

# AMERICAN LEGION POST694 STANDARD OPERATING PROCEDURES



Appendices can be found online on our web site:

[www.redshift.com/~legion](http://www.redshift.com/~legion)

There is a button that says SOPS

- Appendix A Cash Register Guide
- Appendix B Post Building and Room Dimensions
- Appendix C Post Map
- Appendix D Post694 Bylaws
- Appendix E Post Room setups (Drawings for how to setup for events)
- Appendix F Post694 Special Events Contract
- Appendix G Kitchen Fire Suppression System

## REFERENCES

- |                                      |                          |
|--------------------------------------|--------------------------|
| Post Financial SOP                   | Kept in Managers office  |
| Post Cash Register Programming Guide | Kept in Managers office. |
| Post Cdr guide to General Meetings.  | On web site.             |

UPDATED 18 March 2010

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# 1 HISTORY OF POST694

In May of 1964 Harold Olsen was appointed Chairman to organize an American Legion in Marina. There already being an American Legion Post named Marina, in San Francisco, the name Monterey Cypress was selected. The first three meetings were held at Harold Olsen's house and for the next five months at Clay Wagner's house. Post694 received their temporary charter on 27 July 1964. In August of 1964 elections were held and Clarence Johnson was elected the first Post Commander. Installation of Officers was held at Post 41 in Monterey. On November 20, 1964 Monterey Cypress Post 694, Marina California received their permanent charter. Also in November, Post694 rented a room in Flo's Mexican Restaurant on Crescent Ave. A liquor license was applied for and refused because the restaurant did not have a license. In May of 1966 the Post bought the house located at 3307 Marina Drive and on 1 June 1967 the Post moved into their new home. In August of 1964 wives of the Post members began their journey for the Unit charter and on February 5, 1965 Unit 694 received their charter.



December 1970  
Monterey Cypress Post 694

3307 Marina Drive  
Marina California

## 2 PERSONNEL

### 2.1 *Who's in Charge of What*

WHAT	WHO	TELE	CELL
ALARM	CARLOS ESTRADA	384-0152	241-8082
BAR OPERATIONS	CZEC PANEK	394-8180	238-4796
FUND RAISING COMM.	JANET WAGNER		682-5677
COMMUNITY SERVICE	CZEC PANEK	394-8180	238-4796
GOOGLE CALENDAR	JANET WAGNER		682-5677
HALL RENTALS	TEO COLON	384-2786	383-8082
KEYS/LOCKS	ART KAPSALIS	394-4514	
KITCHEN	PAT PITTS	394-3415	224-1599
MAINTENCE	BEN HANLY		594-2089
MEMBERSHIP	ADJUTANT (ART)	394-4515	
MEMBERSHIP BOOKS	ADJUTANT (ART)	394-4514	
NEWSLETTER	ART KAPSALIS	394-4514	
POOL TABLE	ART KAPSALIS	394-4514	
POST FINANCES	TEO COLON	384-2786	383-8082
POST TAXES	TEO & RUBY		
SONS OF AMERICAN LGN	ART KAPSALIS	394-4514	

### 2.2 *Section 2 Bartenders*

Art 394 -4514  
Amanda 737-3679  
Carlos 241-8082  
Czec 238-4796  
Harmony 916 768-8275  
Jim 869-8128  
Marsay 601-0493  
Tony R 917-1807

## 3 BAR OPERATIONS

### 3.1 *Bartender Open and Close*

#### 1. Opening the Bar

- a. Turn on lights in lounge.
- b. Sign in.
- c. Retrieve cash box from liquor room.
- d. Open Cash Register – Opening instructions in cash register.
- e. Ensure bar and lounge area are presentable.
- f. Ensure you have the Ice, lemons, limes; olives cut and ready to serve.
- g. Check supplies, napkins, beer, wine, soda, liquor, etc.
- h. Unlock liquor cabinets. Key is in cash box.
- i. Make sure front door is unlocked.
- j. Re-stock all bar items. (sodas, beer, water, etc...)
- k. You're ready for business.

#### 2. Operations

- a. As time permits, Wipe down alcohol bottles.
- b. As time permits, clean under Ice Storage container.
- c. As time permits, clean and wipe down back bar and un-used glasses.
- d. Receive and sign for supplies as they are delivered by the vendors.
- e. Remove empty beer bottles, liquor bottles, etc.

#### 3. Closing

- a. Call and serve "Last Call". Latest last call is 1:30am.
- b. Wipe down tables and bar.
- c. Clean all dirty glasses, bar instruments and rubber mats on bar.
- d. Drain Sink slowly, so it does not overflow the drain on the floor.
- e. If floor drain overflows, clean it up.
- f. Open doors to restrooms to let them air out.
- g. Kitchen: ensure Stove, hot table, heat lamp, deep fryer, bun warmer, and ovens are off.
- h. Ensure all coffee pots and TV's are off.
- i. Lock liquor cabinets
- j. Turn thermostats down to about 58 degrees.
- k. Ensure Pool table items are stored properly.
- l. Close register; instructions are in cash register...
- m. Ensure all doors and windows are locked, including front door (key is in cash box).
- n. Secure cash box in liquor room and make sure door is locked.
- o. Set alarm and leave through front side door. Make sure it is closed (it is self-locking).

### **3.2 California Code Of Regulations- Sanitation**

The following is an excerpt from the code. Refer to Actual code for changes.  
17 CA ADC § 30853 17 CCR s 30853 Cal. Admin. Code tit. 17, s 30853  
BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

TITLE 17. PUBLIC HEALTH  
DIVISION 1. STATE DEPARTMENT OF HEALTH SERVICES  
CHAPTER 5. SANITATION (ENVIRONMENTAL)  
SUBCHAPTER 8. DRINKING UTENSILS AND ICE BUCKETS  
CHAPTER 2. WASHING, SANITIZING, AND HANDLING OF DRINKING UTENSILS AND ICE  
BUCKETS IN HOTELS, MOTELS, AND OTHER PUBLIC PLACES  
This database is current through 09/15/06, Register 2006, No. 37

s 30853. Hand Dishwashing and Sanitizing.

(a) Multiuse drinking utensils or ice buckets shall be washed and sanitized in a three-compartment metal sink equipped with hot and cold running water and integral metal drain boards.

(b) The drinking utensils and ice buckets shall be processed in the following sequence:

(1) Washed with hot water 40.5-49 degrees Celsius (105-120 degrees F) and detergent in the first sink compartment until thoroughly cleaned.

(2) Rinsed in hot water 40.5-49 degrees Celsius (105-120 degrees F) in the second compartment.

(3) Immersed in the third compartment containing a bactericidal solution in such concentration and for such time as specified in Section 30854.

(c) A facility with a two-compartment metal sink with metal drainboards on the effective date of these regulations may continue to use such sink utilizing procedures listed in (1) and (3) of Subsection 30853(b) until replacement is necessary because of deterioration or modernization of premises.

S 30854. Sanitizing Solutions for Hand Dishwashing.

(a) Multiuse utensils and ice buckets shall be sanitized by immersion in one of the following bactericidal solutions for a minimum of 30 seconds in the last sink compartment.

(1) 100 parts per million (ppm) of available chlorine from either hypochlorite or organic chlorine approved by the Department.

(2) 200 ppm of a quaternary ammonium compound approved by the Department.

(3) 25 ppm of available iodine.

(4) 25 ppm of iodophor.

(5) 25 ppm of bromine-chlorine compounds.

Cal. Admin. Code tit. 17, s 30801

s 30801. Standards.

The wiping rags or materials to be processed and used as wiping rags shall be washed using an effective soap or detergent and thoroughly rinsed to remove soap or detergent and soil. Wiping rags shall be exposed to water at a minimum temperature of 71 degrees C (160 degrees F) for at least 24 minutes during the washing process.

### **3.3 Bar Hours of Operation**

Bar hours are set by the Board of Directors

Current hours of Operation are:

Tuesday: closed.

Weekdays: 4pm to closing.

Weekends and holidays 2pm to closing.

We will close when no customers are here at night.

### **3.4 Bar Supplies**

Currently authorization from the board to purchase alcohol for the post is Teo Colon and Czac Panek.

#### **Process:**

Beer is provided by Couch Distributing and Elyxir Distributing. Each vendor is cut a check by Teo or an approved Executive Board member for each of the beer distributors. A check is provided to the vendor upon receipt of the beer.

Alcohol and wine are purchased by from Young's Market and Southern Wine and Spirits Co. Weekly (usually Monday's) an inventory is taken to determine what products need to be purchased. On Tuesday's the orders are placed and deliveries are made on Wednesday's between noon and 4pm. Young's Market is paid in advance. Currently Ruby Kapsalis is contacted by Young's Market when an order is placed. She is given the amount of purchase and pay's using an on-line system. Southern Wine is paid by check upon receipt of the products. This check is provided by Teo or an approved Executive Board member.

Bar supplies, napkins, soda and snacks, etc. are inventoried and purchased on Thursdays or as needed. These products come from a variety of local stores including Safeway, Costco and Smart and Final. Purchase of these products is done By Czac and Sherryl Panek or Pat Pitts.

A spreadsheet of the Bar Inventory and the location of where the products are purchased is maintained by the Bar Manager..

### **3.5 Penguins**



The Penguins are Post, Unit, and SAL volunteers that serve as waiters for special functions. The uniform for Penguins is black pants, black shoes, white shirt (long sleeve for the guys). Bow ties provided by the Post at the time of the function.

Penguins do not serve "Private Parties, weddings, etc" but will volunteer for any function that is of community, veteran, Legion, Auxiliary, or SAL purposes.

Penguins will ( if enough show up) help in the kitchen with salads, helping the cook put the dinner on plates, serve the food to the patrons, pick up the plates etc when the patron is done, and will clean up the tables after the function. Penguins do not do dishes, sweep and mop floors etc. They are Waiters. All Penguins are expected to be fed from the menu being served, and if the Commander is around may even except a drink or too.

Point of Contact is Art Kapsalis (Adjutant).

### **3.6 Pool Table**

Bought 11/26/2007

Global Billiard Mfg. Co. Inc. 1141 Sandhill Ave Carson City CA 940746

Tel: (310) 764-5000 fax: (310) 764-5019

Email [info@globalbilliard.com](mailto:info@globalbilliard.com) web site: globalbilliard.com

7 ft Challenger coin operated with \$1 coin chute.

Includes ball, cues, chalk, triangle, and cue rack. \$1995.00 tax 164,59 total \$2159.59

Has three keys.

Key 1 (looks like regular key) opens the door on side of pool table.

Key 2 unlocks the ball return. Use for stuck balls, or to make it free games.

Key 3 Unlocks the cash drawer.

Key 1 and 2 kept in the Liquor room in box labeled POOL TABLE/. And by Adjutant.

Key 3 is kept by Adjutant.

1997 Agreement made with Board that the Adjutant collect moneys and put in Cdr's Fund.

Rules:

1. Bartender is in charge of Pool Table at all times.
2. No kids (under 21) can play without specific permission from Bartender.
3. If balls get stuck, bartender can un-stick them with Key 2.
4. Only playing allowed around Pool Table is playing pool.
5. Bartender can close Pool Table at any time.

### **3.7 Hall Rental**

See appendix F Post694 Special Events Contract/Agreement/.



## 4 KITCHEN OPERATIONS

### ***4.1 Grease Deposal***

On the right side of the stove is a grease drain pipe. Below the pipe is a can where the grease drains into. This can must be emptied into the large barrel outside by the shed.

We pay "TALLOW" to empty the barrel.

SALINAS TALLOW CO. (Acct #646)

1 Work Cr., Salinas 93901-4349831-422-6436831-372-8340

## **5 PROPERTY (outside) OPERATIONS**

### ***5.1 Grounds definition***

The Drive way is from the entrance on Marina Drive to the right turn at the end of the building. The parking lot extends all the way to the end of the pavement. The right side of the Parking lot is ours from the pavement to the bottom of the slope. The dirt area between the parking lot and Abyd Way is our property. All land, structures, trees are our responsibility. The Boy Scout Shed is maintained by the Boy Scouts. Appendix B has a drawing.

### ***5.2 Parking Lot and Driveway Lights***

Controls for the lights are in the storage room in the main hall. They are dusk to dawn timers.

## 6 Community Service

Community Service is a Work Alternative Program (WAP) established by the Monterey County Sheriff's Office. The purpose of WAP is to allow offenders to provide support to the community in lieu of incarceration. The Post has agreed to be part of the program. The CS workers perform various tasks around the legion including; Cleaning the hall, kitchen, bathrooms and general yard maintenance. On some occasions we encounter a person with a specific skill, such as cooking, electrical repair and carpentry. These individuals can be given specific tasks to complete. Each CS worker has a number of hours they must provide, within a set time period, as set by the court. The chairman tracks these hours and at the completions of the workers assigned hours signs and return the forms back to the Work Alternative Program office.

### PROCESS:

1. The CS chairman contacts the WAP office (759-7231) and request the number of personnel the post requires. Normally this person is Ophelia. She is familiar with our requirements.
2. The WAP office assigns a worker to work to the post. The CS chairman receives a tracking sheet for the individual by mail.
3. On the scheduled start date the worker arrives. One of the CS monitoring volunteers has them sign into the log and assigns them to the tasks to be accomplished for that day.
4. Periodically the CS chairman transfers the workers hours to the tracking sheet sent by the WAP.
5. When the worker completes their hours, they and the chairman sign the tracking sheet.
6. A copy of the tracking sheet is kept by the chairman and the original tracking sheet is mailed back to the WAP office.

### NOTES:

CS workers are not allowed to consume alcoholic beverages during their work assignment hours. CS workers who do not regularly show up as directed by the court are sent home and their paperwork is sent back to the WAP office. If a person misses a work period without notifying the Post, a follow up call to the WAP office must be made. If a CS worker is out sick or has a planned out day, this is OK as long as they can complete their hours on time. If for some reason they cannot complete their hours on time, due to no fault of their own (Example: Legion is closed for Christmas and New years) the chairman notes on the tracking sheet the cause and does a follow up with the WAP office. CS workers who do not perform the tasks they are given should be reported to the CS chairman. He/she has the option of sending their paperwork back or counseling the worker. Legion volunteers who monitor the workers are not responsible for counseling the workers.

Current Community Service (CS) Chairman is Czac Panek

### CS Volunteer Supervisors.

One supervisor must be at the Post whenever CS workers are present. The supervisor can be any member of the Post, Unit, or SAL. The supervisor must log in the time the worker(s) come in and the number of hours they work. The log should be hanging behind the bar near the Liquor room. The supervisor insures that the workers do the assigned tasks in a timely manner. Assigned tasks are available on the workers log. Supervisors come in to the Post at 8AM and leave whenever the workers leave. Supervisors must ensure the Post is locked up when they leave, if no other authorized member is present.

Current CS Supervisor list is maintained by Janet Wagner on the web site google calendar..

## 6.1 Community Service Supervisor Check Off Log

Date	Supervisor		Number of Workers	
<b>KITCHEN</b>	Super initial		<b>ALL REST ROOMS</b>	Super initial
Wash dishes/pots/pans. Store them where they belong		Use a little bit of bleach in water	Clean toilets and sinks	
Hand dry good silverware into the gray plastic silverware trays		put in drawer under coffee maker in dining room	Fill toilet paper, towels, soaps. Empty trash	
Clean vents & filters above stove. With degreaser		monthly	Sweep and mop floors	
Clean stove: pull out trays below burners, oven, grills, etc		Replace the aluminum foil	Main Hall	
Clean deep fryer area		Refill oil only if told to	Clean tables/chairs/shelves.	
Clean refrigerator		Throw out expired/ unlabeled items	Chairs need a through cleaning periodically	
Clean all counter tops.		Use degreaser in water	if no event scheduled. Stack tables/chairs.	
Sweep/mop floor.		Use degreaser in water	Clean windows, shades, and ledges	
Carts scrub with brush		use bleach	Sweep and mop floor	
Empty Grease cans on the floor to the right side of the stove.		Put in grease in barrel by shed. NOT down the drain.	Storage room off Main Hall	
<b>LOUNGE (BAR)</b>		Arrange tables/chairs if a function is scheduled	Pickup trash. Sweep mop floor	
Clean tables/chairs.		Use clean/wet cloth then dry	Rearrange things to look good.	
Move tables/chairs –vacuum – move tables/chairs back			Dining Room	
Sweep/mop floor under/by pool table			Clean tables/chairs/shelves.	
Move barstools out. Sweep/mop/move stools back.			Sweep & mop floor	Use wet cloth then dry
Clean tables/chairs/shelves.		Use wet cloth then dry	Rearrange tables	
Chairs need a through cleaning monthly		use a brush and soapy water	Game Room	check calendar for events
Wash front window. Clean window ledge.			Clean tables/chairs/shelves.	
Organize papers by front door			Vacuum rug	
<b>BEHIND BAR</b>			Vacuum hallway and area between restrooms.	
Take mats outside hose off – let them dry		bring in when dry	Rearrange tables/chairs for general appearance	
sweep/mop			Back door area by game room	
Empty trash takeout empty bottles/cans etc)			sweep/mop	
Fill napkins, straws, amenities tray		limes/lemons, etc	Clean up coffee area.	
Clean wine cooler			organize cabinets, brooms, bags	
Clean top of bar			check supply levels cleaning products, trash bags, paper towels, toilet paper	shopping list – clip board in kitchen
dust bottles			DO NOT over fill trash dumpsters WM will not pick it up.	
Pour Hot water into ice sections		prevents mold	Flatten cardboard boxes and put in Dumpster that says cardboard only	
<b>Outside</b>				
Empty all ashtrays		Use wet cloth then dry		
Pickup trash on entire property from the road to end of parking lot, all around building		Move tables/chairs if necessary		
Sweep cement walkways		hose off if needed		
Pull weeds				
DO NOT pour water on cement slabs – Causes erosion.				
Additional : Special projects or Events:				

## 7 Alarm Code and Keys

UPDATED 1 April 2010

Name	code	Key 1	2	3	4	6	7	8
Key box (mgrs office)		yes			Yes		yes	Yes
Jim Anburgy	Yes	yes						
Teo Colon	Yes	Yes	Yes	yes		yes		
Charlie Eskridge								
Carlos Estrada	Yes	Yes						
John Garthner	Yes	yes						
Ben Hanly	Yes	yes						
Mike Hohler								
Art Kapsalis	yes	yes		yes				
Ruby Kapsalis			Yes				yes	
Czec Panek	Yes	yes						
Sherryl Panek								
Pat Pitts	Yes	yes						
Harmony Shipp	yes	yes						
Amanda	Yes	yes						
Norbert S								
Tony Rod.	Yes	yes						
Janet Wagner	Yes	yes						
Unit President							yes	
In cash box		yes	yes			yes		
In cash register								
On Big key ring				yes	yes			yes

Smart locks can be re-keyed for any key desired. (Standard type key)

To rekey you must have the current key that opens the lock. Re-keying gadget kept in Key box (mgr's office).

- KEY 1 Smart Lock Front Door – key on both sides. Liquor Room
- KEY 2 Original lock Managers Office – key on outside.
- KEY 3 This key can not be used with the Smart locks.  
Main hall to kitchen door – Lock the kitchen double doors then this.  
Main hall storage room – next to stage.  
Main hall back room –storage room. (It's in the back room)  
Storage Room (Walk-in in game room by kitchen)
- Key 4 Smart Lock  
Main Hall to Backroom  
Walk in Storage Room –back room, there's a door inside the storage room.  
Ice Machine room exit to backyard-Dead bolt - Only opens from inside  
Bathroom in Dining Room. (Used for storage)  
Christmas Storage Room (outside front)  
Shed  
Outside Freezer Room
- Key 6 Cash Register can not have smart lock. One in cash box, one in Key box in Mgrs office.
- Key 7 Auxiliary Room in hall between lounge and Dining Room. Original lock and key
- Key 8 Display cabinet outside front door. 1 key on big key ring. 1 in mgrs. Office key box.

### Other Keys

Storage lockers – in game room – Padlocks 1 key fits all. Key is on big key ring.

Pool Table – There are 3 keys

Regular looking key – opens the cash box –on the side of the pool table. Art + One in pool table box in liquor Room

One key used for resetting Balls incase they get stuck Art + One in pool table box in liquor Room

One key used to open the cash box. Art and one in Managers Office Key box.

Walk in Freeze/Cooler. Key is on key ring in cash box.

Game Room cabinets – has Liquor Bottles in them. ????

Membership box by Front door. Adjutant

Membership cabinet in Main Hall storage room. Adjutant

Post Office Box 565 – Teo and Carlos

Paper towel/toilet paper holders – Key ring in liquor room

Alarm box (in kitchen by main hall exit) In cash register.

## 7.1 Alarm



First Alert Professional FA260.

Our contract is with SENTRY ALARM SYTEMS.

Call Monterey 375-2727 or Salinas 424-2727

The keypad is in the Lounge on the wall right hand side of bar.

To set the alarm

Make sure all windows and exit doors are closed.

Lock the front door.

Turn off lights.

Enter your password in the keypad. The keypad should start beeping. If not something is not closed. See Master log for passwords. Currently kept by Carlos Estrada.

Exit through the Lounge door to the right of the front door – Make sure it is closed.

Once the alarm is activated (says AWAY) You only have like a minute before the alarm goes off so get out quickly.

Turn off the alarm.

When you first come in the building the alarm will start to beep. You have like one minute to unset the alarm. You must have the keycode to unset it. A designated Post member has the key codes and must get Board approval to give the code to someone. Just enter the keycode and the alarm will turn off. If not you'll get a phone call from Sentry asking what is going on.

The alarm control box is in the kitchen, by the Main Hall doorway. It is locked and should not be tampered with except by Sentry Alarm Systems.

Once activated the Alarm will go off whenever an exit door is opened or there is movement in the building. There are motion detectors inside the building.

## **8 Insurance**

### **(1) Officers Bond**

Refer to Department Adjutant for complete and up-to-date coverage.

Post694 membership fund does pay for the bond annually.

Retroactive to April 3, 2002, the department will cover losses of property and/or money occurring as a result of dishonesty by post financial officials, with a limit of \$10,000 per occurrence. An occurrence may involve multiple individuals and may cover multiple years. Any claim to department for a loss must be reported to the appropriate law enforcement agency. This coverage applies only to Legionnaires holding posts and/or positions charged by the post (or district, or squadron) constitution and/or bylaws, with the responsibility of handling post funds. This coverage applies only to post funds and not to individual funds nor to funds involving on-going business enterprises, such as post lounges, regular post bingo games, etc. This coverage will only be provided after all other available recovery efforts have failed, including criminal prosecution, civil lawsuit, and other post insurance coverage. To participate in this coverage by department each post, district, and SAL squadron shall pay to department \$32.50 a year, commencing with 2001-02. These funds will be designated as a reserve for coverage. This coverage will include the theft or loss of official colors through any cause.

### **Volunteer Accidental Insurance**

AGENT: CIMA Companies Inc. 216 S Peyton St Alexandris VA 22314 (800) 468-4200

### **MERCURY**

### **SUNDAY CHURCH SERVICES**

Lighthouse Full Gospel Church of Marina

PO Box 8668 Monterey CA 93943

Contact Bob Mosqueda (831) 883-4910


Church & Casualty Insurance 3340 Irvine CA Suite 150 Newport Beach CA 92660

(800) 995-7525 Not sure if this is in effective or who pays for it??????

## 9 APPLIANCES and EQUIPMENT

All manuals etc should be in the equipment folder in the Managers office.

### 9.1 Kitchen Deep Fryer

	<p>Imperial 40 lb. (22L.) Fryer. Bought 08/20/2007.          Monterey Bay Equipment Inc. &amp; Gourmet Shop          325 Elder Ave. Sand City CA 93955          (831) 899-1422</p>
<p>total \$964.36          Manual is in the Equipment folder.</p>	
<p><b>Turning on the Deep Fryer</b></p> <ol style="list-style-type: none"> <li>1. Remove the pan cover from the deep fryer.</li> <li>2. Ensure the oil is filled up to the Oil level mark.</li> <li>3. Turn the gas cock to the ON position.</li> <li>4. Set the thermostat to 325 degrees F</li> <li>5. Wait until the oil heats up.</li> </ol>	<p><b>Turning off the Deep Fryer</b></p> <ol style="list-style-type: none"> <li>1. Turn the gas cock to the OFF position.</li> <li>2. Use a strainer to pickup scraps in the oil.</li> <li>3. Clean/change oil in necessary.</li> <li>4. Clean around the outside of the fryer.</li> <li>5. Put the Pan cover back over the deep fryer.</li> </ol>

#### Changing the Oil Oil used: ??????????? what kind where do we get it who gets it?

1. Ensure the fryer is off and not hot.
2. Turn the gas cock to the OFF position.
3. Install the drain pipe. If screws in to the front.
4. Get an old pail and put under the drain pipe.
5. Turn the drain value to empty the oil.  
 If the pail gets near filled, turn of the value, empty the pail, and restart draining.
6. Empty the used oil in the Used Oil barrel – outside by the shed.
7. With the value open and the pail under it, flush out the fryer with hot water. (Many times)
8. Remove any scraps or sediment in the fryer and wipe clean with paper towels.
9. After it's clean, flush it out again with clean hot water.
10. Remove the drain pipe and close the drain value.
11. Wipe dry (completely dry) inside and outside of fryer.
12. Refill with clean oil. (There is an oil fill mark- don not over fill.
13. Make sure there are no leaks and close the fryer front door.
14. Replace cleaned baskets and put cover back on fryer.

**DO NOT BEND PROBES LOCATED UNDER WIRE SCREEN WHEN CLEANING OR ELSE THEY WILL HAVE TO BE REPLACED**

**DO NOT USE STEEL WOOL, ABRASIVE CLOTHS, CLEANSERS OR POWDERS TO CLEAN STAINLESS STEEL SURFACES. DO NOT USE A METAL KNIFE, SPATULA, OR ANY OTHER METAL TOOL TO SCRAPE STAINLESS STEEL. TO REMOVE ENCRUSTED MATERIALS, SOAK IN HOT WATER TO LOOSEN THE MATERIAL, THEN USE A WOOD OR NYLON SCRAPER.**

Once in a while after turning on the fryer, place a thermometer in the oil. If it doesn't read 325 degrees F when it becomes hot, it should be recalibrated. (By a TECH??)



## **9.2 Stove and Grill**

Wolf Challenger Commercial 68" wide range.

Bought by Unit 694 3/25/08 for total \$4930.00

Dvorson's Food Service Equipment Inc.

480 Gate Five Rd Suite 115

Sausalito CA 94965 (415) 332-2891 toll free (877) 386-7766

[www.dvorsons.com](http://www.dvorsons.com) email [dvorsons@slip.net](mailto:dvorsons@slip.net)

The hood requires inspection twice a year, July and late December.

The inspection is done by ? and is free.

The hood vents need to be taken out and cleaned at least once a month.

The channel along the bottom, inside of hood needs cleaning weekly.

Oven Cleaning: remove all racks and rack guides and clean them with mild abrasive then rinse thoroughly. Oven cleaner may be used in ovens. Use mild soap on enamel parts.

Grill: Pull out deflectors and racks and scrub thoroughly, rinse and return to grill.

Remove and clean drip tray.

Lighting Ovens: If the pilot goes out, turn off all gas controls, wait 5 minutes then light pilots. Turn toggle switch to on position. Adjust back pilot to a sharp blue flame.

Turn on gas controls to make sure they light.

Lighting top burners: If the pilot goes out, turn off all gas controls, wait 5 minutes then open pilot burner or carry-over tube; adjusting valve ¼ turn counterclockwise. Light pilot and adjust flame to a slight yellow tip. Repeat if pilot goes out.

## **9.3 Stove Fire Suppression System**

The R-102 Restaurant Fire Suppression System is located in the kitchen in the vents above the stove. The control system is on the wall to the left of the stove.

Ansul R-102 West Chemical Fire Protection System.

Ansul Incorporated , One Stanton St Marinette WI 54143 (715) 735-7411

Our contact is TRI-COUNTY FIRE PROTECTION (800) 675-3473.

Semi-Annual maintenance must be done by an authorized dealer.

In case of a fire the system will start automatically. In emergencies there is a circular pull ring to start it manually. Do not use this unless there is an actual emergency.

## **9.4 Bun Warmer**

## **9.5 Refrigerator**

## 9.6 Ice Machine



Manitowoc serial # 870260032  
Manitowoc Equipment Works  
Division of The Manitowoc Company, Inc.  
PO Box 707 Manitowoc, Wisconsin 54220 tele: (414) 682-00161  
There is a water analysis test kit and manual in the equipment folder.  
Cleaning instructions are inside of front panel.  
There should be an Ice scoop on the machine. Use it and ice buckets from the bar to get the ice to the bartender.

## 9.7 Walk-in cooler

## 9.8 Coolers, freezers, refrigerators Inspections.

All appliances that are used to cool or freeze food and drinks need to be inspected twice a year. **We do not have a maintenance agreement at this time. (DEC 2009)**

## 9.9 Furnaces

One book in equipment folder

The three furnaces need to be cleaned in July and December. Filters changed as required. Make sure there are no flammable items stored near the furnaces.

One furnace is in the back room (main hall) on right side near exit door. It covers the main hall. Thermostat should not be set above 70. Higher does not heat the hall faster.

The furnace for the bar is in the attic, available thru the ceiling in the liquor room.

The furnace for the game room and dining room is outside small shed attached to the building in the backyard.. It's thermostat is in the game room.

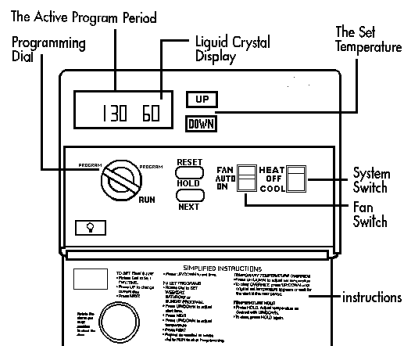
## 9.10 Water Heaters

Make sure there are no flammable items stored near the water heaters.

The two water heaters should be checked once a month for leaks etc.

**Any maintenance required – how do you light them – what temperature setting?**

## 9.11 Thermostats



There are 2 thermostats.

One in the Main Hall and one in the game room.

They both have clear plastic covers that lock ( But can't find the covers or keys).

Open the cover to see the instructions.

Turn both thermostats to 59 degrees when closing.  
Do not turn the Thermostats below 59 degrees

### **9.12 Interceptor grease trap**

There is a bid/advertisement on this in the equipment folder.

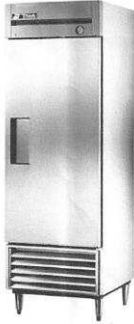
Located underground right outside Game room exit.

Needs to be pumped out once a year in December. A copy must be sent to the City.

Marina Coastal Water District (831) 883-5926 - L. Rodriquez .

Septic 663-2321, Green line 422-2298, Super steam 3373-7311

### **9.13 Standup Freezer**



In Freezer room. Bought by Unit 694 11/20/2007 total \$1123.

Refrigerations Specialties 820 Park Row Salinas CA 93901

(831) 753-2305

15 amp dedicated circuit suggested

Manual is in the Equipment folder.

Ruby and Teo have key.

### **9.14 Air Cleaners in Main hall.**



Smokemaster Air Quality Engineering, Inc. 3340 Winpark Dr  
Minneapolis, Minn 55427

Has filters and electronic cells that need annual cleaning.

Cells should be soaked in very hot water with a cleaner for up to 30  
minutes. Rinse thoroughly.

Amber system light on front of unit indicates unit is working.

Pushing the red test button should result in a snapping sound.

Manual is in the equipment folder.

### **9.15 Section 15 Meat Slicer**



Hobart Corp Troy Ohio 45374

This is a very dangerous machine. Do not use unless authorized.

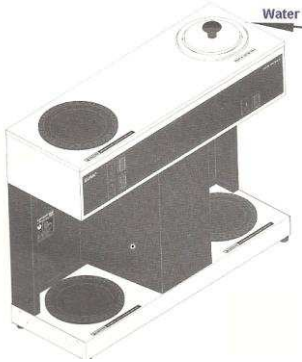
Manual is in the equipment folder and has instructions on sharpening the

blade. (Should be done regularly) Needs lubricating before using. (#10 oil).

Complete cleaning after use is required.

## 9.16 Coffee Pots

Coffee Machine in Dining Room



BUNN-0-MATIC CORP. PO BOX 3227 SPRINGFIELD IL 627708  
(217) 529-6601 FAX (217) 529-6644 [www.bunnomatic.com](http://www.bunnomatic.com)

Manual is in equipment folder.

Plug it in and turn it on about 15 minutes before making coffee so the water gets hot. Put filter and coffee in above pot. Pour in a pitcher (use and extra coffee pot) of water. Use warmers to keep coffee warm if another pot needs to brew.

Other Coffee pots: Behind bar, in game room and big ones in walk-in or kitchen.

## 10 FLAG POLE

Bought November 2007 From Truckisis Ent. Inc (Monterey) [www.truckisis.com](http://www.truckisis.com) 647-8100

The Flag pole is situated in front of the Post building.

The light is on the Post roof.

Flag may be flown at night as long as the light is working.

USA flag goes on top

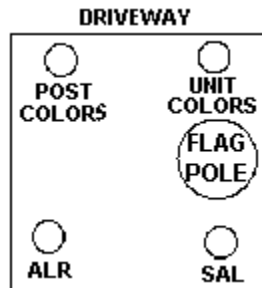
POW flag goes below USA flag.

The platform for the flag includes four small stations for flags during ceremonies

The ALR and SAL flags/stands are in the Main Hall storage room.

The Post Colors are in the Main Hall or Main Hall back room.

The Unit Colors are in the dining room or the Auxiliary Storage room.



Flag is flown at half mast for one week upon death of a Post member and

When ordered by the President of the United States.

All flags bought online at emblem sales <http://www.calegionaux.org/resources.htm>

Flags' are kept in Adjutants cabinet.

USA Flag 4x6 Polyester (\$23.95)

POW Flag 2x3 double face (\$11.95)

SAL Flag 3x5 nylon outdoor (\$31,95)

ALR Flag 3x5 (\$31.95)

## 11 NEWSLETTER

### EQUIPMENT NEEDED

1. Address labels      **Provided by Adjutant via Membership program.**
2. Mailing costs      **Provided by the Adjutant from the Membership program.**  
**Shows total number of newsletters being mailed.**
3. Boxes & lids      **Get them from Post office. (4 half size crates)**
4. Yellow wrapper      **In Adjutants cabinet for MS crate.**
5. label box      **In Adjutants cabinet. Has rubber bands and bundle stickers in it.**
6. Newsletters      **Printed by Office Depot.**
7. Post Form 3602NZ      **Adjutant has them. Use Mailing costs form to fill out this form.**
8. Check      **Check for cost, made out to POSTMASTER.**

### HERES WHAT TO DO

1.      **Somebody has to print up a master Newsletter**
2.      **Bring master to Printer.**
3.      **Tell Printer how many are needed. Look at Mailing Costs form for the number to print (add about 50 for extras).**
4.      **Pickup newsletters, bring to Post and will fold them in half, with label showing.**
5.      **Get Labels from Adjutant.**
6.      **Get Post Office form from Adjutant. (Filled out)**
7.      **Get check for amount of mailing from Adjutant (for newsletter only).**
8.      **Fold the newsletters if not already folded.**
9.      **The first 4 labels are for the crates. They tell you which bundles goes in each box. There's a little clear plastic slot on the end of each box for these labels.**
10.      **Each newsletter requires a label. Do them by the sorted groups so they don't Get mixed up. When done double wrap them with rubber bands, (1 width and 1 height).The first label of each group tells you how they are sorted. " sorted 3..... sorted D, sorted A2, sorted MS.**
11.      **Put the appropriate sticker on the top newsletter. Bottom right hand corner. i.e. sorted 3 needs a "3" sticker, A2 needs "A", etc.**  
**Or in bold RED INK print the D 3 A or MS in bottom right corner.**
12.      **Put bundled packets in appropriate box.**
13.      **Put lids on the boxes.**
14.      **Wrap the "MS" box with the yellow plastic strips. (1 width, 1 length)**
15.      **Put extra Newsletters by entrance Door to Post.**
16.      **Bring crates, check, and form to Post Office.**  
**Staple the check and form together and put it on top of the yellow wrapped box. (not inside the box - just inside the yellow wrappers.)**

### CRATES and Contents

#### TABLE ON CRATE

MARINA CA 93933  
SCF SALINAS CA 939  
AADC OAKLAND CA 945  
MIXED OAKLAND CA 945

#### ZIPS

STD LTRS MARINA CA 93933 only. No rubber bands needed.  
STD LTRS MARINA CA All zips 9939xx (except Marina)  
STD LTRS MARINA CA All other zips except bundle MS  
STD LTRS MARINA CA MS bundle only (crate needs wrapper)

## 12 POST WEBSITE

The Post Web site is supported by Redshift.com at [www.redshift.com/~legion](http://www.redshift.com/~legion)

They have donated the site to us, free of charge.

It is maintained by the Adjutant Art Kapsalis.

It is maintained at his home PC using strictly HTML code.

It is uploaded to the server using WS FTP.

It contains the Post /Unit newsletters and calendar, plus many other features and announcements.

### Google Calendar

Part of the Web site is the Google Calendar. It is maintained by Janet Wagner.

How it works

1. navigate to [www.google.com](http://www.google.com)
2. use your existing google account or create one
3. login
4. Janet Wagner is the owner of the calendar, she will have to give you modify permission
5. navigate to the day you want to create or modify an existing event
6. a box will pop up for the basic event info - click "edit event details" to enter more info
7. another box will pop up fill in the details then click "save" at the top of the page

# 13 YEARLY EVENTS CALENDAR

This document should be reviewed and filled out at the 1<sup>st</sup> Meeting of the Officers

<p style="text-align: center;"><b>MONTHLY</b></p> <p>2<sup>nd</sup> Thursday Unit Meeting 6:30PM ..President in charge            2<sup>nd</sup> Thursday Exec Meeting 7PM ..Cdr in charge            2<sup>nd</sup> Thursday General Meeting 8PM ..Cdr in charge            Every Friday Night – 5-6pm Happy Hour. Dinner at 6Pm            Every Monday Night – 5-6pm Happy Hour. Mini Dinner at 5:30pm</p>	<p style="text-align: center;"><b>YEARLY</b></p> <p>Boys State: selects delegates about March/April)-?            Sons of Legion: Art            District Meetings - Cdr</p>
<p style="text-align: center;"><b>JUNE</b></p> <p>Flag Day            Department Convention Usually middle to end of month about at week.            Fathers Day</p>	<p style="text-align: center;"><b>JULY</b></p> <p>4<sup>th</sup> Of July– Post open/closed?</p>
<p style="text-align: center;"><b>AUGUST</b></p> <p>Labor Day Weekend Airborne - Teo            End of Aug National Convention</p>	<p style="text-align: center;"><b>SEPTEMBER</b></p> <p>Labor Day – See August Airborne Weekend            Pay the Taxes BBQ ...Teo            Early Bird Dinner/BBQ ....1<sup>st</sup> Vice</p>
<p style="text-align: center;"><b>OCTOBER</b></p> <p>WWII/Korea Vets dinner at Post694            Halloween</p>	<p style="text-align: center;"><b>NOVEMBER</b></p> <p>11 Veterans Day Ceremony (11am) /BBQ - Cdr            Thanksgiving – Post open/closed?            Day after Thanksgiving – Post open/closed?</p>
<p style="text-align: center;"><b>DECEMBER</b></p> <p>Sat Children's Christmas Party (noon-2pm? (Unit)            Sat Post Christmas Party (evening)- ?            7 Pearl Harbor Day            24 Christmas Eve – Post open/closed?            25 Christmas– Post open/closed?            26 Day after Christmas – Post open/closed?            31 New Years Eve – Post open/closed? Party?</p>	<p style="text-align: center;"><b>JANUARY</b></p> <p>1 New Years Day – Post open/closed?            18 Martin Luther King Jr. Day</p>
<p style="text-align: center;"><b>FEBRUARY</b></p> <p>Super Bowl Sunday Party?            Widows luncheon...Ben            Presidents Day            Valentines Day</p>	<p style="text-align: center;"><b>MARCH</b></p> <p>St Patty's Day            Palm Sunday – Post open/closed?</p>
<p style="text-align: center;"><b>APRIL</b></p> <p>Sat...Easter Egg Hunt – Cdr?            Sun...Easter - Post Open/closed?            General Meeting - 1st nominations of Officers</p>	<p style="text-align: center;"><b>MAY</b></p> <p>Armed Forces Day            Wed about noon? Teachers Appreciation Luncheon- ?            General Meeting – Nominations &amp; Elections            Mothers Day            Public Safety Night ?            Memorial Day - Outgoing Cdr</p>