

Rotary Pancake Breakfast Service Assignments • May 3, 2009 • Page 1 of 3

Area	Job	Time	Name	Tasks	Notes
Greeting & sales	Front table	7:30 AM - 12:15 PM	Tony Henderson 312-4627	Obtain start-up change from treasurer for inside & curb-side. Greet guests; direct guests to serving line; sell breakfast, & 50/50 tickets, maple products; prepare financial report. Deliver cash to treasurer.	
	Front table	7:30 AM - 12:15 PM		Greet guests; direct guests to serving line; sell breakfast & 50/50 tickets, maple products.	
Dining Room	Tables	7:30 - 10:30 AM	Steve Wise 698-4555	Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables as needed.	
	Tables	7:30 - 10:30 AM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables as needed.	
	Tables	10:15 AM - 1:00 PM	Selma Sheridan 342-1623	Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables as needed.	
	Tables	10:15 AM - 1:00 PM		Set up, clear tables, re-set tables, serve coffee & tea, clear and wash tables as needed.	
Serving Line	Serving Line	7:45 - 10 AM	Jon Spaulding 342-3858	Serve pancakes, sausages, ham, scrambled eggs.	Temp. set at #5.
	Serving Line	7:45 - 10 AM	Viv Sayer 343-8887	Serve pancakes, sausages, ham, scrambled eggs.	Temp. set at #5.
	Serving Line	7:45 - 10 AM	Ed Caraccioli 342-1430	Serve pancakes, sausages, ham, scrambled eggs.	Temp. set at #5.
	Serving Line	9:45 AM - 12:15 PM	Shawn Seale 561-6686	Serve pancakes, sausages, ham, scrambled eggs.	Temp. set at #5.
	Serving Line	9:45 AM - 12:15 PM	Joe Hutchinson 343-7560	Serve pancakes, sausages, ham, scrambled eggs.	Temp. set at #5.
	Dining room	7 - 10:00 A.M.	Bob Wood 342-0093	Fill syrup pitchers. Maintain condiments (salt & pepper; maple, diet, & flavored syrups); plastic cutlery.	
		9:45 AM - 12:15 PM		Fill syrup pitchers. Maintain condiments (salt & pepper; maple, diet, & flavored syrups); plastic cutlery.	

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Area	Job	Time	Name	Tasks	Notes
Kitchen runner	From kitchen to serving lines	7:00 AM - 12:15 PM	Paul Heins 623-7508	Fill fruit cups for all meals & syrup containers for take-outs. Keep serving line supplied with food. Alert kitchen staff before serving line runs out.	
Kitchen	Cooking & cleaning	7 - 9:30 AM	Rick Tesoriero 564-7516	Fill fruit cups for all meals & syrup containers for take-outs. Assist with cooking & cleaning tasks as needed.	
	Cooking	7 - 9:30 AM	Terry Gorman 342-0321	Cook pancakes. Anticipate higher demand for pancakes between 9:00 & 9:45, for meals to be delivered to senior apartment buildings.	
	Cooking	9:15 AM - 12:15 PM	Ann Seifried 342-0282	Cook pancakes. Anticipate higher demand for pancakes between 9:00 & 9:45, for meals to be delivered to senior apartment buildings.	
	Cooking & cleaning	9 AM - 12:15 PM	Randy Zeigler 343-7405	Slice ham & assist with cooking & cleaning tasks as needed.	
Drive-thru	Take orders	7:30 A.M. - Noon	Dave Welsch 343-0687	Greet drive-thru customers, take orders & radio order to order writer, collect money or advance sale tickets for total cost of order & give order slip to customer, thank customer & direct to next stop.	
	Write orders	7:30 A.M. - Noon	Karen Ferguson 343-1792	Receive order by radio, write order number & order on bag with black marker, radio total cost of order out to order taker, call out order to servers, put newest bags on bottom of pile to be filled.	
	Bagger	7:30 A.M. - Noon	Pete Colucci 342-5306	Close take-out boxes and put in bags according to order on bag. Make sure that each meal includes fruit cup and maple syrup. Group all meals for each order & turn order over to runner.	
	Runners	7:30 A.M. - Noon	Bill Crist 343-7378	Take bagged orders out doors to the drive-thru line on Buccaneer Boulevard. Make sure that large orders with multiple bags are kept together.	
		7:30 A.M. - Noon		Take bagged orders out doors to the drive-thru line on Buccaneer Boulevard. Make sure that large orders with multiple bags are kept together.	

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		7:30 A.M. - Noon		Take bagged orders out doors to the drive-thru line on Buccaneer Boulevard. Make sure that large orders with multiple bags are kept together.	
		7:30 A.M. - Noon		Take bagged orders out doors to the drive-thru line on Buccaneer Boulevard. Make sure that large orders with multiple bags are kept together.	
	Car hop	7:30 A.M. - Noon	Sue Witmer 216-6182	Collect order slip from customer & make sure that the order number on bag matches the order number on the slip. Put food in vehicle & thank customers.	
Delivery		9 AM - 11	Mark DuFore 343-8658	Assist in serving, boxing, & assembling orders for senior apartment buildings, deliver to buildings as close to 10 AM as possible. Collect money for orders. Take 5 extra meals in case there are last-minute customers.	
Clean-up		11:30 AM - completion		Remove trash, clean all surfaces, clean grill, restore to original condition, mop floor	
		11:30 AM - completion	Tentative: Cora Brumley 608-	Remove trash, clean all surfaces, clean grill, restore to original condition, mop floor	
Publicity		6 AM to completion	Vern Tryon 343-9692, 529-0120 (cell)	Prepare press releases, posters, advertising, tickets. Reserve facility. Coordinate with Dennis Jerome. Arrange purchase of supplies.	
Signage		TBA	Melanie Trexler 342-7950	Arrange to have signs made.	
		TBA	Vern Tryon 343-9692, 529-0120	Put up & take down signs on Monday prior to breakfast & day of breakfast.	
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