5th Grade Meeting / Training

Buon Giorno!

I’m Cindy, Stefanos’ mom

I’m Sandy, Brendan’s mom

I’m Siamak, Jonah’s dad

We are the parent team that is organizing this amazing event and we are here today to share some more details and see how you feel about helping out on Thursday.

As you know, Lots of Bowman families have signed up to come to this Spaghetti Dinner and the whole event will be from approximately 5pm-9pm, with 3 different meals seatings: 5:30, 6:30 and 7:30

This is a community event but also a fundraiser and the proceeds from this Dinner will be used to help with the costs of some of the 5th grade activities.

We don’t want you to be nervous about the evening. There will be plenty of parents around to help out and you will be working with your classmates too. Also we are here today to give you the tools and tips about what to do.

Now, Let’s start with a few basics.

Thursday evening, the school cafeteria will become an Italian restaurant. And, YOU will be there to make it a huge success.

Just now take a moment and think about places you’ve been to eat. What were the staff like there? Did they make a good impression? How were you treated? How did they make you feel?

?ANSWERS FROM THE STUDENTS?

1. So, be happy and smile
2. Be proud and speak up
3. Be helpful and focused. This is not recess
4. No wandering the halls in school

So, What are the main roles for you on Thursday?

Every job is important to the success of the evening.

Ticket Takers and Hosts:

If you a ticket taker during a shift, you will greet people in the front hall and welcome them to the event. You will check them in by their student’s name, look for them on the list then let them know what table they will be sitting at. Hosts will then show diners to their tables.

In turn, servers will take orders and serve dinner to our guests. At the same time as dinner, some parents will be selling raffle tickets.

Once guests have finished their meal, they will then be asked to go to the gym, where desserts and coffee will be served.

Okay, Thursday night. Please plan on arriving 15 minutes before your shift starts.

So if you are working at 5:30, what time? Etc

This is important because you will need to get your chef hats & order forms or check-in lists.

Clothes for the evening?

You will have your super class t-shirt.

Dark trousers or skirt on the bottom

Sensible shoes

Hair tied back.

IT’s a restaurant!!

When you arrive, come to the main entrance, go straight and turn left past Principal Corduck’s office towards the kitchen. There will be a check-in table there where a parent will help you sign in, give you your hat and tell you where you’re supposed to go. We will also be here between the dining room and kitchen throughout the night and will be there to answer any questions. Don’t ever be afraid to ask any other parent wearing a name tag. (this is a sign that they are volunteering)

If you are a ticket taker / host, you will report back to the hallway near the front office and library. A table will be set up there to check in the diners and send them to the first cafeteria door, where the hosts will help seat them.

So, how should you greet the guests? Let’s imagine:

Show them different types:

The quiet ticket taker

The rude ticket taker

Who are you? What do you want?

The uninterested ticket taker

Huh? What? Here for the dinner? Oh yea right.

Finally, the right one!

Hello, welcome to the Bowman Spaghetti Dinner! Could I please have your student’s name for check in?

Can you now try this with the person sitting next to you?

Now, once you locate their name on your list, use your highlighter to check them off. You can also say

Great! I have you here for a party of 3,2,4. You are at table # 2

Let them know they can proceed down the hall to the host and to tell the host their table #.

Note, some people may arrive separately and that is why we are using the highlighters to check people so you can still see through any markings.

Once they arrive at the host, how should the host greet them?

Welcome to the Bowman Spaghetti Dinner. May I have your table number please? Once they tell you their table #, you escort the party to their table. Once at the table, say “Thank you for coming, enjoy your meal”

Can we now have some volunteers to demonstrate?

Great, now we can move on to our servers:

Once you check in at the school, you will get your chef hat. Additionally you will be working in pairs and the first of you to check in will get your tables order form and pen.

The order form will have both servers’ names on it, your table assignment, and whether there are gluten free orders for that table. Please line up in the hall under your table number and wait for us to tell you to go find your tables. Reason being, this will cut down on confusion between seatings when we are resetting the tables. At 5:30pm, once you enter the cafeteria you can go ahead and find your table and one of you in your pair go get some bread for the table. This part will involve teamwork. Make sure you decide who is serving which side of your table.

As people sit down, what should you now say to your guests?

Think about when you may have gone to a restaurant. Take a moment to think how you were greeted.

Ask for some ideas

“Hello! My name is Blah Blah” Remember to be happy, stand proud and confident. Speak up so everyone at the table can hear you. When your table is full you can start to take your guests’ orders. When you are working in pairs, split the table so you both get the opportunity to take orders. On the round tables, one of you takes the first 4 orders and one of you takes the next 4 orders. On the rectangular tables, you will each take 6 orders.

So, 1st, you take the salad order:

“Would you like salad this evening?”

“Plain or with Italian Dressing”

2nd, “For dinner, would you like PLAIN PASTA, PASTA WITH SAUCE or PASTA WITH SAUCE & MEATBALLS?”

Then, when you have all the orders at your table, say

“Thank you for your order. Please help yourself to some water and bread while we work on your order.”

Now, go to the kitchen, enter the doors on the far side as you would for lunch, one of you take a tray (ONLY ONE per table is necessary for the round tables with you and your partner sharing. The rectangular tables will need 2 trays) Read off your salad order to one of the parents serving and the parents will start handing you your order. You and your partner can start loading your tray and please DOUBLE CHECK YOUR ORDERS so keep your order card. Then, and ONLY THEN, proceed out of the kitchen door as you would during lunch.

Place the salad neatly in front of your diners, serving from the side. One partner can hold the tray while the other distributes the salad. Again, you can switch halfway through. You and your partner should compromise on this. Perhaps see if your partner is working only 1 shift, so they should have the chance to work . For example.

Once you have delivered your salads, head back to the kitchen to fill your dinner order. AGAIN DOUBLE CHECK YOUR ORDER. After you deliver these to your guests remember to say “ENJOY YOUR MEAL and as soon as you have finished, please follow other guests to the gym where some delicious desserts and coffee are waiting for you.”

So, let’s have a recap: DEMONSTRATION

Teachers and us

ANGRY: “WHAT DO YOU WANT?”

TOO QUIET: “ Hello, I’m your server xx, how are you? What would you like for dinner this evening?”

PERFECT:

“Hi, my name is Blah and I will be your server this evening. Would you like to start with salad? Would you like this plain or with Italian Dressing?

Then, for dinner, would you like plain pasta, pasta with sauce or pasta with sauce and meatballs?

We’ll be right back with your order, please help yourself to bread.”

As people leave the cafeteria and move on to the gym for dessert, the tables will need clearing and setting up again. This should be pretty easy.

All of the food, plates/trays, napkins, forks, knives, placemats and cups are COMPOSTABLE! There will be two waste stations set up, pour out the remaining water from the cups (much like lunch) and stack the cups, everything else (food, plates/trays, napkins, forks, knives, placemats) can go in the compost bin.

The only thing to go in the trash? Table cloths IF they are dirty.

Then, when the table is cleared, there will be brown bags, like these, containing the necessary supplies for the table (show the contents) lined up across from the student check-in area.

When you are done: PLEASE PUT THE BAG BACK WHERE YOU FOUND IT – WHERE IS THAT? (next to the locker)

If you are working more than 1 shift: Please remember to show up at the 5th grade student check-in area 15 before each shift.

OK! Before we wrap this up. Let’s remember the most important parts of today:

1st: Be Happy and smile

2nd: Be proud and speak up

3rd: Please don’t be nervous and have fun. Don’t be afraid to ask for help.

Some other things to note:

Allergy awareness – some tables have gluten free orders, be sure to note them and confirm which ones.

Cleanliness – no picking your noses and watch where you’re putting your hands at all times

Please wear your hair back.

So, any questions for us? Bring questions afterwards to your teachers.