

APPENDIX A: INDIVIDUAL WORK SCHEDULES

WORK SCHEDULE

**NAME: Senior Food Service Worker
Worker B**

**ASSIGNED HOURS: 6.5
ASSIGNED TIME: 6:30 – 1:30**

FROM	TO		FROM	TO	
6:30		Sign in and be ready to work at assigned time.	12:00	12:30	Faculty Lunch Service
			12:30	1:15	Clean-up Count and record leftover food on production record
6:30	6:50	Check production record.			Fill production record accordingly
		Cook Breakfast food			Check HACCP logs
		Coordinate with manager for any special schedule or functions; complete and check HACCP logs;			Input ticket numbers for lunch on FSDC
		Set-up serving line; Check food from the oven	1:15	1:30	Special Function set-up; Prep for the next day
		Put up signage			
7:30	8:00	BREAKFAST Service	1:30		OFF
8:00	8:15	Pot-Sink			Train employees for personal growth and advancement
		Count tickets/ record leftovers			
8:15	9:00	Pan next day breakfast Assist on ordering Check and fill work schedule			Follow delivery and cleaning schedule.
9:00	9:20	20 min Break			Assist where needed.
9:20	10:00	Count tickets, fill production record, input breakfast ticket count on FSDC Training & Meeting			Schedule subject to change to meet the needs of the cafeteria.
10:00	11:25	Assist on Cooking Food Work on an area where needed (FILLER)			
11:15	11:45	30 min Lunch Break			
11:45	11:55	Check serving lines, windows before serving time, making sure that it's the complete menu for the day.			

WORK SCHEDULE

**NAME: Food Service Worker
Worker C**

**ASSIGNED HOURS: 4
ASSIGNED TIME: 9:00 –1:00**

FROM	TO		FROM	TO	
9:00	9:06	Sign in and be ready to work at assigned time			Follow delivery and cleaning schedule
9:06	9:21				
		Set up windows for Southeast.			Assist where needed
9:21	9:41	SERVICE TIME Serve Southeast Nutrition at window. Issue replacement tickets at ticket window.			Schedule subject to change to meet the needs of the cafeteria
					Train with manager or senior FSW for personal growth and advancement.
9:41	9:50	Take leftovers to Senior Worker, clean window area.			
9:50	10:12	Set up items for international nutrition service			
10:12	10:32	Collect tickets in scramble area for international. After 5 minutes close the ticket line and issue replacement tickets at ticket window.			
10:32	11:52	Check Production Record. Prepare sandwiches, salads and/or yogurt parfaits. Fill in production record.			
		Clean prep area.			
11:30	11:40	10 minute break			
11:52	12:15	SERVICE TIME Food runner for scramble area and windows			
12:15	12:30	Tickets counted, left over recorded			
12:30	1:00	Pre dish fresh fruits e.g. strawberries for the next day			
1:00		SIGN OUT			

WORK SCHEDULE

**NAME: Food Service Worker
Worker F**

**ASSIGNED HOURS: 4.0
ASSIGNED TIME: 9:00 – 1:00**

FROM	TO		FROM	TO	
9:00		Sign in and be ready to work at assigned time			Follow delivery and cleaning schedule.
9:00	9:15	Sweep floor/ take trash out			
9:15	9:21	Assist in setting up windows for service.			Assist where needed.
9:21	9:40	SERVICE TIME Collect tickets in scramble area for Southeast nutrition.			Schedule subject to change to meet the needs of the cafeteria.
					Train with manager and senior FSW for personal growth and advancement.
9:40	10:10	Check snack menu and prepare snacks for after school program on the designated days.			
10:10	11:32	Clean and sanitize ticket station stands. Put away breakfast condiments and reset with condiments and sporketts for lunch.			
11:32	11:45	Check Production Record. Assist Evelyn in panning of breakfast items for next day breakfast.			
11:45	12:00	Clean dishes at pot sink.			
12:00	12:15	SERVICE TIME Issue replacement tickets at lunch for Southeast students.			
12:15	12:25	BREAK TIME			
12:25	1:00	* Clean milk refrigerators and defrost reach-in freezers in student dining area on Fridays. *Assist with putting away deliveries.			

WORK SCHEDULE

NAME: Cafeteria Helper
Worker D

ASSIGNED HOURS: 4
ASSIGNED TIME: 9:00 – 1:00

FROM TO

FROM TO

9:00		Sign in and be ready to work at assigned time			Follow delivery and cleaning schedule
9:00	11:00	Check Production Record			Assist where needed
		Serve faculty breakfast while panning tomorrow's lunch items item's			Schedule subject to change to meet the needs of the cafeteria.
		Pan tortilla chips for today's lunch service.			
		Pan frozen hamburger patties, chicken patties, fish squares, hot dogs, etc. Pan at the minimum 5 lunch entrees for the following days lunch service. Fill in production record.			
11:00	11:10	BREAK TIME			
11:10	11:20	Fill in A la Carte Sales and Inventory form.			
11:20	11:40	*Assist with putting away deliveries			
11:40	11:52	Set-up service windows for lunch service.			
11:52	12:15	SERVICE TIME			
		Serve students lunch at the service window.			
12:15	1:00	Clean service lines, tickets counted, left over recorded, continue putting away deliveries			
1:00		OFF			
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WORK SCHEDULE

**NAME: Cafeteria Helper
Worker E**

**ASSIGNED HOURS: 4
ASSIGNED TIME: 9:00 – 1:00**

FROM	TO		FROM	TO	
9:15		Sign in and be ready to work at assigned time	12:30	12:40	BREAK TIME
			12:40	1:15	Follow delivery and cleaning schedule
9:15	9:41	SERVICE TIME Serve Southeast students Nutrition in the window area.			Assist where needed
					*Assist with putting away deliveries
9:41	9:50	Clean serving area.			Train with manager or senior FSW for personal growth and advancement.
9:50	10:10	Check Production Record Remove food for today's lunch from the walk-in refrigerator. Place the first batch of hot sandwiches and fries in the oven to cook.			Schedule subject to change to meet the needs of the cafeteria
10:10	11:00	Assemble recipe items for lunch service. Fill in Food Production Record and Temperature Logs. Remove first batch of food from the ovens and place in the food warmers.			
11:00	11:15	Pull and/or pan frozen foods for next day lunch recipe items. (Bowls, salads, cold sandwiches, etc.)			
11:15	11:47	Clean and sanitize your prep area. Organize refrigerators, freezers, and storerooms. Wash dishes at pot sink.			
11:47	12:20	SERVICE TIME Collect tickets for Southeast lunch in the scramble area.			
12:20	12:30	Tickets counted			

SAMPLE