

Meal Time Process and Duties

Group Leader to ensure tables are set up and ready to go and groups are supervised in their various responsibilities.

Table Preparation (Group of Four - 10 Minutes before Meal)

1. Place filled drink jugs on the tables.
2. Place enough cups on the tables for everyone.
3. Optional—Place cutlery on tables and salt and pepper shakers.
4. For one meal they will put garlic bread on the tables also.

Meal Process

1. People with Dietary requirements come up first.
2. Students' line up to the left/right of the servery depending on group size.
3. They use the Sanitising Foam to clean their hands. This is situated on the wall where they line up. They do not need to wash their hands with water.
4. Collect cutlery if not already placed on tables. This may be before or after their meal is served
5. Hot food will be served at the servery. Students need to state clearly what they want and how much they would like.
6. Cold food is self-serve on the table.

Clean Up (Everyone)

1. Take dirty dishes after each course and cups to the wash up trolley.
2. Place any food scraps in the food scraps bucket on the trolley for the chooks (not citrus). All other rubbish on plates goes in the other rubbish bucket on the trolley.
3. Place used cutlery in the correct bucket on the wash up trolley.
4. Place used bowls or plates on the wash up trolley. Cups and mugs go on the tray by the sink.

Wiping Tables (Group of Four)

1. Collect cloths for wiping tables (4 x Salmon/Brown Coloured Anti-Bacterial Cloths) from cutlery bench.
2. Make sure tables are clear and any rubbish goes in the bin.
3. Wipe down all dining tables.
4. Spray with Sanitizer and allow to dry.

Floor Sweepers (Group of Four)

1. Collect two brooms and two hand brushes and dustpans from the cleaning cupboard.
2. Two people sweep under and around tables from meal time and the servery table. Two people pick up the dirt and place in the rubbish bin.