

Instructions for catering volunteers for CIRMMT workshops

- CIRMMT staff will leave the trolley in the CIRMMT kitchen with the following items:
 - the coffee and hot water percolator
 - coffee and tea bags
 - stir sticks, sugar, mugs, glasses and the water filter
- Set the trolley up in the hall next to the entry of A832 (or wherever you're meeting) to be able to plug in the percolators.
- If the event is in A832, set up one or two tables in the hall opposite the coffee trolley, for the cold drinks, pastries, and any other food you might be having.

HOT DRINKS

CIRMMT has one percolator for coffee and one for hot water. They each hold up to 40 cups.

Coffee

START MAKING COFFEE 45 MIN. BEFORE your coffee and lunch breaks, because it takes about that long to brew a full percolator.

- Open the top of the percolator and remove the coffee basket.
- Make sure that it is clean. If not, wash the percolator and basket WITHOUT soap.
- Fill the percolator with water to the # of cups you want (max. is 40)
- Insert the coffee basket (there's a pole that fits into a hole at the bottom of the percolator)
- For half a percolator, fill coffee to the first indentation on the basket. For a full percolator, fill coffee to the second indentation on the basket.
- Close the lid
- Plug it in. Wait until you hear some noise. Please do not plug in the percolator in the CIRMMT kitchen. If you don't hear anything, something's either not plugged in properly or you should try a different plug. When it's done, it will stop making noise and a light will come on.

Hot water

- Either:
 - Fill the hot water percolator with water up to the maximum number of cups.
 - Insert the coffee basket with pole as above (without coffee!).
 - Close the lid and plug it in.
- Or:
 - Borrow a kettle from CIRMMT or the Faculty kitchen and boil the water around 10 minutes before breaks. The kettle will turn off automatically.
 - You can either simply leave the hot water in the kettle with tea bags nearby, or use CIRMMT's teapot.

COLD DRINKS

- The appropriate RA (leaders or student representatives) for the workshop should purchase milk, cream, and any other required drinks from a local supermarket. Receipts, if it's been agreed, should be brought to Jacqui Bednar for reimbursement, along with your McGill ID number. If you're not from McGill, ensure to leave your full mailing address with any receipts.
- You can put milk, cream and any other drinks that require chilling either in the CIRMMT fridge or in the fridge of the 8th floor kitchen (Key available on request).
- Any drinks that do not require chilling can also be left at CIRMMT ahead of time if you wish.
- We suggest that for the morning break, put out the juice and water only. Add the soda at lunch.

- We will also leave you small glasses for the cold drinks (people should hold on to these for the day and reuse them – it might be useful to put out a sign about this, or get one from CIRMMT).

BREAKS

- You are welcome to purchase cookies, fruit and snacks for your workshop breaks from a local supermarket. Please ensure this has been agreed with the RA co-leaders first.
- Bring all receipts for this to Jacqui Bednar for reimbursement, along with your McGill ID number. If you're not from McGill, ensure to leave your full mailing address with any receipts.

LUNCH THAT REQUIRES CATERING

For any events taking place inside McGill property, you must use a McGill approved caterer. The following list is up to date, but if you want to see if any other caterers are available in the system, please contact Jacqui Bednar first:

Restaurant	Web address	Phone	email	Contact name
Foodie Traiteur (on campus caterer) Premiere Moisson (through Foodie Traiteur) Bento Sushi (through Foodie Traiteur)	MMP, punchout menu available	514-398-2345	catering@mcgill.ca	Bob Hutchings
**Gourmaison	www.gourmaison.ca/English/	514-737-6335	info@gourmaison.ca	Johnny
Beatrice Ristorante	http://www.montrealgourmet.ca/beatrice.php	514-937-6009 / 514-561-2554 (D Bilodeau direct)	dan@montrealgourmet.ca	Daniel Bilodeau
Julien-Leblanc	www.julien-leblanc.com	514-937-0698	contact@julien-leblanc.com ljangolf@maitre-et-chef.com / mbui@maitre-et-chef.com	Laetitia Langolf / Minh Bui
Maitre et Chef Traiteurs Inc	www.maitre-et-chef.com	514-938-9398	visionaire@videotron.ca catherine.labbe@avecplaisirs.com / info@avecplaisirs.com	Hilary Parsons
Traiteur Visionaire		514-750-2531	info@avecplaisirs.com	
Avec Plaisirs	www.avecplaisirs.com	514-272-1511	info@bygeorge.ca	
Catering By George	http://www.bygeorge.ca/?lang=en	514-931-8814	info@bygeorge.ca	
La-Plaza	www.la-plaza.ca	514-499-7777	tony@la-plaza.ca	

Not contracted by McGill, but in MMP and therefore useable

Crudessence	http://www.crudessence.com/	514.271.0333 Ext: 1004	traiteur@crudessence.com
Café Mme Hoang Inc		514-931-4155	
Sushi Shop Campus (355 Ste-Catherine Est Montreal, QC H2X 3X2)		514-336-8885	
Double Pizza 9091-2288 Quebec Inc.		514-343-0343	

- You must arrange with the caterer when to deliver the food for your event, and exactly where.
- CIRMMT can provide plates and cutlery if it helps reduce the cost of catering, but you will be responsible for cleaning them after your event and returning them to CIRMMT.

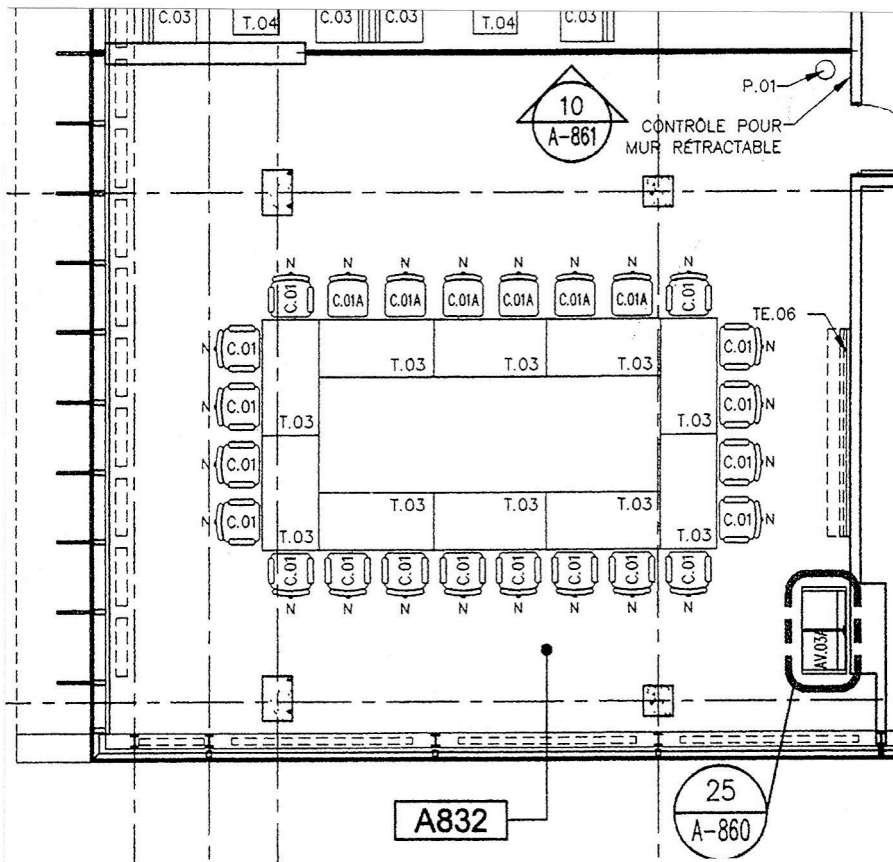
AFTER COFFEE BREAKS AND LUNCH, OR AT THE END OF THE WORKSHOP

- Please ensure that all supplies borrowed from CIRMMT are cleaned and returned to CIRMMT.
- Plates, cups, glasses etc. should be put into the Faculty kitchen dishwasher and then run. For dishwasher detergent ask Jacqui Bednar.
- Unused drinks and food can be donated to CIRMMT for general consumption, or taken home.
- Please ensure that the room you have used is returned to its original configuration (A832 has a specific set up, see below).

FACULTY KITCHEN KEY

We have a Faculty kitchen key available. Please ask Jacqui Bednar. ***It is important that you return it promptly after your event.***

A832 TABLE SET UP



ELIZABETH WIRTH BUILDING INFORMATION

Regular building hours, where the building is open to the public, are:

- Monday-Friday: 07:30-22:30;
- Saturday: 08:30-18:00 via Strathcona Music Building, but may vary;
- Sunday: 12:00-22:30, but may vary.

Students of CIRMMT can access this building with their student card from 07:00-22:30, seven days a week.

Outside of the regular building hours the elevators are locked and require a card to access the levels.