



## BOY SCOUTS OF AMERICA

ALAMO AREA COUNCIL  
BOY SCOUT TROOP 500  
1602 THOUSAND OAKS DRIVE  
SAN ANTONIO, TEXAS 78232

17 Jul 25

### Subj: TROOP 500 TACO BREAKFAST STANDARD OPERATING PROCEDURES (SOP)

Encl: (1) Troop 500 Taco Breakfast Food List

**1. Purpose.** The following provides Troop 500 SOP for Troop Taco Breakfasts. Troop 500 normally does (4) Taco Breakfasts a year (Sep, Oct, Jan, and Feb). They are held on a Sunday, and served after the 8 am and 10 am Masses at St Mark's. Troop 500, normally through the Scoutmaster, schedules the dates up to a year in advance through the Facilities Coordinator (Ms Laura Boren). Her contact info is 494-1606 ext 344.

#### Normal menu:

- Bean and Cheese (premade, wrapped in foil)
- Chorizo and Egg
- Bacon and Egg
- Sausage and Egg
- Potato and Egg

#### 2. Sequence of Events

a. Food items are procured (donated and/or purchased) by one or more of the adults. See the enclosed list for normal items. They are normally brought in the morning of the event.

b. Normal show time is 6:30 am at the Community Center/Kitchen Area of St Mark's.

c. 6:30 am—begin set up of eating area, serving area, preparation of food. Fill warmer basins on serving line with water, turn on to heat. Place signs out.

d. Refried beans are heated, then bean & cheese tacos are made, wrapped in foil, and kept warm.

e. Prepare orange juice.

f. Bacon, sausage, chorizo, and potatoes are cooked separately (normally by an adult).

g. Eggs are cracked.

h. Between 7:30 & 7:45, eggs are cooked/combined with each of bacon, sausage, chorizo, and potatoes (normally by an adult), then placed in warming trays.

i. Between 7:45 & 8:00, tortillas are heated on griddle and placed in warming tray.

j. Be prepared to serve breakfast tacos to customers NLT 8:15 am.

k. Cook/heat additional items as needed based on use.

l. Be prepared for second Mass NLT 1030 am.

m. Begin cleanup NLT 1130am.

- Wash all dishes/utensils/pots/pans
- Sweep kitchen and serving area
- Mop kitchen and serving area (mop/cleaner/bucket are in water closet to right of griddle, across from room with deep freezer)
- Empty trash
- Clean griddle, serving area counter
- Drain warmer pan basins (turn drain knob underneath, near the floor)
- Wipe down all tables in eating area (gym).
- Take down all signs (inside and out). Roll up paper signs, put in office upstairs of Scout Hut, along with donation can. Outside signs go in Supply Room underneath Scout Hut.

#### 3. Setup:

- **Eating Area (Gym):** Frequently tables and chairs are already set up, but in case they are not, need minimum of (8) tables, in (4) rows of (2) each set up. (6) chairs per table. Tables are stored under the stage and the chairs are in the storeroom to the right of the stage.

- Additionally, need 2 tables set up send to end between the doors to the serving line (on the gym side) for condiments as follows:
  - (2) bowls of salsa
  - (2) bowls of shredded cheese
  - (2) bowls of creamer
  - (2) bowls of sugar/sweetener
  - (2) sets of salt & pepper shakers
  - (2) containers of spoons & forks
  - (2) containers of stirrers
  - (2) stacks of napkins
- Need one table set up to the left of the left door into the serving line. Need blank Boy Scout applications and Troop 500 flyers displayed on it.
- Need Breakfast Taco Menu sign displayed on wall between doors to the serving line.
- Need Troop 500 Taco Breakfast sign displayed to right of door into the gym area.
- **Serving Line**
  - Need stack of serving trays for customers at the beginning of the line
  - Need stack of paper/styrofoam plates at the beginning of the line
  - Need foil sheets/paper at the beginning of the line (for to go orders)
  - Need (4) warming trays with lids, (1) serving spoon for each tray
    - (1) tray for heated tortillas
    - (1) tray for sausage & egg/chorizo & egg
    - (1) tray for potato & egg/bacon & egg
    - (1) tray for bean & cheese
  - Need (1) donation can (coffee can) on top of glass shelf at the beginning of the serving line
  - Need (2) stacks of small Styrofoam cups put out for coffee to the left of the coffee maker (as you look at the serving line)
  - Need (1) dispenser with orange juice put out on serving line to the left of the coffee maker (as you look at the serving line)
  - Need (2) stacks of large Styrofoam cups put out for orange juice to the left of the orange juice dispenser (as you look at the serving line)
- **Outside**
  - Need (2) T500 Taco Breakfast signs put in metal frames and placed in the ground on the church grounds:
    - (1) near the fire hydrant across from main entrance to the church
    - (1) near the median dividing parking lots on the church grounds

#### 4. Coordinating Instructions:

- Need a minimum of (2) adults and (4) Scouts.
- Need a minimum of (2) Scouts on the serving line—in Class A uniform.
- Need a minimum of (1) Scout to check condiment tables in eating area to ensure all items are full/available.
- Need a minimum of (1) Scout to check serving line to relay need for additional food items to cooks; includes checking availability of cups, plates, orange juice.
- Nice to have (2) Scouts, in Class A uniform, to announce to/remind people about the Troop 500 Taco Breakfast as they come out of church when Mass has ended (at approx. 9 am and 11 am)
- Supplies: Bowls, plates, cups, napkins, utensils, sugar, creamer, salt & pepper are located in the storeroom to the left of the serving line, as you look at it.
- For any facilities issues/requests, contact Ms Laura Boren [lboren@stmarkevangelist.com](mailto:lboren@stmarkevangelist.com) or Mr David Rendon [drendon@stmarkevangelist.com](mailto:drendon@stmarkevangelist.com) .
- Coordinate with the church to ensure announcement is made at the masses about the Poinsettia Sales that day. Coordinate the church at least 2 weeks prior to get an announcement in the St Mark's Bulletin.
- [communications@stmarkevangelist.com](mailto:communications@stmarkevangelist.com)
- Coordinate with Facilities (David Rendon [drendon@stmarkevangelist.com](mailto:drendon@stmarkevangelist.com) ) for tables and chairs, as required.

//signed//  
 Mark Rayfield  
 Scoutmaster, Troop 500

**TROOP 500**  
**TACO BREAKFAST FOOD LIST (Rev. 1/26)**

<b>ITEM</b>	<b>QUANTITY</b>	<b>REMARKS</b>
EGGS	18 DOZEN	[Note]
CHORIZO SAUSAGE	4 - 12 OUNCE PKG	[Note]
BREAKFAST SAUSAGE	1 - 32 OUNCE PKG	[Note]
RUSSET POTATOES	5 LBS.	[Note]
SHREDDED CHEESE	3-32 OUNCES	[Note]
REFRIED BEANS	6 - 30 OUNCE CANS	[Note]
ORANGE JUICE	12 - 12 OUNCE CANS	[Note]
BACON	6 LBS.	[Note]
FLOUR TORTILLAS	20 - PKGS OF 20	[Note]
PICANTE SAUCE	64 OUNCES	MILD, MEDIUM & HOT
MILK	1 GALLON	[Note]
COFFEE	1 CAN	AS NEEDED
COFFEE FILTERS	BUNN 12 CUP 500 PK	AS NEEDED
CREAMER	BOTTLE (DRIED)	AS NEEDED
SUGAR PACKETS		AS NEEDED
ARTIFICIAL SWEETENER PACKETS		AS NEEDED
SALT & PEPPER SHAKERS	PRE-FILLED	AS NEEDED
PLATES	50 STYROFOAM	AS NEEDED
BOWLS		AS NEEDED
PAPER CUPS		AS NEEDED
STYROFOAM CUPS		AS NEEDED
PAPER TOWELS	2 ROLLS	AS NEEDED
FOIL SHEETS	350 SHEETS	AS NEEDED
NAPKINS	PKG OF 100	AS NEEDED
CANOLA COOKING OIL	16 OUNCES	AS NEEDED