PIZZA *Server*

- **Arrive** at 11.15 am and **Sign in** at the office
- **Take the folder with the classroom lists** and the **check & tip** for the delivery driver from the office - *be sure to get the receipt from the driver* and place it back in the folder and return it to the PTO mailbox in the office.
- **Turn on** the warmer. The switch is on the bottom left.
- **Place as many of the pizzas** in the warmer as you can when they arrive
- **Wipe all** trays with Lysol wipes, **sanitize hands**
- **Place classroom pizza lists** on each tray
- **Place** plates, napkins, and two gloves on each tray (they are kept in the cabinet over the counter directly behind the door)
- **Sort out pizza per home room sheet and label box with home room teachers names** (Use the pizzas in the warmer for the **7th & 8th** graders first **then move** on to 4th graders **then** 5th & 6th
- **At 11.30** am sort **drinks** orders for every class and put them on the trays
- **At 11:45 take out 7th and 8th grade pizza boxes**. Then put in remaining 4th grade pizza boxes and as many 5th and 6th grade pizza boxes as you can.

- **Move the table** outside the kitchen to block the door, so students can not come into the kitchen.
- **7th & 8th Graders** will come and collect the food by 11.49 am,
- **At 11: 55 take out 4th grade pizza boxes** and put on cart to be pushed down to the forth graders hallway. **Put in remaining 5th/6th grade pizza boxes** so they can get warmed up.
- **Pull out pizza boxes for 5th and 6th graders as they arrive** to pick up their pizza at 12:05pm(this gives them time to warm up)
- **Turn off** the warmer
- **Check returned pizza boxes** to ensure they are empty and shake out the crumbs. **Place any extra** pizza on a paper plate and leave it in the warming oven which is turned off. (Inform Mrs. Santoro in the office how many slices are in the oven).
- **Turn off** the kitchen light
- **Return** the folder to the PTO mailbox and **sign out** at the