

St Ann ASPAN Dinner Server

General Responsibilities

Setup Tasks	Notes
1. 5:30-5:45 Arrive	Introduce yourself to the ASPAN staff and/or Chef Glenn.
2. Wipe down dinner tables and the drink/condiment area	Bucket and rag found in kitchen
3. Make Pot of Decaf Coffee and a Pot of Hot Water. Put coffee and hot water into thermoses in the drink area	Coffee maker in serving area. Ground coffee should be on shelves beneath.
4. Refill plastic tableware, napkins & Styrofoam glasses on the drink table	Large boxes of forks, knives, and spoons are on the bottom shelves near the refrigerator in the serving area; Styrofoam glasses are stored under the warming unit.
5. Refill condiments, if needed for the evening meal.	Condiments such as salt and pepper can be found in boxes in the serving area. Others may be in the walk-in refrigerator in the kitchen.
6. Make iced tea or lemonade	Instant drink mixes are near the ground coffee in the serving area. Fill the urn with water and mix in two packets of instant drink mix
7. Fill ice dispenser	The ice maker is in the kitchen. Fill a large container with ice and dump the ice into the dispenser.
8. Around 5:55, move the food into the warming unit. Set out plates.	The meal for the evening is in the warming ovens in the serving area. Find oven mitts to move the food to the serving unit. Ask Chef how many servings are needed for the evening so that food is distributed evenly.
9. 6:00 Serve dinner	Clients move through the line. Ensure that there is enough food for late arrivers.
10. Make plates for overnight persons	Ask chef how many "late plates" are needed. Make the plates, cover with foil, and put into the refrigerator in the serving area.
11. 6:30 Second serving	Serve large-enough second portions so that there is no leftover food.
12. 6:40 start cleaning up	The drink area is straightened up but left out for the night.

	Clean up the serving area. Chef will probably clean the large serving containers.
13. 6:50 depart	Thank you!