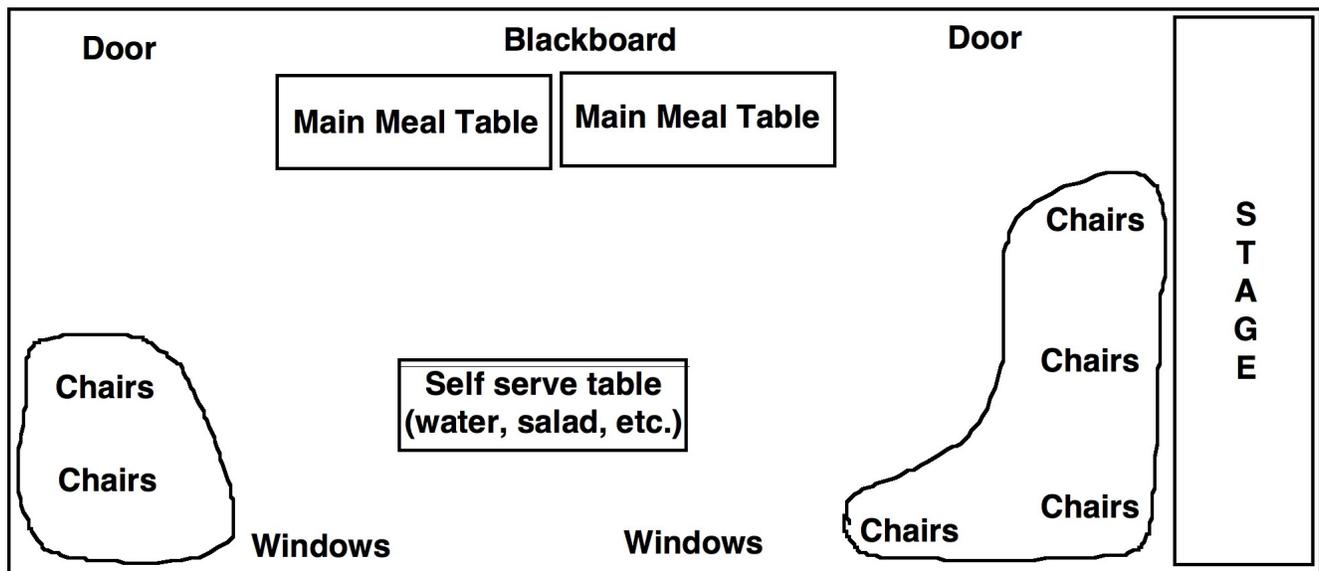


GENERAL INSTRUCTIONS FOR MEAL SET-UP AND SERVING:

1. Three to four folding tables are needed to set up for the meal. They are stored locked with the cart next to the refrigerator in the large sets area (**ask one of the meal team members for the combination**). Set up the tables in Room B104.
2. Use the gray cart attached to the tables to transport the tables and supplies to B104. All supplies are stored in the Booster Club Cabinet **ask one of the meal team members for the combination**) in the large sets area.
3. Non-food items to load onto the cart: paper plates, cups (larger cups, usually 7 or 9 ounce), napkins, spoons, forks, zip lock bags, serving utensils, paper towels, disposable food handling gloves, hand sanitizer, scissors, Lysol wipes and trash liners. You'll also need to bring in a large trashcan from the sets area.
4. Rearrange the chairs in the classroom as needed. (They will need to be put back the way you found them at the end of the meal). Set 2 of the tables up in front of the black board for the primary meal components so servers can stand on one side with students on the other. Set the third up closer to the windows so that students can reach both sides for self serve items like salad, water, napkins and eating utensils.

Room B104



5. Clean the tables with Lysol wipes.
6. Fill the large yellow/red water container with water (use the sink in the costume area (or the drinking fountain located in the lobby near the Little Theatre), you may need Mysti to open the door if it is locked) and ice (in booster club fridge freezer). We don't provide any other drinks. There are empty 1-gallon jugs to make this easier. Don't forget the cups! Also put paper towels on the floor (or a plastic trash can) under the tap to catch the drips.

7. The students get their meal cafeteria style for main meal components. We have adults serve for portion control and to reduce the spread of germs. (PLEASE use clean disposable gloves when serving.) Salad, veggies, fruit and water are all self-serve. Please make sure that there are serving utensils available for all the self-serve items.

CLEAN UP:

1. The students should be instructed to clean up after themselves! Get their help as much as possible at clean up—they are generally very nice about helping!
2. You may need to change the trash once or twice during the meal. Please remove trash from the room and replace the bags in the teacher's waste can. Weekdays - place bags outside classroom in the hallway, the custodian will remove the bags from the hallway. Weekends - you will need to take them back to the large sets area and store near the garage door.
3. Two tables will need to be moved to the snack area in the b-wing hallway (between the sets area door and stage door across from the water fountain). Note that the door across from the water fountain never opens so it is ok to put the table in front of it. Closer to the sets area door is better than too close to the stage door.
4. A reasonable amount of leftovers should be put out on the snack table. If there are more leftovers than you think will be eaten that day, put the extra into the refrigerator or cabinet. Use storage containers and baggies to store leftovers and clearly date them. Desserts can be put out at this time.
5. Move the yellow water jug to the snack table.
6. **PLEASE** make sure that the room is cleaned up before you leave. We only have use of this room due to the kindness of the teacher, so we want to leave it in perfect order when we are done.
7. Replace the chairs to their original configuration in the classroom.