

Soup Supper Job Descriptions

The Adam's MC Soup Supper fundraiser has been around for decades. We are basically setting up a restaurant that feeds about 700 people in the space of two hours. There are many volunteers on hand during the event. Because it can be quite chaotic during the supper, we have a written job description for each position.

THANKS FOR ALL YOUR HELP!!

-----**Make/Stir Soup (7 slots)**-----

-If you have them, bring your own oven mitts. The pots are very tall and mitts can protect your arms and wrists from touching the hot rims. (Kitchen has a few)

-There are laminated soup recipes laid out in the kitchen. Read these over for instructions.

-Watch burners, they tend to go out when on the low setting. Use the lighter for faster relights (should be kept next to microwave). Use fan to keep air circulating to help burners stay lit.

-**Soup Makers:** Help put out roasters/ put BBQ into them or Cheese Broccoli Soup/ and help prep them for hotdogs. You'll have extra time because we'll have the meat and veggies cut up for you.

3-5:00 shift for Stirring Soup- Help cut desserts before 4:45. Get desserts out of fridge for serving table.

-----**Table Set-up & Cut Desserts 3-5:00 (2 slots)**-----

1. Plastic table covers
2. Crackers will be on serving line!
3. Place butter, bread, around 15 plastic cups & 15 coffee cups, Salt/Pepper, creamer/sugars, coffee stirrers on tables.
4. At 4:30 Start filling coffee pots with coffee (fill from large brown urns in window), put coffee pots on the tables nearest the entrance first or where people start sitting. **DO NOT PUT ALL COFFEE OUT RIGHT AWAY. IT WILL GET COLD!**
5. Put ice water pitchers on tables. (ice is in freezer) Look in fridge for filled water pitchers. If they are not there, they will be in the cupboards. Use IGLOO coolers to fill water.
6. If you have any time during your shift, help set-up the dessert table and start to cut desserts (if done earlier than 4:00, plate only desserts that will sit well for a while (ex. Crisps or pies, not cakes or creamy desserts) MOST of our fork supply will be on this table, so put forks out as needed.

-----**Stir Roasters (2 slots)**-----

-Stir roasters with Cheesy Broccoli soup and BBQ

We use roaster liners - it helps our cleanup time!

PLEASE BE CAREFUL NOT TO TEAR THEM AS YOU STIR!

Use rubber spatulas or something similar to stir soup and BBQ.

-11 roasters should be the kitchen....unless we blow a fuse. Ask committee member where they are! We may have moved roasters into another room. (The 5 roasters on the serving line will be stirred by serving line workers.

-----**Coffee/water & Clear Tables (10 slots)**-----

-4:45 Help other workers finish plating desserts. Check to make sure all foil wrappers are off the ketchup, mustard and relish bottles.

-Make sure all tables have ICE WATER. Use the IGLOO coolers to refill.

-COFFEE BUTLERS At **4:30** the Set-up workers should have started filling butlers with coffee. You need to fill the rest of them as people fill the gym. USE BROWN URNS - in Kitchen window to fill butlers.

-EMPTY TRAYS are a priority for the serving line. Use the wash station in the gym to quickly wipe down trays, and have one person running clean trays back to the line. (should be a chair-women helping with this)

-EMPTY TRASH BINS AS NEEDED. Put outside the back door of the Gym, extra bags are in the kitchen.

-6:30-cleanup shift: Please help the committee by sticking around until everything is done! All tables and chairs should be packed away (Dads will help with this) Serving line is completely put away.

-----**Soup Runner (2 SLOTS)**-----

-Watch soup roasters on serving line.

-Work with Take-out person. There will be a marked spot on the counter next to stove. Keep filling to-go cups with all three types of soup and BBQ. Keep a running supply of 3 or more cups at all times.

- Work with soup stirrer on keeping line supplied with soup. Use small saucepan as scooper, and larger pan lid to carry soup to line. A large lid works well to hold drips and prevent splatters as you dump soup into roasters. It gets messy with the lids & soups, so keep a rag handy for wiping up the counter.

-----**Take-out (4 Slots)**-----

-Set-up take out table. Use leftover boxes for larger orders

-Get change from committee if needed (usually people write checks or have exact \$)

-The kitchen workers will be helping by keeping a running supply of filled containers in the kitchen by the stove for you to grab quickly. Just let them know when you need more.

-We have one size to-go container for both soup and BBQ. \$10 is the set price for both. HOWEVER, BBQ containers will be a little less full than the soup containers. Price drops to \$5 after 7 PM.

-The 7-8 shift can start packaging up leftover food. Leave in fridge.

-Later on, as the line slows down, see if we can sell extra buns/bread (\$2.00 doz. BBQ or \$1 doz. Hot dog buns or \$2/loaf of bread)

-----**Stir soup/kitchen clean-up (4 slots)**-----

-Work with soup runner on keeping line supplied with soup.

-Watch burners as they tend to go out, use lighter by side of the stove to relight. Use fan to keep air circulating under burners.

-Stir soup (nobody wants burned soup!) As pots get emptied, you can start cleaning the unused burners.

-Wipe counters clean and wash empty dessert pans. We hope people take them home that night.

-Clean dessert dishes go out to the hallway (there is a sign for dessert pans) - should be a chair-women helping with this.

6:00-7:00 shift Please help the Kitchen/Gym cleanup workers by collecting and emptying all water pitchers and coffee urns. Empty the large silver coffee makers and dump out the grounds. At 7 pm you can empty the large brown coffee urns into a sink. You can also rinse them out and leave them upside down to dry. Wash empty dessert pans, soup pots, roasters.

-----**Serve BBQ (2 slots) & Serve Hot dogs (2 slots)**-----

-Put on plastic gloves and apron (should be set out for you near your station). Everything else you need should already be at your station. Buns/plates/foil wrappers are on/under serving tables.

-We will have foil to wrap BBQ and Dogs, use them as needed for when line get busier. Otherwise put on plates.

-Try to stay ahead of the line by having 2-3 items plated or wrapped (hot dogs wrapped in foil can go back into the steamer to keep warm) and set out for people to grab. Tell them that condiments are in the gym on a side table

5:45-7:00 shift - Please help with clean-up. Package up leftovers for take-out sales. Use saved bags for hot dogs and buns (wrap separately) and to-go containers for BBQ.

-----**Serve Soup (6 slots)**-----

-Plastic gloves and Apron should be set out for you.

-Serve soup!

-5:45-7 shift...Please help the committee by sticking around and helping with cleanup. Packaging up leftover soup, bringing empty roasters and utensils into kitchen, and putting away tables would be greatly appreciated!

-----**Serve Desserts (2 slots)**-----

-May use apron if one is set out for you, leave it for next worker

-Use plastic gloves

-All paper supplies are under the serving tables if you need them.

-Cut and plate desserts as needed. Bring dirty dessert pans to kitchen.

Starting at 6:45, please start to pack excess desserts into clam-shell containers (find near BBQ on serving line, or in kitchen & start to clean-up your station.

-----**Serve Ice Cream (2 slots)**-----

- First shift workers should setup the topping table (if it isn't already set up for you)
- Make sure inside foil cover/plastic wrap is removed from any syrup/sprinkle bottles.
- All paper supplies are under the serving tables if you need them.
- Scoop Ice Cream as needed (small scoops please)
- Take Ice cream out of freezer well before you need it so it softens.
- Starting at 6:45, start to clean-up.**

-----**Wash Dishes and Trays (2 Slots)**-----

- First priority is to keep the trays moving from the Gym back to the serving line. Wipe trays down quickly either in kitchen, or on tray table set up in gym
- Second Priority is to wash dessert pans and set out in hall for people to pick-up on their way out., if possible.
- Third, wash any pans, or roasters as they empty.

-----**Clean-Up (6 slots)**-----

6:45-finished **3 IN KITCHEN/3 IN GYM**

- Dads are going to help, but we need to wipe down tables and chairs.
- TRASH into dumpster
 - ~look for full trash bags outside the gym's back door, gym workers were instructed to put to put trash there.
 - ~Put trash bins from gym back into school hallways (ask committee where they got them)
 - ~the two large black containers go in the back gym closet.
- Wash dishes- The roaster liners are WONDERFUL! But the roasters still need a wipedown.
- Sweep and mop gym mat and hallway, (dads are getting pretty good at this job) Janitor mops and picks up mat.
- Clean and mop kitchen. Start one person on the stove early on, it's a big job!
- Other clean-up: Shuttle bus cones, "No parking signs" Laminated arrow signs are reused (floor in foyer)