

INDEX

Card No.....		Card No.	
C 001 00	Hot Cocoa	C 010 00	Orangeade
C 001 01	Hot Whipped Cocoa		
C 002 00	Coffee (Instant)		
C 003 00	Coffee (Automatic Coffee Maker)		
C 004 00	Hot Tea		
C 005 00	Coffee (Automatic Urn)		
C 005 01	Coffee (Manual Urn)		
C 006 00	Fruit Punch		
C 006 01	Lime Lemon Punch		
C 006 02	Cherry-Ade		
C 006 03	Grape-Ade		
C 006 04	Lemon-Ade		
C 006 05	Orange-Ade		
C 006 06	Strawberry-Ade		
C 007 00	Orange and Pineapple Juice Cocktail		
C 007 01	Grapefruit and Pineapple Juice Cocktail		
C 008 00	Lemonade		
C 008 01	Limeade		
C 009 00	Iced Tea (Instant)		
C 009 01	Iced Tea (Instant For Dispenser)		
C 009 02	Iced Tea (Instant w/Lemon and Sugar for Dispenser)		

GUIDELINES FOR BREWING COFFEE

1. Measure or weigh quantities of water and coffee carefully. Prepare only in amounts necessary to maintain continuous service. Urn coffee held 1 hour or longer and automatic coffee maker coffee held 30 minutes or longer deteriorates in flavor and loses its aroma.
2. Use the proportion of 3/4 pound of coffee to 2-3/4 gallons of water for a standard strength brew. 1 lb 14 oz of coffee and 6-3/4 gallons of freshly drawn boiling water will yield approximately 100 (8 ounce) servings.
3. Ingredients for a good coffee brew are fresh coffee and fresh boiling water. Water that has been boiled a long time will have a flat taste which will affect the brew.
4. For an ideal brew, boiling water should pass through coffee within 4 to 6 minutes.
5. Keep equipment clean. Clean immediately after each use to prevent rancidity.
6. Urns and urn baskets should be washed with hot water and special urn cleaner or baking soda. (DO NOT use soap or detergent powder.) Rinse with clear water. When not in use, leave 1 or 2 gallons of clear water in urn. Drain before making coffee.
7. When using new urn bags: A new urn bag should be thoroughly rinsed in hot water before using. After using, urn bags should be thoroughly rinsed in clear, hot water; keep submerged in cold water until next use.
8. Faucets and glass gauges should be cleaned often with gauge brushes, not water, and urn cleaner or baking soda. Rinse with clear water. Caps on faucets and gauges are removable to permit cleaning.
9. NOTE: For a stronger brewed cup of coffee, use the proportion of 2 lb 8 oz coffee to 6-3/4 gal water.

GUIDELINES FOR COFFEE URN CAPACITIES

Urn Capacity (Gallons)	Coffee, roasted, ground		Number of Cups	
	Weights	Measures	5 oz	8 oz
1	4-3/4 oz	1-3/8 cups	25	16
1-1/2	7-1/4 oz	2-1/4 cups	38	24
2	9-3/4 oz	3 cups	51	32
3	13-1/2 oz	4-1/8 cups	76	48
4	1 lb 2 oz	5-1/2 cups	102	64
6	1 lb 11 oz	8-1/3 cups	153	96
8	2-1/4 lb	2-3/4 qt	204	128

NOTE: 1 lb 14 oz (2 1/4 qt) roasted and ground coffee and 6 3/4 water will yield 100-8 ounce portions or 6 1/4 gal coffee.

HOT COCOA

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
112 cal	24 g	4 g	0 g	2 mg	112 mg	137 mg

Ingredient

COCOA
 SALT
 SUGAR,GRANULATED
 WATER,COLD
 MILK,NONFAT,DRY
 WATER,WARM
 EXTRACT,VANILLA

Weight

12-1/8 oz
 1/3 oz
 3-1/2 lbs
 3-1/8 lbs
 2-1/4 lbs
 43-7/8 lbs
 7/8 oz

Measure

1 qts
 1/4 tsp
 2 qts
 1 qts 2 cup
 3 qts 3 cup
 5 gal 1 qts
 2 tbsp

Issue

Method

- 1 Combine cocoa, salt, and sugar.
- 2 Add water; mix. Heat to boiling point; reduce heat and simmer 5 minutes.
- 3 Reconstitute milk; add to cocoa syrup, stirring constantly. Add vanilla (optional); mix until well blended.
- 4 Heat to just below boiling. DO NOT BOIL.
- 5 Serve hot.

Notes

- 1 Cocoa may be served with miniature marshmallows.

HOT WHIPPED COCOA

Yield 100

Portion 3/4 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
62 cal	15 g	5 g	4 g	0 mg	6 mg	35 mg

Ingredient

COCOA

Weight

6 lbs

Measure

1 gal 3-7/8 qts

Issue

Method

- 1 Place Cocoa Beverage Powder in dispenser container. Follow manufacturer's directions for preparation and dispensing of cocoa.
- 2 Serve hot.

Notes

- 1 Cocoa may be served with miniature marshmallows. 8 ounce marshmallows will yield 4 to 5 marshmallows per serving of cocoa.

COFFEE (INSTANT)

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
5 cal	1 g	0 g	0 g	0 mg	8 mg	8 mg

Ingredient

COFFEE,INSTANT,FREEZE DRIED
WATER,BOILING

Weight

8 oz
52-1/4 lbs

Measure

2-5/8 cup
6 gal 1 qts

Issue

Method

- 1 Add coffee to water. Stir until dissolved.
- 2 Keep hot. DO NOT BOIL.

Notes

- 1 Omit Steps 1 and 2 if using an instant coffee dispenser. Place 8 ounces of freeze-dried instant coffee in dispenser jar. Follow dispenser manufacturer's directions for preparation and dispensing of coffee.

COFFEE (AUTOMATIC COFFEE MAKER)

Yield 100

Portion 8 Ounces

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
11 cal	2 g	1 g	0 g	0 mg	2 mg	6 mg

Ingredient

COFFEE,ROASTED,GROUND

Weight

1 lbs

Measure

2 qts 2-1/2 cup

Issue

Method

- 1 Place filter paper in brewing funnel.
- 2 Spread coffee evenly in filter.
- 3 Slide funnel into brewer; place empty pot on heating element.
- 4 Press switch to start automatic brewing cycle.
- 5 Let water drip through completely; discard grounds.

Notes

- 1 Serve coffee within 30 minutes.
- 2 Check water temperature. The water filtered through the grounds must be 200 F. to ensure that the coffee from the brewing chamber will be at least 190 F.
- 3 For 1 pot: Use 2-1/2 ounces or 3/4 cup roasted, ground coffee. One pot makes 11 5-ounce portions or 7 8-ounce portions.
- 4 Coffee Maker Production Rates: 2 to 3 minutes to reach water temperature. 4 minutes average brewing time. 1 pot in average of 7 minutes. 8 pots per hour.
- 5 For 5-ounce portions: In Step 1, use 1-1/2 pound or 1-7/8 quarts roasted, ground coffee to make 10 pots.
- 6 For stronger brew, use 2-13/16 pounds or 3-1/2 quarts roasted, ground coffee for 8-ounce portion; for 5-ounce portion, use 2 pounds or 2-1/2 quarts roasted, ground coffee.

HOT TEA

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
0 cal	0 g	0 g	0 g	0 mg	7 mg	5 mg

Ingredient

TEA,BLACK,LOOSE
WATER,BOILING

Weight

8 oz
54-1/3 lbs

Measure

1-1/4 cup
6 gal 2 qts

Issue

Method

- 1 Place tea in a cloth bag large enough to hold three times the amount.
- 2 Tie top of bag with cord long enough to facilitate removal; tie cord to handle of urn or kettle.
- 3 Place tea bag in urn or kettle.
- 4 Boil water. Pour water over tea bag. Cover. Allow to steep 3 to 5 minutes. Do not agitate or stir.
- 5 Remove tea bag.
- 6 Cover; keep hot, but do not boil.

Notes

- 1 If loose tea, not enclosed in a cloth bag, is placed in the urn or kettle, strain tea after it has steeped 5 minutes.
- 2 Tea must never be boiled as this produces a bitter flavor.
- 3 Schedule preparation so not more than 15 minutes will elapse between preparation and service; hold tea at temperatures 175 F. to 185 F.
- 4 For 5-ounce portions, use 1-3/4 cups tea, loose and 4 gallons of water.
- 5 100 8-ounce individual tea bags may be used. Place on serving line for self-service.

COFFEE (AUTOMATIC URN)

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
9 cal	2 g	0 g	0 g	0 mg	1 mg	5 mg

Ingredient

COFFEE,ROASTED,GROUND

Weight

13-3/4 oz

Measure

2 qts 1 cup

Issue

Method

- 1 Make sure water level in urn liner does not exceed 2 inches from top or is lower than the center of glass water gauge.
- 2 Push HEAT SELECTOR switch to BREW position.
- 3 Rinse urn liner by placing spray arm over top of urn. Push START button. Push STOP button after 30 seconds and drain liner.
- 4 Set timer for desired amount of water, 3 quarts of water for every minute; weigh coffee and spread evenly in filter paper. See Guidelines for Coffee Urn Capacities.
- 5 Place wire basket containing filter paper and coffee in top of urn. Cover and position spray arm through hole in cover.
- 6 When BREW TEMPERATURE light is on, press START button.
- 7 Five minutes after brewing is completed, turn heat selector to HOLD position. Discard grounds and filter paper; rinse wire basket.
- 8 When empty, rinse out urn.

Notes

- 1 Always thoroughly drain leftover coffee from urn; do not make fresh coffee on top of old.
- 2 Never operate the urn without water. Damage to the heating elements and/or the thermostat control may result.
- 3 For a 5-ounce portion, use 5-1/2 cups roasted, ground coffee per 100 portions in Step 4.
- 4 Cleaning after each batch of coffee should be a regular routine. Coffee urns should have a special cleaning twice a week. See the operating manual for cleaning instructions.

COFFEE (MANUAL URN)

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
9 cal	2 g	0 g	0 g	0 mg	1 mg	5 mg

Ingredient

COFFEE,ROASTED,GROUND

Weight

13-3/4 oz

Measure

2 qts 1 cup

Issue

Method

- 1 Fill boiler with water to desired level. See Guidelines for Coffee Urn Capacities. Turn on heat.
- 2 Spread ground coffee evenly in urn bag or filter paper in wire basket; set in top of urn. Close urn cover.
- 3 When boiler water reaches a vigorous boil, open blow-over valve and spray water over coffee for 3 to 4 minutes. Close blow-over valve. Remove and discard grounds.
- 4 If urn has no agitation system, re-pour about 1/3 of the coffee directly back into boiler. Rinse urn bag and store in cold water.
- 5 Gradually replenish water no more than 1 gallon at a time whenever gauge shows less than half full.

Notes

- 1 1-7/8 pound or 2-1/4 quarts roasted and ground coffee and 6-3/4 gallon water will yield 100 8-ounce portions or 6-1/4 gallon coffee.

FRUIT PUNCH

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
117 cal	30 g	0 g	0 g	0 mg	10 mg	15 mg

Ingredient

SUGAR,GRANULATED
 WATER
 JUICE,GRAPEFRUIT,CONCENTRATE,FROZEN
 JUICE,LEMON
 JUICE,PINEAPPLE,CANNED,UNSWEETENED
 WATER,COLD
 ICE CUBES

Weight

4-1/4 lbs
 12-1/2 lbs
 3-2/3 lbs
 1-1/8 lbs
 6-5/8 lbs
 33-1/2 lbs
 9-5/8 lbs

Measure

2 qts 1-5/8 cup
 1 gal 2 qts
 1 qts 2 cup
 2 cup
 3 qts
 4 gal
 3 gal

Issue

Method

- 1 Dissolve sugar in water. Cool.
- 2 Add juices and water to sugar solution. Mix thoroughly. Cover and refrigerate.
- 3 Add ice just before serving.

Notes

- 1 In Step 2, 1-1/2 gallons of canned grapefruit juice may be used. Reduce water to 2-3/4 gallons per 100 servings.
- 2 In Step 2, 2 quarts of fresh lemon juice may be used. Reduce water to 3-1/2 gallon per 100 servings.

LIME LEMON PUNCH

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
130 cal	34 g	0 g	0 g	0 mg	14 mg	10 mg

Ingredient

SUGAR,GRANULATED
 WATER
 JUICE,LEMON
 JUICE,LIME
 WATER
 FOOD COLOR,GREEN
 ICE CUBES

Weight

7 lbs
 12-1/2 lbs
 1-1/8 lbs
 5-7/8 lbs
 39-3/4 lbs
 1/2 oz
 9-5/8 lbs

Measure

1 gal
 1 gal 2 qts
 2 cup
 2 qts 3-3/4 cup
 4 gal 3 qts
 1 tbsp
 3 gal

Issue

Method

- 1 Dissolve sugar in water. Cool.
- 2 Add juices, food coloring, and water to sugar solution. Mix thoroughly. Cover and refrigerate.
- 3 Add ice just before serving.

Notes

- 1 In Step 2, 2 quarts of fresh lemon juice may be used. Reduce water to 3-1/2 gallon per 100 servings.

ORANGE AND PINEAPPLE JUICE COCKTAIL

Yield 100

Portion 1/2 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
66 cal	16 g	1 g	0 g	0 mg	3 mg	17 mg

Ingredient

JUICE,ORANGE
 JUICE,PINEAPPLE,CANNED,UNSWEETENED
 ICE CUBES

Weight

15-3/8 lbs
 14-1/3 lbs
 4 lbs

Measure

1 gal 3 qts
 1 gal 2-1/2 qts
 1 gal 1 qts

Issue

Method

- 1 Combine orange and pineapple juices; stir.
- 2 Add ice just before serving.

GRAPEFRUIT AND PINEAPPLE JUICE COCKTAIL

Yield 100

Portion 1/2 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
63 cal	15 g	1 g	0 g	0 mg	3 mg	18 mg

Ingredient

JUICE, GRAPEFRUIT, CONCENTRATE, FROZEN
 JUICE, PINEAPPLE, CANNED, UNSWEETENED
 WATER
 ICE CUBES

Weight

4-1/8 lbs
 14-1/3 lbs
 12-1/2 lbs
 4 lbs

Measure

1 qts 2-5/8 cup
 1 gal 2-1/2 qts
 1 gal 2 qts
 1 gal 1 qts

Issue

Method

- 1 Combine grapefruit and pineapple juices with water; stir.
- 2 Cover and refrigerate.
- 3 Add ice just before serving.

LEMONADE

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
126 cal	33 g	0 g	0 g	0 mg	11 mg	7 mg

Ingredient

SUGAR,GRANULATED
 WATER
 JUICE,LEMON
 WATER,COLD
 ICE CUBES

Weight

7 lbs
 12-1/2 lbs
 2-1/8 lbs
 37-5/8 lbs
 9-5/8 lbs

Measure

1 gal
 1 gal 2 qts
 1 qts
 4 gal 2 qts
 3 gal

Issue

Method

- 1 Dissolve sugar in water. Cool.
- 2 Add juice and water to sugar solution. Mix thoroughly. Cover and refrigerate.
- 3 Add ice just before serving.

LIMEADE

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
131 cal	34 g	0 g	0 g	0 mg	14 mg	10 mg

Ingredient

SUGAR,GRANULATED
 WATER
 JUICE,LIME
 WATER,COLD
 ICE CUBES

Weight

7 lbs
 12-1/2 lbs
 7-1/2 lbs
 37-5/8 lbs
 9-5/8 lbs

Measure

1 gal
 1 gal 2 qts
 3 qts 3 cup
 4 gal 2 qts
 3 gal

Issue

Method

- 1 Dissolve sugar in water. Cool.
- 2 Add juice and water to sugar solution. Mix thoroughly. Cover and refrigerate.
- 3 Add ice just before serving.

ICED TEA (INSTANT)

Yield 100

Portion 1 Cup

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
6 cal	1 g	0 g	0 g	0 mg	14 mg	8 mg

Ingredient

TEA MIX,INSTANT,UNSWEETENED
 WATER,COLD
 ICE CUBES

Weight

8-3/4 oz
 66-7/8 lbs
 9-5/8 lbs

Measure

1 qts 3-3/8 cup
 8 gal
 3 gal

Issue

Method

- 1 Add tea to water; stir until dissolved.
- 2 Serve over crushed or cubed ice.

Notes

- 1 For each 8-ounce glass, use about 5 ounces of strong tea. Fill glass with crushed ice. Serve 2 8-ounce glasses per portion.

ICED TEA (INSTANT FOR DISPENSER)

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
5 cal	1 g	0 g	0 g	0 mg	4 mg	2 mg

Ingredient

TEA MIX,INSTANT,UNSWEETENED
ICE CUBES

Weight

6-3/4 oz
9-5/8 lbs

Measure

1 qts 1-5/8 cup
3 gal

Issue

Method

- 1 Place instant tea, on dispenser. Follow manufacturer's directions for preparation, dispensing of tea, and cleaning of dispenser.
- 2 Serve over crushed or cubed ice.

Notes

- 1 For each 8-ounce glass, use about 5 ounces of strong tea. Fill glass with crushed ice. Serve 2 8-ounce glasses per portion.

ICED TEA (INSTANT W/LEMON AND SUGAR FOR DISPENSER)

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
175 cal	44 g	0 g	0 g	0 mg	4 mg	2 mg

Ingredient

TEA MIX, INSTANT, W/LEMON AND SUGAR
ICE CUBES

Weight

10 lbs
9-5/8 lbs

Measure

3 gal

Issue

Method

- 1 Place instant tea mix with lemon and sugar on dispenser. Follow directions for preparation and dispensing of tea.
- 2 Serve over crushed or cubed ice.

Notes

- 1 For each 8-ounce glass, use about 5 ounces of strong tea. Fill glass with crushed ice. Serve 2 8-ounce glasses per portion.

ORANGEADE

Yield 100

Portion 1-1/4 Cups

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
137 cal	34 g	1 g	0 g	0 mg	6 mg	15 mg

Ingredient

SUGAR,GRANULATED
 WATER
 JUICE,ORANGE
 ICE CUBES

Weight

4 lbs
 12-1/2 lbs
 35-1/8 lbs
 9-5/8 lbs

Measure

2 qts 1 cup
 1 gal 2 qts
 4 gal
 3 gal

Issue

Method

- 1 Dissolve sugar in water. Cool.
- 2 Add juice to sugar solution. Mix thoroughly. Cover and refrigerate.
- 3 Add ice just before serving.

Notes

- 1 In Step 1, use 5 pounds or 2-3/4 quarts of granulated sugar and 2 gallons of hot water for 100 servings.