

2011 SPAGHETTI DINNER DUTY ROSTER

1. FOOD PREPARATION / KITCHEN DUTIES – JENNY WEBB

Thursday Oct 27 morning

Shopping at Costco & Superstore for spaghetti sauce ingredients & non-perishables	1 M Skeeles 2 J Webb
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Friday Oct 28 at 9:30 at Cavalotti

9:30 to 12:00 Cook Sauce	1 D Luvisotto – Supervisor
Use food processor to puree vegetables	2 L Mathews
Brown ground beef; stir sauce continually	3 S Sparrow
	4 M Skeeles

Friday October 29 – Costco

10 am – Shopping	1 J Webb
Pick up buns, pies, cream	

Friday, Oct 29 at Cavalotti

12:00 to 2:00pm – Food preparation	1 M Mjaaland
Stir sauce; wash, dry, rip lettuce;	2 J McKay
Cut butter into serving sizes;	3 _____
Fill pasta pot with water, place on stove	
Place meatballs in trays to be baked later	

4:00 to 5:00pm – Food preparation

Cook meatballs, put into chafing trays and add sauce	
Keep pasta pot of water boiling; first pasta in pot by 5:00pm	
Fill chafing dishes with hot water;	
Light sterno 15 minutes before serving	1 J Webb

5:00 to 7:00pm – Cooking

2 strong tall men as needed for lifting pasta out of pot:	Paul Webb, James Stewart
1 person to mix spaghetti with oil	Doug Blackmore
1 person making salad	_____
1 runner to refill chafing trays with noodles, sauces etc	Brenda Krastel
1 person wash dishes	_____

7:00 to 8:00pm – Cooking

As above	1 _____	3 _____
Zip lock bags to sell leftover sauce	2 _____	4 _____

B. DISHWASHING *** bring 10-15 tea towels

7:30 to 8:30pm

Load/unload any kitchenware in sterilizer;	1 _____
Dry dishes; hand wash and put away pots, serving utensils;	2 _____
	3 _____

8:30 to 10:00pm Kitchen clean-up: wipe down countertops & sides; wipe stove; mop kitchen floor	1 _____	3 _____
	2 _____	4 _____

Jack O’Lantern Centerpieces

Need ~30 carved pumpkins as centrepieces and can be taken home after the event
Drop off at school before 1:30 or at Cavalotti after 2:00pm.

Webbs _____

9:30 to 11:00pm – Table Set Up – 6 people K Hilborn – Coordinator

30 dinner tables, put on tablecloths 1 T Hilborn
1 ticket table 2 tables for dessert 2 RCollins
4 tables for hot food service 3 _____
4 _____
5 _____
Order & Set up recycling stations (NRE) 6 D Challenger

2:00 to 4:00pm – Decorate the hall and tables 1 GThompson

Decorating Coordinator: 2 student _____
Mary Pady 3 student _____
4 student _____

5:00 to 6:00pm – Prepare tables/dishes

Parmesan into dishes: buns into baskets (separate) 1 _____
Set up chafing trays on serving tables
Set out dishes/cutlery/napkins out on buffet tables 2 _____
and dessert area; set up sugar/creamers; plug in
coffee urn

Ticket Table Colleen Rickson – Coordinator

Shift 1: 5:00 to 6:30pm
Sell tickets 1 K Klaassen
Rip tickets in half, return 1 side to customer
Stamp one hand (Don't stamp if not eating) 2 K Challenger

Shift 2: 6:30 to 8:00pm
1 C Gueulette
2 _____

5:30pm to ??? – Balloon Pop K Knight – Coordinator

1: T Berg
2_ student or adult _____

Serving Beverages – adults or students coordinator: ??????????

Shift 1: 5:30 to 7:00pm 1 N Randle 2 J Randle

Shift 2: 7:00 to 8:30pm 1 _____ 2 _____

Serving Food

5:45 to 7:00pm Serving dinner
2 - serve meatballs & meat sauce

1 _____

2 _____

7:00 to 8:00pm Serving dinner
1 - serve meatballs & meat sauce
clear off buffet tables; return chafing trays
and kitchen; save food for late comers

1 H Thompson

2 _____

Serving Dessert

5:45 to 7:00pm

Put on coffee/tea *hot water plug into bar
Set out desserts *extra desserts go in fridge in bar
*dispense whipping cream

1 Adult _____

5:45-6:15pm 1 student _____

6:15-6:30pm 2 student _____

6:30-7:00pm 3 student _____

7:00 to 8:30pm

Replenish desserts/tea/cream

1 student – Z Thompson

2 student – S Esler

Bussing Tables

Cathryn Gunn – Coordinator

6:00 to 7:30pm

Collect pop cans/bottles
Collect plates, cutlery

1 student – E Cairns

2 student – S Berg

3 student _____

7:30 to 9:00pm

Collect pop cans/bottles
Collect plates, cutlery

1 student – N Gueulette

2 student _____

3 student _____

9:00pm to ??? Clean up

Clear tables
Remove decorations, tablecloths
Put away chairs, tables
Sweep floor
Take out garbage
Check washrooms

1 S Andruski-Collins

2 K Phillips

3 M Whitehead

4 T Gueulette

5 T Berg

6 student – K Moffet

7 student – L Whitehead

8 student – M Smith

9 student _____

10 student _____

1:30pm

Instrument Transportation – pick up at Wellington, take to Cavalotti

- 1 Adult – R Collins
- 2 Adult – B Thompson
- 3 Adult – G St. Jean

Student Transportation – pick up at Wellington

- Pick students up at school 1 Adult _____
- Take to Cavallotti for afternoon shift 2 Adult _____
- Take any pumpkins that have been dropped off

Students help load equipment to take to Cavalotti

- 1 student _____
- 2 student _____

2:00 to 3:00pm

Instrument Setup – at the Cavalotti Hall

35 music stands
 Bass Amp and Guitar amp

- 1 M Mjaaland
- 2 _____
- 3 _____
- 4 student – G Thompson
- 5 student – _____
- 6 student – _____
- 7 student – _____

Warm Up Room – Adult Supervising

Make sure the students are respectful and quiet during the performance.

5:15 to 6:00pm 1 _____ **6:00 – 6:30pm** 1 _____

6:30 to 7:00pm 1 _____ **7:30 – 8:00pm** 1 _____

9:00pm

Instrument transportation – take instruments back to Wellington

- Adults
- 1 Cory Bowater
 - 2 Gerard St Jean – bringing cube van
 - 3 Rob Collins

- Students
- 1 _____
 - 2 _____
 - 3 _____
 - 4 _____