**Salad Bar Manager Duties**

(don’t have to do it all yourself but are responsible for making sure it all gets done) ☺

Monday

* Post salad recipes in kitchen (get from google classroom)
* Make sure everyone has their salad tasks and kitchen duties determined for week (**email/text communicate with your team to support them through the week**)
* Make sure laundry has been washed and folded and is back in kitchen
* Groceries are usually purchased Sundays—check that everything is present for the salad recipes

Tuesday

* Regularly check in with your teams to see that they are good to go
* Regularly check fridge and cupboard inventory and get rid of expired items—let Heather know of any staples that need purchasing

Wednesday

* After school check on kitchen progress
* Make sure recyclable items are cleaned and appropriately recycled
* The more kitchen clean-up that happens today the less that needs to happen tomorrow morning

Thursday

* Heather will coordinate salad construction -if any managers have spare blocks in A or B they can stop by to help 😊

During Lunch until Noon

* Make sure that there are students there to serve
* Check salads regularly to top up…don’t let them get to empty
* Check off participants as they arrive to pick up salad (put stars beside names of people who bring own containers)—give this list to Heather after
* Put on reminder announcement at 11:45 …last call for salad bar
* At Noon (sometimes earlier) take everything into kitchen to clean… put left-overs in Ziploc bags and give to office to distribute to staff to take home… salad bar team can take home if they would like.
* The more you keep things clean as the salad bar is in progress, the easier it will be to clean up after

Noon to Class Start

* Wash and clean everything… soapy hot water gets things clean
* Load and run dishwasher…rinse items first
* Clean out Green Recycle container…empty into compost in garden and rinse
* Take Laundry to Heather’s room to be washed

Friday

* Check to make sure kitchen is clean, everything is put away… check dishwasher
* Pick up laundry to fold and put away