

# 2011 SPAGHETTI DINNER DUTY ROSTER

## 1. FOOD PREPARATION / KITCHEN DUTIES – JENNY WEBB

### Thursday Oct 27 morning

Shopping at Costco & Superstore for spaghetti sauce ingredients & non-perishables	1 M Skeeles 2 J Webb
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### Friday Oct 28 at 9:30 at Cavalotti

9:30 to 12:00 Cook Sauce	1 D Luvisotto – Supervisor
Use food processor to puree vegetables	2 L Mathews
Brown ground beef; stir sauce continually	3 S Sparrow
	4 M Skeeles

### Friday October 29 – Costco

10 am – Shopping	1 J Webb
Pick up buns, pies, cream	

### Friday, Oct 29 at Cavalotti

12:00 to 2:00pm – Food preparation	1 M Mjaaland
Stir sauce; wash, dry, rip lettuce;	2 J McKay
Cut butter into serving sizes;	3 _____
Fill pasta pot with water, place on stove	
Place meatballs in trays to be baked later	

### 4:00 to 5:00pm – Food preparation

Cook meatballs, put into chafing trays and add sauce	
Keep pasta pot of water boiling; first pasta in pot by 5:00pm	
Fill chafing dishes with hot water;	
Light sterno 15 minutes before serving	1 J Webb

### 5:00 to 7:00pm – Cooking

2 strong tall men as needed for lifting pasta out of pot:	Paul Webb, James Stewart
1 person to mix spaghetti with oil	Doug Blackmore
1 person making salad	_____
1 runner to refill chafing trays with noodles, sauces etc	Brenda Krastel
1 person wash dishes	_____

### 7:00 to 8:00pm – Cooking

As above	1 _____	3 _____
Zip lock bags to sell leftover sauce	2 _____	4 _____

### B. DISHWASHING \*\*\* bring 10-15 tea towels

#### 7:30 to 8:30pm

Load/unload any kitchenware in sterilizer;	1 _____
Dry dishes; hand wash and put away pots, serving utensils;	2 _____
	3 _____

8:30 to 10:00pm Kitchen clean-up: wipe down countertops & sides; wipe stove; mop kitchen floor	1 _____	3 _____
	2 _____	4 _____

**Jack O’Lantern Centerpieces**

Need ~30 carved pumpkins as centrepieces and can be taken home after the event  
Drop off at school before 1:30 or at Cavalotti after 2:00pm.

Webbs \_\_\_\_\_  
\_\_\_\_\_

**9:30 to 11:00pm – Table Set Up – 6 people** K Hilborn – Coordinator

30 dinner tables, put on tablecloths 1 T Hilborn  
1 ticket table 2 tables for dessert 2 RCollins  
4 tables for hot food service 3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
Order & Set up recycling stations (NRE) 6 D Challenger

**2:00 to 4:00pm – Decorate the hall and tables** 1 GThompson

Decorating Coordinator: 2 student \_\_\_\_\_  
Mary Pady 3 student \_\_\_\_\_  
4 student \_\_\_\_\_

**5:00 to 6:00pm – Prepare tables/dishes**

Parmesan into dishes: buns into baskets (separate) 1 \_\_\_\_\_  
Set up chafing trays on serving tables  
Set out dishes/cutlery/napkins out on buffet tables 2 \_\_\_\_\_  
and dessert area; set up sugar/creamers; plug in  
coffee urn

**Ticket Table** Colleen Rickson – Coordinator

**Shift 1: 5:00 to 6:30pm**  
Sell tickets 1 K Klaassen  
Rip tickets in half, return 1 side to customer  
Stamp one hand (Don't stamp if not eating) 2 K Challenger

**Shift 2: 6:30 to 8:00pm**  
1 C Gueulette  
2 \_\_\_\_\_

**5:30pm to ??? – Balloon Pop** K Knight – Coordinator

1: T Berg  
2\_ student or adult \_\_\_\_\_

**Serving Beverages – adults or students coordinator: ??????????**

**Shift 1: 5:30 to 7:00pm** 1 N Randle 2 J Randle

**Shift 2: 7:00 to 8:30pm** 1 \_\_\_\_\_ 2 \_\_\_\_\_

## Serving Food

**5:45 to 7:00pm** Serving dinner  
2 - serve meatballs & meat sauce

1 \_\_\_\_\_

2 \_\_\_\_\_

**7:00 to 8:00pm** Serving dinner  
1 - serve meatballs & meat sauce  
clear off buffet tables; return chafing trays  
and kitchen; save food for late comers

1 H Thompson

2 \_\_\_\_\_

## Serving Dessert

**5:45 to 7:00pm**

Put on coffee/tea \*hot water plug into bar  
Set out desserts \*extra desserts go in fridge in bar  
\*dispense whipping cream

1 Adult \_\_\_\_\_

5:45-6:15pm 1 student \_\_\_\_\_

6:15-6:30pm 2 student \_\_\_\_\_

6:30-7:00pm 3 student \_\_\_\_\_

**7:00 to 8:30pm**

Replenish desserts/tea/cream

1 student – Z Thompson

2 student – S Esler

## Bussing Tables

Cathryn Gunn – Coordinator

**6:00 to 7:30pm**

Collect pop cans/bottles  
Collect plates, cutlery

1 student – E Cairns

2 student – S Berg

3 student \_\_\_\_\_

**7:30 to 9:00pm**

Collect pop cans/bottles  
Collect plates, cutlery

1 student – N Gueulette

2 student \_\_\_\_\_

3 student \_\_\_\_\_

**9:00pm to ???** Clean up

Clear tables  
Remove decorations, tablecloths  
Put away chairs, tables  
Sweep floor  
Take out garbage  
Check washrooms

1 S Andruski-Collins

2 K Phillips

3 M Whitehead

4 T Gueulette

5 T Berg

6 student – K Moffet

7 student – L Whitehead

8 student – M Smith

9 student \_\_\_\_\_

10 student \_\_\_\_\_

