

# T3 Turkey Leg Manual

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## Overview

### Communication

Communication is key to pulling off a fundraiser of this magnitude. These guidelines have been developed over more than 12 years of running the Turkey Pads at the Michigan Renaissance Festival.

### Pad Communication

All communications between pads will be done by the Pad Volunteer in Charge (PVC) of that pad and the ADULT IN CHARGE (AIC) of the day. This communication will be done using cell phones. Please make sure to exchange cell phone numbers at the beginning of the shift.

### Festival Communications

The ADULT IN CHARGE (AIC) of the day will be the only adult to communicate with the Renaissance Festival Management and staff. If there is ever a problem with festival staff, please tell them to talk to the ADULT IN CHARGE (AIC) of the day. All of the Turkey pads are coordinated from Turkey 100.

If an area manager from Area 300 or 700 has a question other than what time a load is coming out of the cooker, have them contact "Turkey 100" on the radio. Direction of all turkey pads is coordinated through the AIC ("Turkey 100"). Turkey 400 and Turkey 600 may need to interact more with the Area Managers in those areas due to the "geography" of those areas. Make sure any communications of this sort are shared with the AIC.

Under no circumstances should someone from T3 go directly to the Renaissance Festival Management and staff with any issues unless it is an emergency situation.

### Food and Drinks at the Festival

Working a turkey leg shift is a long day and it is important to stay hydrated. As well as having plenty to eat during the day. Truck Town Thunder will supply all of the Turkey Leg volunteers with bottled water. This is located at Turkey 100. Feel free to get bottles from there and keep your own supply at the pad you are working.

### Lunch

The Renaissance Festival Management and staff supply everyone with lunch. This is done on site. Water is the only beverage provided in order to encourage hydration. The employee lunch tent is open from 11am - 4pm.

### Drinks at the pads

The health department requires that ANY drink that is taken inside the food area must have a lid and a straw. Twist off bottles are not allowed in the pad area at any time.

### Relationship with Festival

This fundraiser is important to the Truck Town Thunder Robotics team. It is a large portion of the team budget. This being said, we shall keep a good relationship with the Michigan Renaissance Festival. We will do whatever they need us to do to keep this relationship positive. We have done everything from giving them some people to help run a cash booth to running a hi-lo when they were short help. We also stay and cook as long as they need us too. This can range anywhere from 4:30pm to 7pm. It is up to them when we are finished cooking turkey legs and will continue to let them make this decision.

### FIRST Ideals

During this fundraiser, the team will continue to show Gracious Professionalism and Coopertition at ALL times. If someone at the festival needs help with something, you are expected to help out. Parents, Mentors and Students will be held to this standard. If you are not sure or have any questions about



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this, please ask any returning member of the team and they should be able to explain it to you. If you still do not understand this, please see the Team Leader ASAP! Everyone attending this fundraiser is representing the legacy of Truck Town Thunder Robotics!

## Health Department

Each pad will be visited regularly by the health department (approximately every two weeks). It is necessary to follow any instructions they may give about managing the pad. Anything you can take care of before they leave, please do so. If there is something wrong with the functioning of the pad, please inform the adult at Turkey 100 by passing on any information given from the health department inspector. This information will be relayed to the Festival staff by the ADULT IN CHARGE (AIC) at Turkey 100. Please remember that the health department staff is doing their job and what they do is very important for the success of our fund raiser.

## Buddy System

It is important that all of the student team member are safe while attending this fundraiser. The team holds to the "buddy rule" while at all events for the team. Students are never allowed to be by themselves at events and especially at the Michigan Renaissance Festival. Student team members are required to be with someone from the team at all times at the festival.

## Attire

Working the Turkey Pads can get very dirty and it is important that everyone wear clothes that can get dirty. We suggest having an outfit to wear multiple days in order to cut down on the number of clothes that may be ruined. Also here are some things to help make sure you're prepared for working:

- Closed Toed Shoes
- No Flip Flops
- No excessive jewelry
- Hat (If not, you must wear a hair net that will be supplied)
- Pants are recommended
- Do not wear team shirts (We want to keep them looking nice)

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## Procedures

The following procedures have developed over 12+ years of doing this fundraiser. These procedures are based on best practices. Everyone should be at Turkey 100 by 6:30 am. You want to have the first load out by 9:30am (if possible). If there are any questions on these procedures, please communicate with the ADULT IN CHARGE (AIC) of Turkey Legs that day. These procedures have been tested on all of the machines.

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## Pad Setup - FIRST THING:

Make sure drip trays in machine at both ends are clean and set at the correct level. If they need to be drained, remove the end panel and remove the cap on the pipe drain. **Do this before the machine gets hot!**



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### Coals

1. Empty 1 bag of charcoal onto the ground and ignite.
2. While the coals are starting, place 1 ½ bags onto each of the four coal burning grate in the cooker using the lower doors.
3. When the first bag is fully burning (white) add a second bag. When both bags are fully ignited, shovel hot coals into each coal burning area covering the coals in the machine.

### Items in Area: (check while coals are getting hot and prior to loading your first load)

If any of these items are not available, check with ADULT IN CHARGE (AIC)

1. Shear Pin: Check shear pin (Penny nails) in drive unit at the right hand side of loading end. (Replace pin every morning)
2. There should also be 4-10 extra penny nails on hand
3. Spray Vegetable Coating: Turn machine on and start spraying pan coating on chains and spring retainers.
4. Cambros: You need at least 8 Cambro food storage containers. It takes FOUR per load of turkey.
5. Dish Sinks: Fill all sinks with hot water. Wash, rinse, and sanitize. Sanitized mixture must be tested using testing strips.
6. Clean Cambros: Wash, rinse, then sanitize Cambros if necessary. This also needs to be done one or more times during the day.
7. Baskets: Enough wire baskets for two loads of legs. (36 to 40 baskets)
8. Hammer
9. Ratchet: with 5/8" socket. This allows those working to hear the click that indicated the machine is running and also in case machine shears a drive pin you can rotate the sprocket to allow you to dislodge whatever is causing the jam.



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10. Cooking spray: Spray cooking spray on chains and basket pins & springs as cooker warms up and several times during the day.
11. Thermometer: Digital preferred because the dial type reads slower than digital.
12. Gloves: for loading into machine (at least two pair). All gloves are rated for use above 400 degrees.
13. Food handling gloves: for loading turkey into baskets. NOTE: Poly or neoprene suggested due to latex allergies.
14. At least two small buckets for washing and sanitizing. (Fill one with soap/water, one with sanitizer/water)
15. Wash tables: if necessary then wipe with sanitizer.
16. Hand Sink: Check to make sure the pad has paper towels and soap in dispenser
17. Shovel (at least one)
18. Bucket: fill with ice water to cool gloves while loading and unloading. Set the bucket on top of second bucket with lid to avoid stooping
19. Dawn Soap - This is only to be used for cleaning gloves and aprons

### Sunday Morning

1. All of the above
2. Clean out charcoal ash from machine before loading new charcoal.
3. Pull dip trays from each end, Drain, wash and rinse, replace and then refill.

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## Cooking Turkey Legs

The turkey legs we are cooking are pre-cooked. Therefore, we are simply warming them up to serving temperature.

1. Load baskets with legs: (Wearing food-handling gloves on and cap/hairnet)
  - a. Thawed will usually fit about 11 – 13 legs in a basket
  - b. Frozen solid: Approximate 11
2. Load machine

This is not the time to prove yourself

  - a. Alternate loaders
  - b. The goal is not get burned, blind or choked up.
  - c. Avoid putting holes in the gloves
3. Legs have to be heated throughout to a temperature of 165 Degrees
  - a. Thawed – about 40-45 minutes
  - b. Frozen – about 60-75 minutes
3. While cooking
  - a. Watch and listen to the machine!
  - b. Look at the end of the sprocket shaft occasionally to see if it is turning, if not, check for a jammed basket or broken shear pin.
  - c. If it stops turning **DON'T PANIC**
    - i. Someone not working with the machine, contact ADULT IN CHARGE (AIC)
    - ii. Check to see if a basket came open
      1. If yes,
        - a) remove basket and Turkey Legs
        - b) Insert new Shear pin



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- c) Reload basket and reintroduce basket once you get the machine moving
  2. If no
    - a) Insert shear pin
    - b) restart machine
  - iii. If none of this works, call ADULT IN CHARGE (AIC) OF PADS
4. BEWARE of excessive Smoke (are the racks still moving? if no, see above)
5. If any basket touches the ground at any time, it must be washed, rinsed and sanitized
6. Tables should be washed, rinsed and sanitized between loading baskets into machine and reloading baskets with legs.
7. Make sure to keep the water pans at a good level at all times. This amount varies per machine.

### Adding Charcoal

When adding charcoal during the day, rake the coals in the machine to knock off the ash then add more coal evenly (Don't bury the embers because this takes longer for the new coals to get hot and allows the cooker to cool down.)

1. 3 bags of charcoal is a standard amount to add each load after you have loaded Turkey Legs.
2. Never load new coals into the machine right before unloading or during loading and unloading
3. Coals should never be piled, there should only be one layer of coals in the machine

*Important: If you are not sure how much to add to the machine, check with the ADULT IN CHARGE (AIC) of the pads.*

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## Loading and Unloading Turkey Cooker

This is the time where all hands are working to help this process be successful. Remember that safety is the number one rule and as long as we have followed the procedures laid out in this manual, everything will run smoothly.

### Smoke Management

Do not introduce any more oxygen into the machine than necessary during this time. (Oxygen = Flames)

- One to three open doors will suffice to keep smoke to a minimum.
- Use provided fan to push smoke away from puller/loader.

**Under no circumstances should someone load charcoal into the machine during this time**

Roles (Everyone should be wearing protective gloves)

1. Puller/Loader - Can be same person (two are necessary at every pad)
  - A. Pulling
    - i. Remove the racks from the machines,
    - ii. Empty the legs into Cambro – catcher makes sure legs land in Cambro
    - iii. Puller hands the basket to the catcher
    - iv. Shaker shakes the Cambro
    - v. Alternate
  - B. Loading
    - i. Loads racks into machines
    - ii. Alternate



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2. Catcher - receives the rack from the puller and stacks neatly to cool
3. Shaker - Insures legs don't get caught in basket and shakes Cambro to insure the legs settle to the bottom
4. If there extra people at the pad they can do the following:
  - A. Move full Cambros out of the way for the puller
  - B. Turn machine on and off for puller/loader when needed

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### While Turkey is Cooking

This is a time to be diligent. Prior to letting anyone leave the pad there are some considerations.

1. An adult must be present at the pad at ALL times
  - a. This person must have the ADULT IN CHARGE (AIC)'s cell phone number
  - b. The person must be able to troubleshoot machine
  - c. This person must check the temperature of the Turkey Legs every 15-20 minutes
  - d. This person must communicate with Area volunteers estimated time for completion of load
  - e. Standard Guidelines for time: cooking = 1 minute (per degree) + 10 minutes
2. Example Situation

*Area volunteer asks: "How much longer on the Turkey Legs"*

  - a. Check Temp and they are 140 degrees
  - b. Calculates:  $165-140 = 25$  degrees to go until they are finished
  - c. Add  $25 + 10 = 35$  minutes until they are done
  - d. *PAD VOLUNTEER IN CHARGE (PVC) communicates: "Approximately 35 minutes"*
  - e. *This is the only communication about cooking Turkey Legs that is necessary to communicate. ALL other communications with Area Volunteers will need to go through the ADULT IN CHARGE (AIC) of the turkey pads.*
3. Adult/Student Communication
  - a. If a student wants to leave the pad the following must happen FIRST:
    - i. Pad must be clean
      1. Tables rinsed off
      2. Floors washed and squeegeed
      3. Dishes are done
      4. Garbage is emptied if full
      5. Grease buckets are emptied (Disney cookers)
      6. Boxes and charcoal wrappings to the dumpster
      7. Charcoal and water added for that load
    - ii. Baskets are loaded for next load when needed
    - iii. A time has been agreed upon with PAD VOLUNTEER IN CHARGE (PVC) to return
    - iv. Students must always travel with another person - No Exceptions to the Buddy Rule

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### Turkey Pad Clean-up:

Gloves and Aprons



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1. Wash gloves and aprons with Dawn dish soap - This has proven to work the best at getting the grease off.
2. Rinse with sanitizer.

### Tables

1. Wash, rinse, and sanitize tables.
2. Wash, rinse, and sanitize all buckets and Cambros.

### Turkey Cooker

1. Leave all doors open to allow the coals to burn out
2. Turn off power to the cooker

### General Pickup

1. Make sure all boxes removed (broken down),
2. Trash picked up and bin emptied
3. Bring everything to Turkey 100 to be locked up until next shift.

### Cambros

1. All empty Cambros on Saturday should be cleaned at the end of the shift

### Turkey Boxes/Cases

1. **Under no circumstances should any turkey legs be left outside when you leave.**

### Sunday

1. Stack all baskets on a pallet for cleaning by pressure-washer during the week
2. stack all cambros on their side with lid inside on a pallet or where directed for cleaning during the week.

## Charcoal Management

### First Load of the day

1. Load machine with 1 bag of charcoal per crate while machine is cold
2. Empty 2 bags of charcoal on the ground away from the machine and people
  - a. Soak Charcoal with lighter fluid
  - b. Light Charcoal with provided lighter
  - c. Put away Lighter and Lighter Fluid
  - d. After about 15 minutes, stir pile to ensure all of the charcoal is activated
3. Once about 75% of the charcoal is gray in color, spread the lit charcoal across all of the crates.
4. Close all of the doors of the machine to let the charcoal activate the remaining charcoal.

### Adding Charcoal

1. Loading Charcoal should only happen "after" unloading and loading Turkey Legs
  - a. Loading more charcoal before or during an unload/load session creates an unsafe environment
2. Load about 1-1.5 bags of charcoal on each physical side of the machine spread across all of the crates.



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3. In a case where legs are taking too long to cook, a half a bag across the machine may be added during the load.

### Safety Precautions

1. Charcoal and lighter fluid is not something to play with.
2. The lighter and lighter fluid should be put away immediately after use. There is no reason to use them again the rest of the day.

### Charcoal is not activated

If a portion of charcoal is not activated and not heating the machine, the best option is to move some activated charcoal to that section to light it. Adding lighter fluid a waste of lighter fluid and will usually leave a bad taste on the Turkey legs.

### Turkey Leg Myths

1. Adding Lighter fluid to the charcoal will make it cook faster
2. Adding charcoal will make it cook faster
3. Lighting more charcoal throughout the day will keep it burning better

If you are having trouble, see the Adult in Charge and that person will help you master this process.

## Convection Cookers (Turkey 400 and 600 Only)

### 1. Starting the day

At the start of the day, inspect oven and ensure it has been cleaned.

- 1.1. Scrape any remaining carbon from the bottom of the oven and drain any remaining water or grease from the rack. **MAKE SURE** that the tray at the bottom of the rack is oriented properly ("folded" end and rubber stopper on far side from handle) – the rack will not be able to be pushed into the oven if



the tray is reversed:

- 1.2. Dump 2-3 gallons of the hottest water possible from the sink down the machine drain to flush for drainage during the day.
- 1.3. If not cleaned after the previous use, run a full wash.



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You will usually be using one of three primary cooking cycles: Frozen, Thawed or Re-Heat

### 2. Re-heating Turkey Legs left in Cambros in the refrigerator from Saturday to Sunday:

To re-heat turkey legs which have been stored in insulated containers in the refrigerator unit over night (from Saturday to Sunday):

2.1. Only use leftover turkey if Cambro lid was left open in refrigerator over night (turkey legs must be cooled to 45F in less than 6 hrs). If lid is closed, please discard and notify the Adult In Charge.

2.2. Place turkey legs onto perforated trays



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### 2.3. Slide trays into cooking shelf



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2.4. When rack is approximately ½ full, select the “Reheat” program on the cooker and press start.

Touch the **Start** button

Select

Touch the **+** sign until the output to the right shows Re-Heat

The temperature indicator will show 160 F as target on the right hand side.

During preheat, the solid number is the target temperature. The flashing number is the current oven temperature. Pre-heat will overshoot approximately 100 F. During cooking cycles with the temperature probe active, the flashing numbers are the current measured temperature. The left-hand 3-digit display shows the time in program step when flashing, and total time to complete the entire program when not flashing.



The cooker will begin a pre-heat cycle. There will be steam and probably some smoke as it comes to temperature. Allow the cooker to complete the pre-heat cycle.

2.5. Finish loading rack while the oven pre-heats.

2.6. Once rack is fully loaded and the oven flashes and beeps indicating the pre-heat is complete, open the oven. Use the shelf handle to push the shelf carefully towards the convection oven.



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- 2.7. Next grab the probe (thermostat) that is attached to the inside wall of the oven, and route it through one of the trays so that you can insert the probe into a turkey leg once the shelf is positioned into the oven.



- 2.8. Carefully guide the shelf into the oven until you hear a clicking sound. It indicates that the shelf is properly placed. Remove the handle.
- 2.9. Insert the attached probe (thermometer) into one of the turkey legs. Careful not to push the probe onto a turkey bone as it will give false readings. Note that this is only possible for re-heating and cooking thawed legs (will not work if turkey legs are still frozen).



- 2.10. Lock the door until the door handle is fully engaged and turned fully vertical.
3. Remove cooked legs from the oven
    - 3.1. Wear heat protective gloves
    - 3.2 Carefully open door and let steam escape.
    - 3.3 Place transport handle into the shelving unit and carefully pull shelf with trays out.
    - 3.4 With help of a 2<sup>nd</sup> team member, remove the turkey leg from the trays and place them into insulated containers.



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3.5. Immediately soak and then wash perforated trays.

3.6. Place the rack in the oven and FLUSH the drain with 2-3 gallons of the hottest possible water.



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4. Cooking Thawed or Frozen Turkey Legs
  - 4.1. Place turkey legs onto perforated trays



- 4.2. Slide trays into cooking shelf



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- 4.3. When rack is approximately  $\frac{1}{2}$  full, select the correct program – “Thawed” or “Frozen” - program on the cooker and press start.

Touch the **Start** button

Select

Touch the **+** sign until the output to the right shows Frozen or Thawed

The temperature indicator will show 350 F as target on the right hand side and the **D** symbol will illuminate. During preheat, the solid number is the target temperature. The flashing number is the current oven temperature. Pre-heat will overshoot approximately 100 F. The left-hand 3-digit display shows the time in program step when flashing, total time to complete the entire program when not flashing.



The cooker will begin a pre-heat cycle. There will be steam and probably some smoke as it comes to temperature. Allow the cooker to complete the pre-heat cycle.

- 4.4. Finish loading rack while the oven pre-heats.
- 4.5. Once rack is fully loaded and the oven flashes and beeps indicating the pre-heat is complete, open the oven. Use the shelf handle to push the shelf carefully towards the convection oven.
- 4.6. Grab the probe (thermostat) that is attached to the inside wall of the oven, and route it through one of the trays to the front of the rack. For frozen legs, leave it lay at the front of the tray. For thawed legs, insert the probe into a turkey leg once the shelf is positioned into the oven.



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- 4.7. Carefully guide the shelf into the oven until you hear a clicking sound. It indicates that the shelf is properly placed.
  - 4.8. Lock the door until the door handle is fully engaged and turned fully vertical.
  - 4.9. If turkey legs are frozen, do not use the probe initially (you won't get the probe into the leg, instead attach the probe into a turkey leg once the load is somewhat thawed in the oven)
  - 4.10. Machine should beep and flash when cycle is complete.
  - 4.11. Use thermometer supplied to check temperature of turkey legs after approx. 1 hr. Once turkey legs reach 165 degrees, they are ready to be pulled.
  - 4.12. If legs are not to temperature, ensure temperature probe is in leg, close door, and select the "160" program. This will heat the legs to a 160+ temperature.
  - 4.13. Follow the instruction in section 3 to unload.
5. End of Day – CLEAN Convection Oven
- 5.1. In order to run the wash cycle, place shelving unit back into the convection oven WITHOUT the trays. Remove the rubber stopper at the bottom of the tray to allow for the water to drain out of the rack.
  - 5.2. Once shelving unit is seated properly, lock door.
  - 5.3. Set wash cycle:
    - Press the "Chef" Icon
    - Press the – button until you see "Long Wash Cycle"
    - Select: Start

You will be able to see the water run in the unit if the cycle runs properly:



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Note: The wash cycle will NOT run unless the shelving unit is placed inside! Do not try to run a wash cycle in an empty oven.

Monitor the full wash cycle to ensure water does not back up into the burner. Do not leave unattended.

5.4. Wash perforated trays separately and stack for the next shift

Don't forget to clean up sinks and work area for the next crew.



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## Maps and References

Getting there:



Map of the festival area:



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## REVISION HISTORY

Date	Version	Change Author	Description
Circa 2009	1.0	Rory Windrim	"Tribal Knowledge" (Unwritten)
Circa 2011	2.0	Andrew Spiece	First written version. No Version control. Several sub-versions with updates/improvements.
July 27, 2017	3.0	Gary R. Fenn	Formatting changes, minor updates. Added Convection Oven cooker instructions.
August 13, 2017	3.1	Gary R. Fenn	Added checklists. Minor adjustments to Convection cooker. Added maps.
October 17, 2017	4.0	Gary R. Fenn	Updated convection ovens, other updates based on 2017 season



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## Charcoal Cooker Checklist

### Start of Day

- Pick up gear from Turkey 100 – gloves, aprons, Dawn, hammer, nails, ratchet, shovels, fan, boxcutter, stopper, red pail
- Make sure each pad adult has adult-in-charge's phone number!
- Assemble/clean machines – drain tanks if needed, rake out ash
- Light 1 bag on ground, load charcoal in machine (1.5bag/tray), load lit charcoal when fully white.
- Fill dip tanks
- Check/replace shear pin, spray vegetable coating
- Fill sinks
- Clean cambros

### Loading and Unloading Turkey Cooker

- Open far end and near and top side doors on both sides.
- Loading and unloading:
- One person is smoke management. Fan and switch as needed.
- Puller/loader – long gloves/mitts. Best to alternate between two people.
- Catcher – Also heavy gloves (long is best). Takes empty baskets and sets aside to cool.
- Shaker – Shakes cambros
- Note time once loaded. Start checking temp at 45 minutes (3 points on each of 3 racks). Check every 10 minutes after 125 is reached – When area volunteers ask:  $(165 - \text{current temp}) + 10$

### Between Loads

- After loading, check dip tanks and add charcoal (~ 1 bag per rack)
- Clean gloves.
- Empty trash. Clean tables. Floors washed and squeegeed.
- Clean returned cambros as returned Make sure 5 are ready for next load.
- Load next set of baskets. Cover.
- Adult at pad communicates with area volunteers.
- Students cannot leave pad until all work is done, and must travel in pairs (Buddy system). Adult at pad must know time they will return

### End of Day

- Make sure all uncooked turkey is in cooler (freezer on Sunday)
- Turn off cooker power, open all doors.
- Empty trash
- Clean tables
- Wash gloves
- Return gear to Turkey 100.
- (Sunday) Rinse and stack cambros, stack racks on pallet.



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## Convection Cooker Checklist

### Start of Day

- Pick up gear from Turkey 100 – gloves, aprons, boxcutter, (Stoppers and red pails are in Areas)
- Make sure each pad adult has adult-in-charge's phone number!
- Verify if the cookers were properly cleaned. Select the pre-heat cycle and pre-heat.
- Fill sinks
- Clean cambros/coolers

### Each Load

- Load turkey onto the trays, single layer per tray. Load trays into rack.
- Select Frozen, Thawed or Reheat depending on condition of turkey legs.
- Locate the temperature probe and insert into a reachable leg.
- Carefully push the rack into the cooker.
- Start cycle.
- When cycle says complete, VERIFY the temperature (165°F) with a thermometer.
- If not to temperature, run a Reheat cycle.
- By hand, empty legs into cambro/cooler.

### Between Loads

- Clean gloves.
- Empty trash. Clean tables. Floors washed and squeegeed.
- Clean returned cambros as returned Make sure 5 are ready for next load.
- Adult at pad communicates with area volunteers.
- Students cannot leave pad until all work is done, and must travel in pairs (Buddy system). Adult at pad must know time they will return

### End of Day

- Finish cleaning trash.
- At the end of the day, run a cleaning cycle

