

WORKERS' JOB DESCRIPTIONS

Hostess

Stand by tent door in Dutch Costume and welcome guests

This job is NOT eligible for a youth worker

Responsibilities:

1. Dress in a Dutch costume.
2. Greet & direct guests to East or West food line based on length of lines.
4. Answer questions or refer them to someone who can help, notify chair if any problems.
5. Know the tour buses arriving & where their reserved seating is – if applicable.
(Will receive schedule of buses at the beginning of your shift.)

A-La-Carte Line Cashier

Sit at the end of the A-La-Carte line taking payment for food.

This job is NOT eligible for a youth worker. This job can be quite busy during certain hours.

Worker must feel comfortable taking money and able to work efficiently.

Responsibilities:

1. Look at customer trays and determine price for each item; compile \$ total customer owes; communicate that to the customer; request payment; give proper change if needed. (Monica will provide price lists / calculators / registers to aid in compilation of food charges)
2. Checks should be made to "**Monica Society**".
3. Keep track of all donation money (any money given over the cost of their meal). Donations are given directly to the school and not subject to the city tax. Keep in envelope marked "**For Donation**". Maintain donation jar on tabletop.
4. Keep track of Dutch Dozen orders of pig-in-the-blankets. We send the bill to the Steering Committee later.
5. Queen & her Court (5) may present certificates allowing them to eat for free.
6. **NEVER** count the cash box in front of customers.
7. **NEVER** leaving your cash box alone

East Side Beverage / Utility Server

Fill and serve drink cups and assist hot food servers during busy times

This job IS eligible for a youth worker but only the 9:45-1:15 shift (if they don't have school) and the 4:30-cleanup shift each day.

Responsibilities:

1. Pull cups from the bottom of the sleeve - **do not** touch drinking end of cups. Open cup sleeves at bottom end.
2. Fill drink cup with pop / coffee and place on table in serving line.
3. Alert chairperson as coffee gets low. Coffee is also located at center of tent.
4. Place milk and bottled water on table in ice filled containers. More milk and water are located in the coolers.
5. Monitor the line of guests. Don't leave too many filled pop / coffee cups out to get stale.
7. Allow 1 free refill on pop. No sign posted, but refill cups if requested.
8. Will need to wear plastic gloves when assisting handling food to help the hot food servers.
9. Long hair must be tied back due to food handling.

East Side Hot Food Server

Stand in serving line and serve hot food to guests.

This job is NOT eligible for a youth worker.

Responsibilities:

1. Wear plastic gloves when serving food, long hair must be pulled back.
2. Keep roasters at 125°F and check the temperature periodically.
3. Serve 3 kinds of soups out of roasters, stir periodically to avoid settling/burning on bottom.
4. Serve meat items: pig-in-the-blankets, tavern, hot dogs, coney dogs
5. Carryout containers & lids are available on the supply table if requested.
6. Soup: Keep Soup Heaters informed of your soup supply
7. Soup: Help Soup Heaters pour new soup to prevent splattering. Hold roaster lid as a shield and the soup should be poured slowly into a dipper, handled pan, etc. or down something to avoid splashing.
8. Pig-In-The-Blankets: Keep Chairperson informed when you exchange empty liner with full liner.
9. Meat Items: Work from the bun tray. Extra buns on the supply table.
10. Meat Items: Keep Meat Heaters informed of your tavern and hot dog supplies.
11. Keep cracker baskets filled from the supply table.
12. Keep condiment baskets full.
13. Afternoon East Side Hot Food Server must maintain all roasters from 2pm – 4:30pm (not very busy – will only have one serving line on East side)

West Side Beverage / Utility Server

Fill and serve drink cups and assist hot food servers during busy times

This job IS eligible for a youth worker but only the 9:45-1:15 shift (if they don't have school) and the 4:30-cleanup shift each day.

Responsibilities:

1. Pull cups from the bottom of the sleeve - **do not** touch drinking end of cups. Open cup sleeves at bottom end.
2. Fill drink cup with pop / coffee and place on table in serving line.
3. Alert chairperson as coffee gets low. Coffee is also located at center of tent.
4. Place milk and bottled water on table in ice filled containers. More milk and water are located in the coolers.
5. Monitor the line of guests. Don't leave too many filled pop / coffee cups out to get stale.
7. Allow 1 free refill on pop. No sign posted, but refill cups if requested.
8. Will need to wear plastic gloves when assisting handling food to help the hot food servers.
9. Long hair must be tied back due to food handling.

West Side Hot Food Server

Stand in serving line and serve hot food to guests.

This job is NOT eligible for a youth worker.

Responsibilities:

1. Wear plastic gloves when serving food, long hair must be pulled back.
2. Keep roasters at 135°F and check the temperature periodically.
3. Serve 3 kinds of soups out of roasters, stir periodically to avoid settling/burning on bottom.
4. Serve meat items: pig-in-the-blankets, tavern, hot dogs, coney dogs
5. Carryout containers & lids are available on the supply table if requested.
6. Soup: Keep Soup Heaters informed of your soup supply

7. Soup: Help Soup Heaters pour new soup to prevent splattering. Hold roaster lid as a shield and the soup should be poured slowly into a dipper, handled pan, etc. or down something to avoid splashing.
8. Pig-In-The-Blankets: Keep Chairperson informed when you exchange empty liner with full liner.
9. Meat Items: Work from the bun tray. Extra buns on the supply table.
10. Meat Items: Keep Meat Heaters informed of your tavern and hot dog supplies.
11. Keep cracker baskets filled from the supply table.
12. Keep condiment baskets full.

East Side Line Runner

Maintain pie and ice cream selection on East Side serving line; Monitor the serving line and run for anything needed.

This job is not eligible for a youth worker.

Responsibilities:

1. Help pie cutter by running trays of pie slices from the trailer, place in vertical rack located on East side in tent. Please keep trays organized in rack with only one pie variety (ie. apple) per tray.
2. Customers are able to make a quicker selection if pies are kept on the serving line organized by kind (line of apple, line of peach, etc..) We will have signs on table designating each kind.
3. Let pie cutter know what flavor is running low.
4. Keep all flavors of ice cream available for guests.
5. Check supplies on serving lines – silverware, napkins, salt and pepper, buns, cups, etc.. watch for any items running low and refill from supplies in corner of tent / under table.
6. Wear plastic gloves when serving food, long hair must be pulled back.

West Side Line Runner

Maintain pie and ice cream selection on West Side serving line; Monitor the serving line and run for anything needed.

This job is NOT eligible for a youth worker.

**Please note 2015 change: We will have two pie serving locations – East and West Side, worker will be primarily responsible for the West Side pie serving location.*

Responsibilities:

1. Help pie cutter by running trays of pie slices from the trailer, place in vertical rack located on West side in tent. Please keep trays organized in rack with only one pie variety (ie. apple) per tray.
2. Notes from 2014: Customers were able to make quicker selection if pies were kept on the serving line organized by kind (line of apple, line of peach, etc..) We will have signs on table designating each kind.
3. Let pie cutter know what flavor is running low.
4. Keep all flavors of ice cream available for guests.
5. Check supplies on serving lines – silverware, napkins, salt and pepper, buns, cups, etc.. watch for any items running low and refill from supplies in corner of tent / under table.
6. Wear plastic gloves when serving food, long hair must be pulled back.

Waitress

Maintain cleanliness of the dining area, assist guests when possible

This job IS eligible for a Youth Worker

Responsibilities:

1. Need an ice cream pail filled with sanitized water. Follow directions at sink area.
2. Keep the eating area clean for guests by collecting dirty dishes and removing garbage from tables, chairs & floor
3. Wipe down tables and chairs as needed.
4. Stack dirty trays on dish cart; wipe down; bring back to the tray table in serving area. If trays are too dirty to wipe down, bring to dishwashers behind serving line.
5. Watch for guests that may need assistance (carry trays, help children, etc..)
6. Monitor the coffee pots in center of tent. Make sure they are staying warm and full. Notify a Chairperson if problems.
7. Empty garbage cans & replace can liners. Try to switch can liners during slow times, if possible. **Do not drag garbage bags through the serving area.** If possible, slide the garbage bags under the tent to the outside. Then carry outside to the dumpster behind the tent.
8. Try to answer guests questions or refer them to someone who can help.
9. If needed, help direct bus tour people to their reserved seating.

Soup or Meat Heater

Heat up soup and meat on hot plates for the serving line.

This job is NOT eligible for a youth worker

Responsibilities:

1. Wipe outside bottom of heating pots with a few drops of Dawn dishwashing soap with paper towel before heating to prevent smoky black bottoms.
2. Spray inside of clean pots & roaster pans with Pam before adding soup, tavern or hot dogs to prevent sticking. **Do not spray near open flame.** (Dispose of matches properly, use a cup with water.)
3. Buckets of soup or tavern and packages of hot dogs are in a cooler.
4. Soup should be heated to 165°F on burners and keep at 145°F for serving. Follow heating directions for how much water to add to each soup.
5. Tavern should be heated to 165°F on burners and keep at 145°F for serving.
6. Hot dogs should be slit on each end (less than 1/4 inch) to prevent splitting, then cook for 5 minutes until water is boiling.
7. Keep your eyes on the serving lines and refill as needed.
8. Be careful as you pour into roasters to prevent splattering.

Pie Cutter

Cut pies in pie trailer located outside to the north of the tent.

This job is NOT eligible for a youth worker

Responsibilities:

1. Get ice cream pail of soapy water for handwashing.
2. If hands are washed well, you don't need to wear plastic gloves.
3. Cut most pies into 6 slices. Larger pies can be cut into 8, smaller pies into 4.
4. Try to use up the previous day's pies first.
5. Place pie slices on dessert plates & place on trays, keep only one kind of pie per tray.
6. The Line Runner will bring the trays to the racks in the tent.
7. If pies are too runny, set aside or place in the cooler to firm.

8. There shouldn't be any cream pies, but those need to be served immediately or placed in the cooler.
9. Keep pies covered unless you are cutting them.
10. Monitor the serving line towards the afternoon. Don't cut too far ahead of the serving line. Whole pies keep better than pie slices.
11. Try to use up the pies each day as new pies come every morning. Any cut up pies must be taken home or thrown out. Whole pies can be saved for the next day.

Dishwasher

Wash the trays & dirty dishes in the 3 wash tubs in the back of the tent.

This job IS eligible for a youth worker.

Responsibilities:

1. Rubber gloves are available.
2. Follow the instructions in the washing area for filling the 3 wash tubs. Refill as needed.
3. Cooking pots need a lot of scrubbing & wash in really hot water.
4. Only need to wash the dirty trays that can't be wiped clean by the waitresses.
5. Soup and tavern containers should be rinsed in a bucket on the floor before thorough washing (keeps grease out of the wash tubs).
6. Bring dirty water by coaster wagon to the end of the alley and throw down the storm sewer.
7. Store cleaned glass/metal pie plates in pie trailer. OCCS parents may pick them up there.