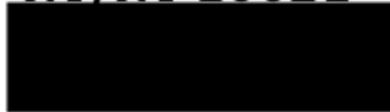


J.E.E

**9 East 71st Street
NY, NY 10021**



Operating Manual

Current as of 10-01-2010

Trash:

- **Pick Up Days: Monday-Wednesday-Friday**
 - **Monday:** Regular Garbage- Black Bags
 - **Wednesday:** Regular Garbage- Black Bags
 - **Friday:** Regular Garbage (black bags) & Recycling (blue bags): paper, cardboard and bottles.
- Trash needs to be "put out" the night before (Sunday, Tuesday, Thursday).

Items to stock always:

Dry Goods:

- Seven Grain Bread (Eli/Eat 81st and Madison)
- Bagels
- Bialys
- Cookies, Assorted (include chocolate chip)
- Fruit, Assorted (Pineapple, banana, apple, nectarines, oranges)
- J.E.E. Muffins (Make mix day ahead)
- Chocolate Bars, 70% & 80% Cocoa

Items to stock always:

Refrigerator:

- Milk: Skim, 1% and Whole
- Fat Free Half & Half
- Regular Half & Half
- European Butter (Lurpak, Plugra, etc..)
- Fruit Preserves, Bonne Maman variety, assorted
- Cream Cheese
- Orange Juice, Fresh Squeezed
- Grapefruit Juice, Fresh Squeezed
- Cranberry Juice
- Assorted low fat & fat free Yogurt
- Smoked Salmon
- Prosciutto di Parma
- Honey cured Ham
- Swiss Cheese
- Provolone Cheese
- Dijon Mustard
- Mayonnaise
- Coffee, Columbian Supremo, ground

- Tomatoes, vine ripened

J.E.E. Muffin Recipe

- 4 extra large eggs
- 3 cups Dark brown sugar
- $\frac{3}{4}$ cup Olive Oil
- 4 cups Digestive Bran
- 5 cups Whole Wheat Flour
- $\frac{1}{2}$ cup Ground Flax Seed Mixture
- $\frac{1}{2}$ cup Flax Seeds
- 5 tsp. Baking Soda
- $\frac{1}{4}$ tsp. Salt
- 1 cup Raisins
- 4 cups Whole Milk
- 1 tsp. Vanilla Extract

Muffin Topping: Combine chopped pecans, walnuts and almonds, wheat germ, flax seeds and brown sugar.

1. In a large bowl combine bran, flour, flax seeds, baking soda and salt
2. Beat eggs and sugar in the bowl of an electric mixer until thick and creamy.
3. Add oil to egg/sugar mixture and mix to combine.
4. Combine milk and vanilla and set aside.
5. Add flour and milk mixtures to egg/sugar mixture, alternating additions until combined. Do NOT over beat mixture.
6. Add Raisins and stir until incorporated.
7. Pour mixture into an airtight plastic container and store in the refrigerator for 24 hours before using.
8. Grease large muffin tin with Pam Spray.
9. Fill tins to the top with mixture and top with chopped nut/sugar/flax .
10. Bake at 350 degrees F. for 35-45 minutes.
11. Raw mixture will keep in the refrigerator for 30 days.

9 East 71st Street
Vendor Contact
List

Vendor Name:

Phone Number:

Account Number:

Police: 19th Precinct
ADT Central Station (Alarm)
Smoke Alarm
Sprinkler Alarm
Otis Elevator
ConEd Steam Emergency
Siemens: Computer Probs.
Glass Repair
AD Winston: AC Repair
IFL Movers
G&G Duct Cleaning
Premier (Waitstaff/Bartenders)
DJM Window Washers
Water proofers/Leaks Herbert
Rose
Alcon Lock Smiths
Sawyers Security/Telephone
Brenner Bros. Plumbers
Exterminator Attack (Patrick)
Electrician: Laredo (Vinny)
Graces Market (71st @ 3rd AVE)
E.A.T.(80th &
Madison)



Daily Routine:

J.E.E. Breakfast:

- Served at 6:30, on a silver tray. The tray should be prepared with:
 - Knife, fork, butter knife
 - Linen napkin
 - Coffee Cup, warmed
 - Sugar
 - Butter
 - Tall glass of chilled water
 - French Press of Coffee (7 scoops of freshly ground coffee)
 - Fat Free ½ & ½, warmed
 - J.E. Muffin, warmed in microwave

Lunch:

Served Per J.E.'s request. Will vary from day to day.

- Always have a selection of snacks available both cold and room temperature.

**** Always offer a beverage to guests who have arrived. Item should be served on a tray with napkin and appropriate silver.****

Dinner/Evening:

Dinner served per J.E.'s request, will vary from day to day.

- Every evening at 7:00 pm a hot water bottle is to be placed on the mattress under the covers of master bed.
- A bottle of water is placed on each nightstand.
- Check the refrigerator in master bedroom. It should be stocked each day.

Misc.

**** Beside each phone a selection of reading glasses should be placed, prescription of 3.5 along with a large & small note pad as well as an assortment of pens & pencils. Glasses should be checked daily and cleaned if necessary.**