

SNACK SET-UP, MONITORING and CLEANUP:

First Shift Monitor:

Food donations:

Food starts arriving about 30 minutes before rehearsal or show call time. Contributions should be dropped off in the sets area behind the little theatre. Parents will be told there will be a table by the refrigerator to receive snack donations—please check that the table is set up there! If you have time please check donations off the list when they arrive. The list will be in the lime green binder inside the cabinet (**ask one of the meal team members for the combination**) or it may be sitting on the food drop off table.

Tables:

When the first shift snack monitor arrives there will be 1 snack table already set up in the back B-wing hallway outside the 'sets' door (just outside the men's room and down the hall toward the backstage doors but not in front of back stage doors!). On meal serving days this table will already have the small water jug, and cups on it. After the meal is served the meal servers will bring the large water jug back and put it on the snack table as well.

On non-meal serving days the large water jug will be on the table. When you arrive set up a second table and put out alternative dinner items for those who may not want the meal being served. Those are items such as leftovers from the previous day, cheese, hummus, veggies, etc. If dinner is being served, you may need to wait for them to finish using the tables to set up the third table. A total of 3 tables are needed to accommodate desserts, munchies and the leftovers from that day's meal. The tables are stored locked with the cart next to the refrigerator and cabinet in the sets area. (**ask one of the meal team members for the combination**)

Food:

A basic menu for the snack table can be found in the green binder. Check the donations list for any extra items that will be coming in. Anything in the fridge or cabinet (unless otherwise noted for use another day) can be used to stock the table.

Desserts go out last. We're trying to discourage the kids from eating too many sweets. Don't put them out all at once either. Try to pace the consumption of the desserts. Always put out more perishable desserts first (homemade) so that if there are leftover desserts they are the ones that are least likely to become stale quickly.

Everything in the fridge can be put on the snack table. Try to use items that are already there when you arrive first and save perishable items that arrive that day for later. Use your best judgment if you feel anything has gone bad and should not be used.

Serving trays and utensils can be found in the bins next to or on the wire shelf and a smaller plastic storage bin inside the cabinet (or on the wire shelf). The smaller bin also contains other items you might need like tape, Sharpies, scissors, etc. Paper products and hand sanitizer are located in the booster club cabinet. Extras paper products are on the wire shelf next to the fridge.

Our goal is to avoid throwing a lot of food away at the end of the night. It is the Snack Monitor's job to keep reasonable amounts of menu items available to the cast and crew throughout the rehearsal or show (or until the specified teardown time). Refill as needed.

Hygiene:

Make hand sanitizer available! Also remind cast & crew to use proper hygiene at the snack table! Use utensils not fingers and use a plate or napkin instead of eating over the table!

Water:

Keep the water jug(s) filled with water and ice throughout the rehearsal. There is ice in the sets area freezer. There are also 2 clean 1 gallon bottles available to help refill the water jug. Put out small cups (5 ounce) with the water jug. Replenish the supply of cups as needed. We don't provide any other drinks. Place a few paper towels under the water jug spout to absorb drips or a plastic trash can.

Trash:

Place a large trashcan in the hallway near the snack table. If dinner is being served the meal team will have it and will bring it down with the tables. Additional trash receptacles should be located in the backstage sets area near the food donation table. (You may need to look around for them.) Pull bags before they get too full and replace with fresh trash bag. Trash bags are in the cabinet. Full trash bags can be left in the hallway except on weekends.

Dirty Dishes:

Put dirty dishes and utensils in the plastic "dirty dishes" bin located on the floor near the donation table in the back sets area. The late shift snack monitor is responsible for taking the dirty dishes home to wash and return the next day.

Late Shift Monitor/Dishwasher:

Food:

When you arrive the snack table food offerings will be winding down. Use your discretion as to whether or not to put out any additional perishable type food items. If there are any available and the kids are still eating them put them out.

Start consolidating foods into fewer serving trays/bowls about an hour and a half before the end of rehearsal. Stop putting out perishable items and start bagging perishable items to be stored and return them to the refrigerator. Put all foods away shortly before the end of rehearsal.

Tables:

Take down one of the tables when the food still available to the kids can fit onto 2 tables. About an hour before the end of rehearsal take down another table. Put everything away except a few snacks, plates, napkins, cups and the water jug. Lock up the tables before you leave.

Water:

Keep the water jug(s) filled with water and ice throughout the rehearsal. There is ice in the sets area freezer. There are also 2 clean 1 gallon bottles available to help refill the water jug. Keep a supply of small cups (5 ounce) with the water jug. We don't provide any other drinks. Replenish the supply of cups as needed. Place a few paper towels under the water jug spout to absorb drips. Leave the water jug up and filled until the very end of rehearsal. One of the very last things you should do is empty the water jug and take down the last table. Turn the jug upside down to drain and dry on a wire rack with paper towels underneath.

Trash:

Make sure all the trash is picked up, bagged and put out for pick up. This includes a walk through the Little Theatre and Schreiber.

Feel free to remind any student to clean up after themselves, and overall assure that most of the mess is cleaned up and bagged.

Full trash bags should be left in the B-wing hallway outside the stage or sets area doors Monday – Friday. On Saturday and Sunday you will need to store them in front of the garage doors in the large sets area.

Dirty/Clean Dishes:

Put dirty dishes and utensils in the plastic “dirty dishes” bin located on the floor near the donation table in the back sets area. The late shift snack monitor is responsible for taking the dirty dishes home to wash and return the next day. The inside of the bin should also be washed before returning the clean dishes inside of it.

Clean dishes can be left on the food donation table. We are encouraging people to bring disposable dishes or serving trays and anticipate minimal dishes.

Closing:

If a meal team member is not present to lock up you will need to do that. Run the black cable lock through the table handles, cooler and gray cart and lock them up (**Lock combination = 4643**).

Place the lock on the refrigerator door (**ask one of the meal team members for the combination**)