

Rotary Pancake Breakfast Service Assignments • May 4, 2008

Area	Job	Time	Name	Tasks	Notes
Greeting & sales	Front table	7:30 AM - 12:15 PM	Bruce Frassinelli 342-4180	Obtain start-up change. Greet guests; direct guests to serving line; sell breakfast, & 50/50 tickets, baked goods, maple products; prepare financial report. Deliver cash to treasurer.	
	Front table	7:30 AM - 12:15 PM	Tony Henderson 312-4627	Greet guests; direct guests to serving line; sell breakfast & 50/50 tickets, baked goods, maple products.	
Dining Room	Tables	7:30 - 10:30 AM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	
	Tables	7:30 - 10:30 AM	Corte Spencer 343-4169	Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	
	Tables	7:30 - 10:30 AM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	
	Tables	10:15 AM - 1:00 PM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	
	Tables	10:15 AM - 1:00 PM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	
	Tables	10:15 AM - 1:00 PM	Mark DuFore 343-8658	Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables at end	A-frame sign to & from site,
Serving Line	Serving Line	7:45 - 10 AM	Sabina Ingerson 342-7853	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.

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	Serving Line	7:45 - 10 AM	Dave Granoff 343-8144	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.
	Serving Line	7:45 - 10 AM	Viv Sayer 343-8887	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.
	Serving Line	7:45 - 10 AM	Ed Caraccioli 342-1430	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.
	Serving Line	9:45 AM - 12:15 PM	Joette Deane 342-2069	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.
	Serving Line	9:45 AM - 12:15 PM	Joe Hutchinson 343-7560	Serve 2-3 pancakes, 3 sausages, eggs.	3 small or 2 larger pancakes, 3 sausage links. Temp. set at #5.
	Serving Line	9:45 AM - 12:15 PM		Serve 2-3 pancakes, 3 sausages, eggs.	6 cups ground coffee per 100 cups, 1 hour to percolate
	Dining room	7 - 10:00 A.M.	Tom Kearns 342-6283	Fill orange juice & syrup dispensers. Maintain condiments (salt & pepper; maple, diet, strawberry, & blueberry syrups; plastic cutlery).	6 cups ground coffee per 100 cups, 1 hour to percolate
		9:45 AM - 12:15 PM	Steve Wise 698-4555	Fill orange juice & syrup dispensers. Maintain condiments (salt & pepper; maple, diet, strawberry, & blueberry syrups; plastic cutlery).	6 cups ground coffee per 100 cups, 1 hour to percolate

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Runner	From kitchen to serving lines	7:30 AM - 12:15 PM	Bill Crist 343-7378	Keep serving line supplied with food. Alert kitchen staff before serving line runs out.	
Kitchen	Cooking	6 - 9:15 AM	Dave Fischer	Cook eggs, sausages. Keep eggs & sausage cooked ahead and heated in oven.	Cook sausages early & hold in oven.
	Cooking	6 - 9:15 AM	Paul Heins 623-7508	Cook eggs, sausages. Keep eggs & sausage cooked ahead and heated in oven.	Cook sausages early & hold in oven.
	Cooking	6 - 9:15 AM	Terry Gorman 342-0321	Cook pancakes	
	Cooking	9 AM - 12:15 PM	Ann Seifried 342-0282	Cook pancakes	
	Cooking	9 AM - 12:15 PM	Randy Zeigler 343-7405	Cook eggs, sausages. Keep eggs & sausage cooked ahead and heated in oven.	Cook sausages early & hold in oven.
	Cooking	9 AM - 12:15 PM		Cook eggs, sausages. Keep eggs & sausage cooked ahead and heated in oven.	Cook sausages early & hold in oven.
	Mixing	7 - 9:30 AM		Mix pancake batter. Add 4 teaspoons of vanilla per pound of pancake mix.	Supply drill & mixer
	Mixing	9:15 AM - 12:15 PM		Mix pancake batter. Add 4 teaspoons of vanilla per pound of pancake mix.	
	Dishwashing	7:45 - 10 AM		Wash, dry, & store pots, pans, tools, other items.	
	Dishwashing	9:45 AM - completion		Wash, dry, & store pots, pans, tools, other items.	
Clean-up		11:30 AM - completion	Deana Masuicca 575-9307	Remove trash, clean all surfaces, clean grill, restore to original condition, mop floor	

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		11:30 AM - completion	Tom Ingram 298-3216	Remove trash, clean all surfaces, clean grill, restore to original condition, mop floor	
		11:30 AM - completion	John FitzGibbons 343-7179	Remove trash, clean all surfaces, clean grill, restore to original condition, mop floor	
Transportation		TBA - completion		Left-over food to Salvation Army, Rotary banner & 50/50 supplies to & from site	
Publicity		6 AM to completion	Vern Tryon 343-9692, 529-0120 (cell)	Prepare press releases, posters, advertising, tickets. Reserve facility. Arrange purchase of supplies. Supply 3/8" drills.	