

## Timeline for Science Fair lunch

### **Week of the lunch:**

Go in and see Sharon Lessard – head of food service. Make sure she knows what is going on, etc. Make sure we have the use of a cooler for the food. They will put the water in the cooler ahead of time. Confirm that a coffee service will be in the cafeteria. Touch base with her via email day before lunch.

Ask Chris Brothers to supply flasks for the flowers.

See the custodians Thursday or Friday before the Saturday lunch and go over what needs to be done before we show up. Specifically: the loading dock door needs to be unlocked, so we can unload the food right onto a hand truck and take it all to the cafeteria. Also, request that the doors of Serving Area A be opened. Ask that a recycling container, two long tables and the small table be in the cafeteria. \*Be sure to talk to the custodian who will be on duty Saturday.

### **Morning of lunch:**

Buy flowers, three Chinnet tablecloths and 4 1lb bags of chips at the grocery stores. In 2014 we purchased 6 bunches of flowers for the serving table. (On sale at Shaw's, 3 bunches for \$12.00) Put them all into 6 large flasks as decorations for the serving tables. If you have some money left over, you may want to buy some more fruit (grapes are easy). Just put them in a bowl and let the kids serve themselves.

Pick up the food at Windfall. Verify that the order is correct and that you have everything. Unload the food at the loading dock and put all the perishable stuff in the cooler.

### **Set up and serving lunch:**

Cover the serving tables with the tablecloths. Put thank you signs on the tables. Tape them down if necessary.

Start the coffee about 11:30am (**CORRECT?**)

Have the food set out and ready to go by Noon. Suggest that you keep the bulk of the food in the serving area and replenish as needed.

Serve a handful of potato chips to the attendees.

Ask the attendees which sandwich they want and put it on their plate. Fruit and veggies can be self serve.

**Wear disposable gloves when serving food, such as potato chips and sandwiches.** They are in the serving area.

## **Take photos!!**

\*\*Any parents hanging around are welcome to eat.

\*\*We also feed the Lawrence School teachers. The FHS teachers don't usually come to the lunch. They are busy elsewhere.

**Clean up — the goal is to be all cleaned up by 1:30 (or earlier) There should be National Honor students assisting - I will get their names.**

Clean the round tables with Windex and paper towels.

Clear off the serving tables and stack them against the wall.

**\*\*If there is any food left it is customary to make up some plates of food for the custodians. Leave the food in their break room.**

Any other food that is left can be taken home by whomever. Same with the flowers.

Someone needs to take home and recycle the plastic serving dishes from Windfall. They can also be reused by someone for parties.

Empty the coffeepot and clean it out. Leave it on the cart, which has also been cleaned. Put any creamers in the cooler and leave the sugars, stirrers, etc on the cart. Leave any unused water bottles.

Clean with soap and water anything you used (bowls, serving spoons, etc.) that belongs to the school. Put everything back where you found it, and leave the serving area and kitchen clean.

\*\*Last year (2014) we couldn't find any dish washing soap, and resorted to liquid hand soap to clean the dishes and utensils. So – bring your own!

## **You may want to bring:**

Camera

For cake:

1 cake server

1 table knife

1 rectangular spatula

Scissors

Kitchen shears – for cutting flower stems

Paper scissors – for cutting plastic from around water and other stuff.

Packing tape – Use it to attach thank you signs to the tablecloth. It has also been useful for other purposes.

Windex  
Paper Towels

Dish Soap