you to find out how the allergy is handled during the week
- that potential "morning bakers" can present themselves
- that you want to make intro to the food preparation team, 15 minutes before the start of cooking at lunch and dinner (agree time now or at the joint meeting)
- make a hand-show on vegetarians - remember to count ;-)
- volunteers for dinner on Saturday (check with the week-team if it's the job)

We recommend that there is 'ringing' for hand washing before food collection.



## Tour of the kitchen tent

During the tour you can tell:

- how the kitchen is decorated in sections
- that there are notes on all things, for everyone to find their way around when using and after washing dishes;
- that the space for the pots outside is only for pots and pans
- that accidents must be prevented, e.g. children only on the windows side of the tent, away from the gasburners.
- how to use the foam extinguisher and fire blanket
- introduce the gas system, the food manager is happy to change gas, but show how the system works
- how the coffee and tea system works
- hygiene rules - read them and read them again....

## Ordering items

One of your tasks is to order items from Dagrofa for the coming week. Keep in mind that there is a difference if bookings are made for the regular weeks and for the children's week. Be aware that Krea, Music and International week are completely vegetarian.

You need to make sure that there are items for your own week and for next week. It is important that you as Food Manager understand the system so that your week gets the ingredients necessary for cooking. And then next week they get the food needed in their cooking – without us getting too much food waste.

**REMEMBER to check inventory...**

The food for "your" week is ordered by the food manager the week before. You must check the picking lists daily (it is the lists of what to use that day that is a (pick) list for each day) and if necessary, make changes (additional orders and cancellations) with Dagrofa. For example, if it is bad weather – cold or rainy, there must be for an extra food (bread and cheese) for snacking. And if there is a lot of home baking, it may be that bread has to be ordered.

In International week, less is ordered from traditional Danish lunch.

The camp's last week/week must be particularly creative with the residual stock. For example, if you have too much rye bread, it can be frozen and used later in the week. However, no freeze of ready-prepared dishes!

Make sure you get used, what is ordered, preferably in an alternative way



**We would love to have concrete feedback if you experience major shortcomings or have to throw out a lot!**

Since 2019, the grocery store Dagrofa is in Nykøbing, where all purchases are made. This means few changes and hopefully makes everyday life easier for the food manager.

This year, Jonas, who is the store manager, is our main contact person, except for week 30 where Dan takes over when Jonas is on vacation.

Unfortunately, Dagrofa cannot maintain day-to-day delivery, but fixed delivery Tuesday, Wednesday and Thursday. In exceptional cases, exceptions can be agreed.

Of course, it is not entirely optimal for us ... but let's try if it doesn't work out anyway...

You are encouraged to make orders no later than two days before delivery – as previously that we still order on Sundays for delivery on Tuesdays etc. but if there are small things, we can send mail until 07.00 on the day of delivery and then they try to get it with the delivery! 😊

This means that all items ordered are delivered together (possibly also drinks ordered by the Værtshus/BAR manager). It has been agreed that there are packing slips on the delivered, a delivery note for food (kitchen) and one for drinks (BAR).

## **Phone numbers:**

**Dagrofa - main supplier to Kvindelejr 2021**

**OUR CUSTOMER NUMBER: 3010 8104**

Contacts: Jonas all weeks except week 30 when Dan takes over!!

**Jonas (mobile phone) +54 85 07 22**

All orders are emailed to: [se177@dgfs.net](mailto:se177@dgfs.net)

FoodService Danmark A/S **+45 25 18 75 13**

Herningvej 30 M4800 Nykøbing F Web: [www.foodservicedanmark.dk](http://www.foodservicedanmark.dk)

## "The Yellow Magazine" The Høker

The women's camp again has again an account with Høkeren, all purchases must be settled every Friday!

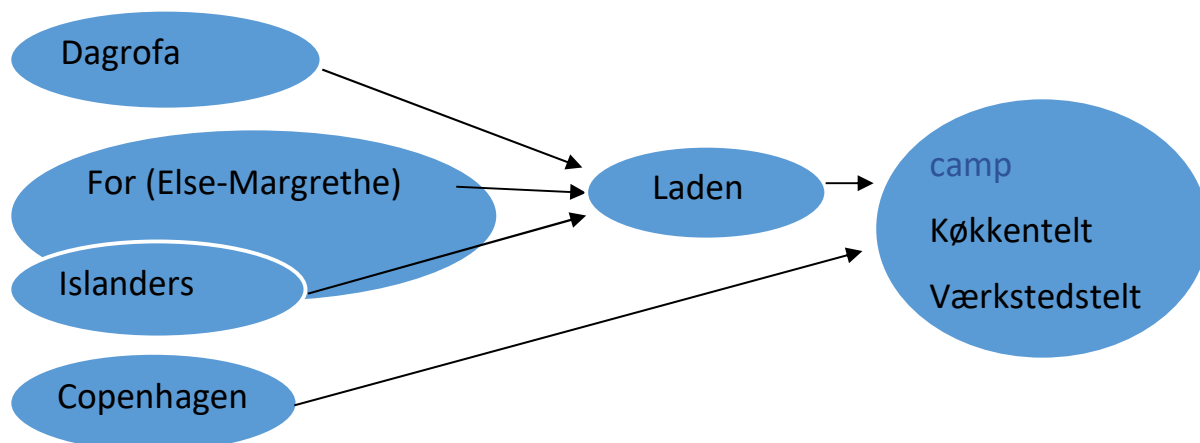
You may be able to pay with the Women's Camp's Dankort.

In acute cases, groceries may be purchased but the Høker with only a very sparse range and in small quantities, so try to be prescient. ☺

Potatoes and eggs can be purchased at Per... potatoes only when they are ready!

... Per makes a total bill which is paid through the secretariat.

### Vare flow



## Meal plan for the weeks

The women's camp has a meal plan with recipes for all days and the same in all weeks. However, most weeks are vegetarian and only Sports week runs full menu.

In the evening, most weeks prepare a vegetarian dish (and a meat dish in weeks that are not full vegetarian). For lunch, two to three vegetarian dishes are made, which are supplemented by meat spreads and vegetables.

NOTE! It is important that you as Food Manager have complete control over how many women are enrolled as **vegetarians** and how many as meat **eaters**.

Every day you need to inform yourself about the day's and the next day's needs for

**Lørdag:** (de grå felter vedrører opskrifter)  
Forbruget af ost varierer meget og vurderes løbende (køt)

	Kødmat Pr. 10 Q	Vegetar Pr. 10 Q	enhed
Hakket oksekød	1,5	0	kg
Æg	10	10	stk
Sødmælk – øko	1	1	Liter
Letmælk – øko	2	2	Liter
Skummetmælk – øko	1	1	Liter
A-38 – øko	0,5	0,5	Liter
Yoghurt frugt	0,5	0,5	Liter
Yoghurt naturel	0,5	0,5	Liter
Piskefløde	1	1	Liter
Kærgården – øko	250	250	g
Pikantost	1	1	stk
Smøreost – forskelligt	1	1	stk
Hvedebrød – forskelligt	1	1	stk
Rugbrød i skiver – ca 1 kg	1	1	stk
Agurk	2	2	stk
Auberginer	0	2	stk
Gulerødder	0,5	0,5	kg
Hvidkål	0,5	0,5	stk
Løg	4	5	stk
Peberfrugt, bl	0	4	stk
Squash	0	2	stk
Æbler	2	2	stk
Hvidløg	4	10	fed
Flæde tomater	1,6	0,8	kg
Tomat pure	250	250	g
Rødvind	1	1	dl
Honning	1	1	tsk
Oregano	1	1	dl
Skruer	750	750	g
Hasselnødder	100	100	g
Butterbeans	0	200	g
Salt	+	+	
Peber	+	+	
olie	+	+	
Leverpostej	0,5	0,5	stk
Bananer	1	1	kasse
Løg extra	0,8	0,7	kg
Æbler	1	1	kasse
Tomat extra	0,5	0,5	kg
Kartoffel spegepølse	1	0,5	stk
Sdr jysk spegepølse	1	0,5	stk
Hvidløgs spegepølse	1	0,5	stk

goods, so that you as Food Manager can make sure that the necessary raw materials are found in the camp. As something new this year, we have made overview lists for each day of the week that indicate per 10 Q (women) how much is needed. Hopefully this can help you with the overview.

← Here's an example of a **day list (also called picking list)**: Here Saturday.

Blue is meat eater and Red indicates vegetarians.

For example, you will need 1.5 kg of minced beef per 10 meat-eating women.

You will need 1/2 white cabbage head per 10 meat eaters *PLUS* 1/2 white cabbage head per 10 vegetarian. As we count as of 10, with 60 meat eaters + 20 vegetarians in the camp it will be:  $0.5 \cdot 6 + 0.5 \cdot 2 = 3 + 1 = 4$  white cabbage heads, etc.

*In addition to various breakfast cereals, breakfast consists of bread, which you can either order from Dagrofa or choose to bake yourself. Many weeks have a volunteer to touch dough together in the evening and volunteer to be "morning-bun-lady."* In the folder we have put bread recipe and overview of which flour types and grains are ordered home. If there is a shortage, more can be ordered from Dagrofa (see later).

Make sure any leftovers are used for **lunch**.

If necessary, start the day by going through the "freezers" at the camp and suggesting what they can be used for. Put a note in the food folder with your suggestions. If there are many leftovers, one of the regular lunch dishes can be omitted.

Virtually all goods must go through the barn at Else-Margrethe. On the one hand, there are refrigerators and freezers, and on the other hand, the barn is generally cooler than the tents. As Food Manager, you must arrange for the rotation of the goods.

Since it can be a comprehensive task to control the course of battle in the kitchen tent, it is a great idea to follow the recipes closely. Creative whim can be difficult to control when cooking for so many women and children. Therefore, it is also important that you order according to the basic lists. And so, by the way, the recipes are also the basis for a good economy at the camp. If you can manage to use the raw materials and the residues in an alternative way, you are welcome to do so.

If the necessary and agreed ingredients cannot be obtained, help the food team with alternatives. You may also need to be creative with the recipes (read: stretch the food) if there are more people in the camp than intended. Make sure there is plenty of rice/pasta/potatoes so no one goes to bed hungry (or for a joint meeting).

## Brunch

Some weeks have introduced brunch during the week. This is not included in the orders. At the back of the folder there is inspiration to download, and then add the extra ingredients that you will need for the order on Sunday.

To help you with the overview -  
here you have a **"Weekly Plan for the Food Manager"** where the most important chores of the different days are listed.

Weekday	Today's Tasks	Ordering	Collecting
Every day	<p>Fill in today's "picking list" (what to use of food on that day, what is in the camp and what to pick up in the barn) – remember frozen meat for the next evening (the day after) must be taken out</p> <p>Pick up items in the barn for the next 24 hours (about 9:30 a.m.)</p> <p>Get cleaned club box in madtelt (morning wash)</p> <p>Change cooling elements (truck manager)</p>		
Sunday	<p>Check inventory in barn and kitchen and workshop tents If necessary, bring a paper list.</p>	<p>Order items from Yellow List Mail to Dagrofa by 12pm</p>	
Tuesday	<p>Examine the number of participants for next week's camp and next week's weekly list will be filled in Check inventory in barn and kitchen and workshop tents If necessary, bring a paper list.</p>	<p>Order items on Green and Blue List Mail to Dagrofa by 12:00 pm</p>	<p>Pick up goods at the ferry ordered in the day (called on delivery in Kragenæs) Items from Yellow List</p>
Thursday	<p>NOTE: Beef striploin for use on Fridays should NOT be frozen, it must be refrigerated in the barn. All other meat is going on frost, except for the minced beef for Saturday night, it needs to be refrigerated.</p>		<p>Pick up goods at the ferry ordered in the day (called on delivery in Kragenæs) Items from Green and Blue List</p>

# List Overview

<b>Ugeliste</b>	<p><b>Calculation/ counting list of attendance numbers for the week.</b></p> <p>You have a Weekly List on <i>your own week</i> and a Weekly List for the <i>week after</i>. These are used for item orders.</p>
<b>Gul list</b>	<p><b>Order at Dagrofa for goods for your own week's Wednesday, Thursday and Friday.</b></p> <p><b>The order will be placed on The Sunday before 12 noon.</b></p> <p>The goods can be picked up on Tuesday, which is called to the camp phone when the goods are delivered in Kragenæs. Includes milk, bread and vegetables. Order list is emailed to Dagrofa. Order lists have been created for all weeks on tablet. Hard copies are also available. Save the filled list .</p>
<b>Green List</b>	<p><b>Order at Dagrofa for items for next week's Saturday, Sunday, Monday and Tuesday.</b></p> <p><b>The order will be placed on Tuesday before 12 noon.</b></p> <p>The goods can be picked up on Thursday and called to the camp phone when the goods are delivered in Kragenæs. Includes milk, bread and vegetables. Order list is emailed to Dagrofa. Order lists have been created for all weeks on tablet. Hard copies are also available. Save the filled list!</p>
<b>Blue List</b>	<p><b>Order at Dagrofa, which covers next week's items from Saturday to Friday.</b></p> <p>Remember to add items that are missing from inventory: see the bulk purchase checklist!</p> <p><b>The order will be placed on Tuesday before 12:00</b></p> <p>The goods are picked up tuesday by the ferry, which is called when the goods are delivered in Kragenæs. Order list is emailed to Dagrofa. Order lists have been created for all weeks on tablet. Hard copies are also available.</p>



	Save the filled list!
<b>Storkøbstjekliste</b>	<p><b>Specifies the base items for the camp and how much we ordered at camp start.</b></p> <p>We've reduced the volume this year... and on top of that, it turned out that we had a lot of profits from 2019 – <u>so use the oldest first...</u></p>
<b>Nødbestilling</b>	<p><b>"Nødbestilling":</b></p> <p>Emergency bookings can be made at Dagrofa before 12 noon for delivery on an alternative Monday or Friday.</p> <p>Always check the option by calling Jonas.</p> <p>But this is absolutely EMERGENCY BOOKING!</p>

### Last but not least...

**REMEMBER THAT ALL ITEMS IN UNBROKEN PACKAGING - CAN BE RETURNED TO Dagrofa.**  
**REMEMBER TO PROVIDE FEEDBACK TO DAGROFA - FOR RETURNS AND ANY COMPLAINTS**

# Ugeliste

The list is sent to the week manager/team, along with a madliste/food list

## Oversigt over Musikuge (Uge 26)

### Mad

Værdier			
SUM af Vegetar	28	Vegetar	35%
SUM af Veganer	6	Veganer	8%
SUM af Kød	44	Kød	56%
Ialt	78	Ingen respons	1%
Tilmeldte	79	heraf 9 børn	

### Kommentar til mad

1 laktose intolerant  
allergi over for rå æbler,  
hassel nødder

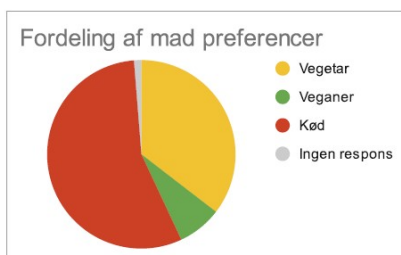
en tåler ikke chili , laktosefri

Et stk hvidløgsallergiker

glutenfri

Glutenfri, %rapsolie

Sigrid kan ikke tåle nødder



These lists form the basis for the orders for the days of the week.

## Gul List/Yellow chart

**Sunday before 12 p.m.**

**ordered items for your OWN week's Wednesday/Thursday/Friday**

1. For the order, use the quantity from **your own week's WEEKLY LIST**
2. On the order list, **Yellow List**, created on the camp lab top with weekly name, you enter howmany are registered in your week, according to certain vegetarians or meat eaters and children.
3. The order list is calculating automatically – all you have to do is fill in the last column. Here use your common sense, and think twice
4. Here you assess how much you order based on demand and order unit.
5. Type in the last column and save.
6. The order will be emailed to Dagrofa via tablet **before 12 noon on Sunday**. (see instructions for this below)

**GUL liste - til egen uge onsdag, torsdag & fredag**

OBS: Bestil søndag inden kl 12!  
Husk også at bestille "Storkøbs-varer" hvis der mangler på lageret!  
Bestillingen mailles til Dagrofa onsdag inden kl 12.  
Varene hentes tirsdag ved færgen til Færøerne skal dog altid aftales.

Ugenavn: "Krea"

Vegetar 45

Kød 40

Børn 10

Børn tæller 1/2 voksen/kød

på ugen der bestilles til

Beregninger						BESTILLING				
VARER	enh	pr. 100g		+	På lager	Behov	Bestilling enhed	Antal	Vare-nummer	VARER
		Kød-menu	KØD							
Sødmælk - øko	liter	1	4,5	+	1	4,5	=	9	liter	904656 Sødmælk - øko
Letmælk - øko	liter	3	13,5	+	4	18	=	31,5	liter	904698 Letmælk - øko
Skummetmælk - øko	liter	1	4,5	+	1	4,5	=	9	liter	904730 Skummetmælk - øko
A-38 - øko	liter			+	0,5	2,25	=	2,25	liter	261274 A-38 - øko
Ymer	liter			+			=	0	liter	266444 Ymer



Fill in the fields in the order sheet that are marked red circle when you fill in these, you can see that the worksheet calculates your need.

Also fill in the counted inventory quantity below the column "in stock" you will now see that where you have typed a value, the need will change.

NOW you need to think with... finally you correct your needs in relation to the ordering unit, here is the need for example 9 liters the unit is liter, i.e. you dial 9.

Whereas in the column below you can see that the need is 31.5 here rounded up or down to 31 or 32 liters.

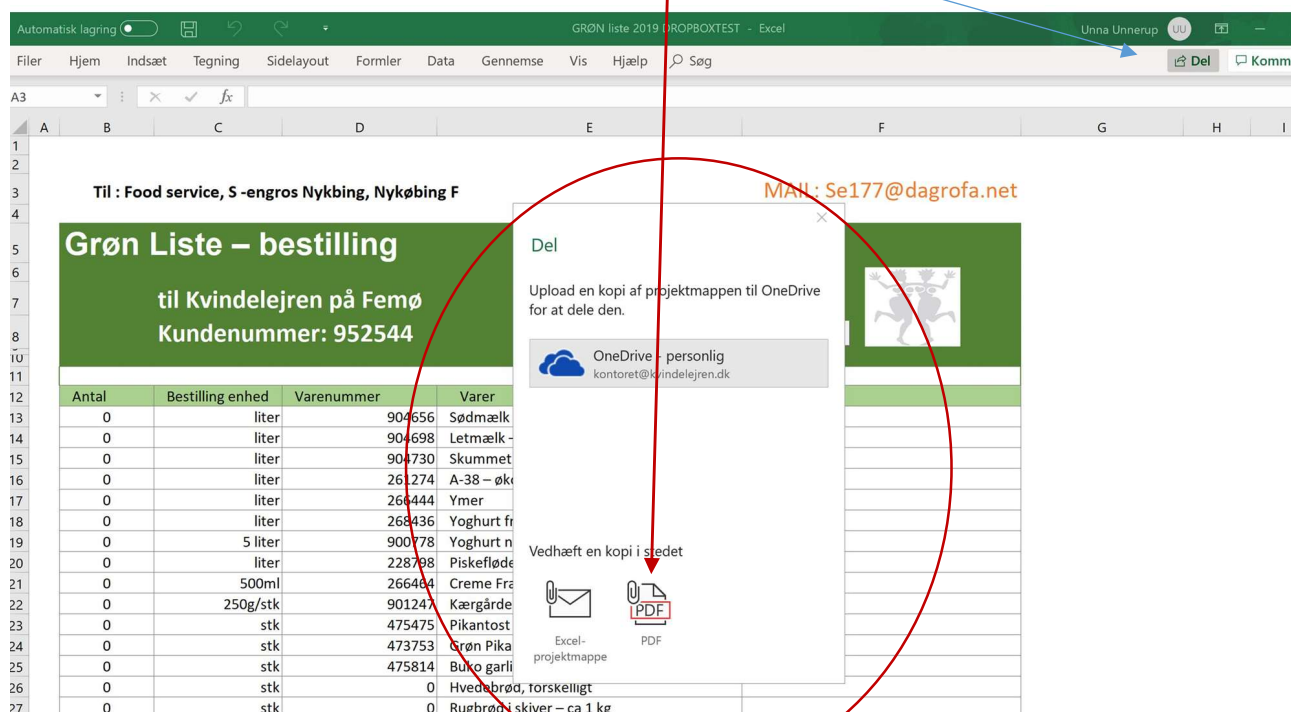
7. After you have filled in the order column, any other items can be added to the lower lines, a complete item list with item numbers can also be found on the tablet and at the back of this manual.
8. At the bottom of your worksheet in the left corner you can see this



when you tap yellow order list, you will see page 2/ a new sheet tab containing the automatically transferred order list.

9. The list looks like this, you have the option to type comments in the column on the right. And when you're ready, simply tap the little tab in the upper right that says part

10. After pressing the part, the small window pops up as you see below in the red circle, the next step is to press PDF



**Til : Food service, S-engros Nykbing, Nykøbing F**

**Grøn Liste – bestilling**

**til Kvindelejren på Femø**

**Kundenummer: 952544**

Antal	Bestilling enhed	Varenummer	Varer
0	liter	904656	Sødmælk
0	liter	904698	Letmælk
0	liter	904730	Skummet
0	liter	261274	A-38 – øk
0	liter	266444	Ymer
0	liter	268436	Yoghurt fr
0	5 liter	900778	Yoghurt n
0	liter	228798	Piskefløde
0	500ml	266464	Crema Frø
0	250g/stk	901247	Kærgårde
0	stk	475475	Pikantost
0	stk	473753	Grøn Pika
0	stk	475814	Buko garli
0	stk	0	Hvedebrød, torske
0	stk	0	Rugbrød, skiver – ca 1 kg

**Del**

Upload en kopi af projektmappen til OneDrive for at dele den.

OneDrive - personlig  
kontoret@kvindelejren.dk

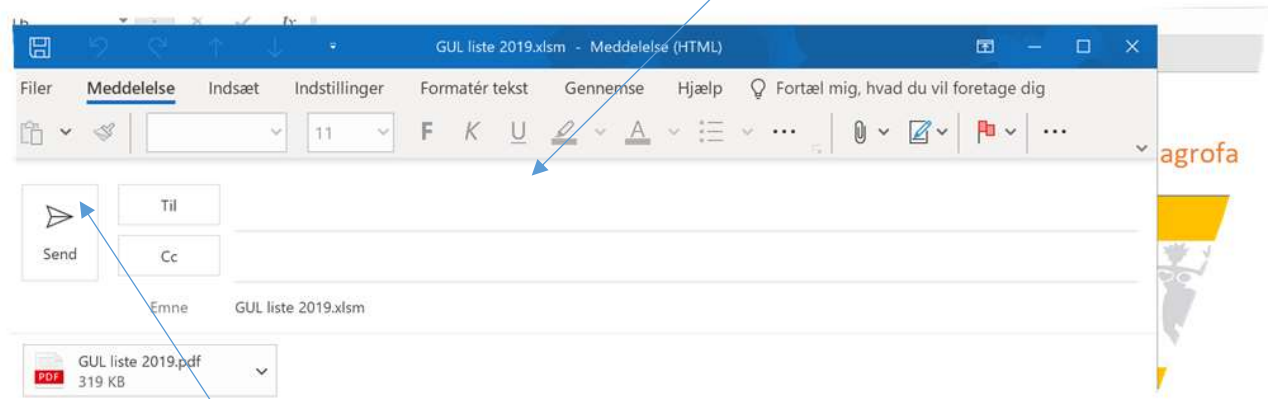
Vedhæft en kopi i stedet

Excel-projektmappe PDF

MAIL: Se177@dagrofa.net

11. And now an email with an attached PDF of your order list appears.

Now you can type the email address: **Se177@dgfs.dk** And in the box here you write that the items on this yellow list should be delivered Tuesday



xx.XX. 20XX.

Yours sincerely.....

12. And then all you have to do is press send.

The PDF will contain both 1 and 2 pages, but we have talked to Dagrofa about this so that they know that they do not need page 1.

And, of course, it's the same approach to green and blue.

## Grøn Liste /green chart

**Tuesday before 12 noon, items are ordered from Dagrofa to NEXT week's Saturday/Sunday/Monday/Tuesday! Hentes Thursday**

1. For the order, use next **week's WEEKLY LIST**  
You fill it in yourself with information from the Ugeliste (above) send to the from the Secretariat.  
The number is an approximate number, as there may be more registrations before the camp starts. Calculate a little on the top edge, especially if the weather is drawing well.
2. The order is placed on the Blue **List** Follow the instructions above to **Yellow List**

## Blå Liste / blue chart

**Tuesday before 12pm (along with green list)  
other items are ordered for the whole of next week (from Saturday to Friday):  
Picked up Friday at the ferry**

1. For the order, use next week's **WEEKLY LIST**  
You fill it in yourself with information from the Ugeliste (above) send to the from the Secretariat.  
The figure is an approximate number, as there may be more registrations before the camp starts. Calculate a little on the top edge, especially if the weather is drawing well.
2. The order is placed on Blue chart Follow the instructions above to Yellow chart the order list is emailed to Dagrofa

Remember to save the list of what you have ordered so that we use this for aevaluation.

## Storkøbstjeklisten

We have ordered and delivered basic goods in advance, but there may be a need to supplement them along the way, so be sure to check the stocks also for non-food. The grand purchase checklist with all item numbers for this year is on the tablet.

## Print- Order

**If you are using the hard copy, you must calculate yourself:**

Remember, we count per 10 women.

Under the MEAT column, the first column indicates a requirement per 10 meat-eating Q (females), total amount to be used for Wednesday/Thursday/Friday.

Similarly, under column **VEG**, a need for 10 vegetarian eating Q (women) is indicated, total quantity to be used for Wednesday/Thursday/Friday.

If there are then **40** meat-eating women, multiply the number under the Meat **menu** in the first column by **4** and enter into the column under **MEAT**.

Beagle is always counted under meat eaters: 1 child = 1/2 meat, (unless the week is vegetarian) so if there are **10 children = 5 meat eaters = 0.5 MEAT**, which of course is added to the 4 then a total of **4.5**

If there are **another 45** vegetarians at the camp, multiply the number under **veg menu** by **4.5** and be written in column under **VEG**.

Remember to insert inventory in column with **Inventory**.

In the **demand** column – the sum of **MEAT** plus the sum of **VEG** is now calculated, minus any inventory from in **stock**.

Finally, you correct your need in relation to the ordering unit, here is the need for example 9 liters **the unit is liter?**, you type 9.

Whereas in the column you round up or down to 31 or 32 litres in the column during ordering.



## Pick up groceries etc.

You have to make sure that the right raw materials come to the camp at the right time.  
(See also "Weekly schedule for the Food Manager")

Items must be retrieved :

- at the ferry (from Dagrofa) which is called to the camp when the goods are delivered to the ferry.
- i laden
- Else-Margrethe (potatoes and eggs)
- possibly on the island(Inge-Lise Bisted) apple juice etc. ordered by barresponsible

### Dagrofa

You need to pick up the goods at the ferry. When the goods are delivered to the ferry in Kragenæs, call the camp's mobile. You must therefore have the camp's mobile on you, the days that come last. There will be a call about 6.30am if the goods come by ferry at 8.05am. You must be there when the ferry comes and emptys the cage or freezer, which is driven back on the ferry. After that, you must immediately drive to the barn to get the goods refrigerated and frosted (meat including salmon must be on frost). Complaints must be made immediately if they are fresh products. Otherwise, within 24 hours. Check with your order and packing slip if everything has arrived.

**Note!** The meat that comes from Dagrofa for use on Fridays (beef striploin) **SHOULD NOT** be frozen, it must be refrigerated in the barn! It's vacuum-packed and can hold. All other meats have to go on frost, except for the minced beef for Saturday evening, which also just needs to be refrigerated (see weekly schedule for food managers).

### Per /Else- Margrethe

(Else Magrethe is in a nursing home so Per manages potatoes and eggs)

For most weeks, Per can deliver potatoes and eggs.

Make sure plenty of potatoes also for lunch the next day. Expect about 21/2 kg per 10 women + extra for cold cuts for lunch the following day.

At the start of the week, it may be a good idea to make a list for Per of when to use potatoes and how many, but at least should know the day before so that he can dig up. Settlement at the end of summer. (Secretariat)

## Femø

Ask your way around

See the back of the folder in previous weeks have firs for you.

## Freezer in the barn

Remember to take meat up for thawing in time. If it is a large lump of meat, you can take it up into the camp 1-2 days before it is to be used, so that it can be useful as extra cooling elements. Alternatively, you can move the meat from freezer to fridge in the barn two days before it is to be used and pick it up for the camp 'freezer' the day before. A special task is to make sure that the coming week can have meat thawed on Saturday evenings.

It is important that the goods and space in the barn are kept under control. When new items arrive for the next week on Fridays, make sure they come in behind the other and are kept separate from your week's items. Use the opportunity to clear out what has become too old so that things are sorted out when the next one takes over.

## Left overs

Make sure any leftovers are used for lunch. If necessary, start the day by going through the "freezers" at the camp and suggest what they can be used for. Put a note in the food folder with your suggestions. If there are many leftovers, one of the lunch dishes can be omitted.

## Especially

In international week, less is ordered by traditional Danish lunch.

The camp's last week/week must be particularly creative with the residual stock.

Make sure you use what has been ordered in an alternative way.

CHECK STOCK... CHECK STOCK... CHECK STOCK