

Spaghetti Supper Committee Report Form 2009

Committee Name: Salad

Chair Names:

Heather Hedden heather@hedden.net
Kathy Guarnaccia ebbadin@comcast.net

Committee:

Kyle Clarke kylozamba@gmail.com
Daria Barth dariaccn@comcast.net
Karen Vincent karen.vincent@genzyme.com
Yuhuan Lu
Charlie Albanese jdalbanese@comcast.net
Paul Anagnostopoulos paul@windfall.com
Sandy Serkes sserkes@valortech.com
Sandra Suduikis ojudicke@comcast.net
Catherine Gorecki catherine@gorecki.us
Lefki Maxim lefkimichaelmaxim@wans.net

Borrowed from Dessert Committee:

Pam Ziehler
Perri Richie
Sanjay Chopra
Vandana Chopra

(Asma Tahir was assigned to Salads but could not participate due to illness)

Summary of Responsibilities:

Main duties:

1. Recruiting volunteers **9-15 people**
2. Soliciting grocery stores and vendors for salad stuffs
 - a. **WholeFoods** 70 pint of tomatoes
100 cukes
25 lbs shredded carrots
16 lg red onions
a raffle item of a gift basket/bag of organic food stuffs or personal care items
 - b. **ACME Pre-pak Corporation** 10 cases tossed salad
 - c. **Roche Bros.** \$100 Gift Card used for 48 160z bottles salad dressings
3. Scheduling volunteers
4. Confirm donation and schedule pickup mid September
5. Confirm pickup of donation Wed of week before the event
6. Prepare salads

Detailed Description of How You Accomplished the Above:

The first shift (comprising four people) spent about 1 hour 45 minutes in the afternoon (scheduled for 2 though), making the first batch of salads and washing and cutting some additional vegetables. The previous years' guidelines were to make 300, but there is not enough storage space for this many. We are permitted to store ahead in the walk-in refrigerator, one moveable rack full, which

can hold 18 cookie sheet-trays (17 if it is a broken rack). Each cookie sheet can hold 12 salad bowls (maybe 13 if you push it). So, we made 204 salads ahead of time. Additionally, we also washed and cut more ingredients to fill the very large kitchen preparation bowls, for each: lettuce, cucumbers, tomatoes, and shredded carrots, and in slightly smaller bowls for the onions and purple cabbage. This also helped out the first dinner shift get started. We covered these kitchen serving bowls and fit them on the shelves in the refrigerator where the boxes for the ingredients had been. So there is room for these bowls in the refrigerator

Even though the lettuce is supposedly pre-washed we washed it again any, used the salad spinner to dry. Washing the ingredients tends to be one person's job, while others prepare the salads. We never really got an assembly line format going.

The two shifts during dinner had about six people each working on salads (usually four making salads, one washing and spinning lettuce, and one person bringing the trays of finished salads over to the serving counter). We never really fell behind and did not need to rely on the afternoon-salads, but we took them incrementally later to ease the pressure on us. Any individual could take a break any time needed.

Salad Formula:

lettuce (generous portion to fill the bowl at least $\frac{3}{4}$ full)
3 grape tomatoes
3 cucumber slices (4 if a small slice near the end)
sprinkle with carrots (reasonably generous)
2-3 half rings of onion (consider eliminating)
a small sprinkle of purple cabbage

Time Line of Duties:

1. May/June: Recruit volunteers

9-15 people

Actively recruit your friends for your committee and don't await assignments or you may end up short staffed

2. Early August: Solicit grocery stores and vendors for salad stuffs

a. **WholeFoods Bedford**

Michelle Ezzy, contact 781-275-8264 Need to fill out donation request form 45-60 days in advance of event. Found online and sent via email

- 70 pint of tomatoes
- 100 cukes
- 25 lbs shredded carrots
- 16 lg red onions
- a raffle item of a gift basket/bag of organic food stuffs or personal care items

b. **ACME Pre-pak Corporation**

Paul Petro, contact
76 Webster Place Extension
Worcester, MA 01603
508.799.4423

Had to send request letter by mail as no email

- 10 cases tossed salad

c. **Roche Bros.**

Janet O'Connor, contact
70 Hastings Rd
Wellesley, MA
Sent request letter via email

- \$100 Gift Card used for 48 16oz bottles salad dressings (totalled \$80 and remaining amount bought vegetables for sauce committee-
 - o 15 lbs yellow onion

- o 12 lbs carrots
- o celery 1 bunch

3. Early September: Schedule volunteers

Got in touch with committee members as to their shift preferences. Although earlier might be beneficial for working parents to schedule, waiting this late turned out to no problem, and the shifts desired balanced nicely. Two people took on both an afternoon and evening shift.

4. Mid September: Confirm donation and schedule pickup

5. Wed of week before the event:

Confirm pickup of donation.

E-mail all committee members (together so they saw who else was on) with shift schedule and instructions/expectations: where to meet, what to wear, what to expect to be doing.

6. Day before event Monday 10/5

Pick up donations from WholeFoods and ACME at around 11:00am by two people

These salad foods will need to be picked up so they can be stored in school cafeteria refrigerator. Both persons meet at school to help unload car (from back delivery end of cafeteria) and place in refrigerator. (The two people were one of the co-chairs and a committee member who did not have to participate in making salads.)

7. Day of event: Make salads according to plan in "Detail of how you accomplished" above

Changes/Suggestions:

What went well: Overall all went well.

What bombed: Nothing that bad.

We needed additional people, and took 4-5 people from the dessert committee to help make salads, at least two each dinner shift. Either the salad committee needs more people, or it should be combined with the desert committee. If we combine the committees, then we might need three chairs.

Consider eliminating the onions. They were a pain (teary) to cut, and not everyone likes them anyway. For purple color, the cabbage does well. The Acme Pre-Pak lettuce/salad came with a little packet of cabbage in each lettuce bag. It wasn't much, but just a little to add color. Confirm if Acme Pre-pak will include purple cabbage again. If not, we should add it to our ingredients in place of onion. We only used 5 packets of less than a pound (half a pound?) each. So, if we were to order precut salad cabbage separately, 5 lbs would suffice. It's really just for looks. People don't like consuming much raw cabbage, compared with raw carrots.

We told the salad-makers to dress comfortably, in comfortable shoes (to expect to be standing), and tie long hair back. We expected to wear hairnets, and the cafeteria had some, but not enough hairnets. I would suggest that all salad-makers (and all food preparers) bring their own hats, such as baseball caps that can be turned backwards if desired. We noticed some of the other food preparing committee members wearing their own baseball caps)

Purchasing Requirements:

Bowls

Planned: 1500 purchased

Actual: approx. 1100 used (the 400 not used will pass on to next year)

(More bowls were used than meals served, because we made more salads than needed at the end. Also a few bowls were used as doggie bags.)

Plastic wrap

Planned: none, because we learned that the salads made in the afternoon would not need any, because the rack has its own cover

Actual: We need wrap to cover the very large bowls of salad fixings that we washed and cut ahead of time for the evening shift. One standard roll would suffice.

Pre-cut lettuce

Planned: 10 cases purchased, but they ended up putting in 11 by accident we discovered

Actual: just under 6 3/4 cases of lettuce used (leftover were 4 cases plus one bag, and there are four bags in a case) Considering the 50 salads not served, we perhaps used 6 1/2 cases.

Cucumbers

Planned: 100 cucumbers acquired

Actual: 98 (or might have been 95 considering the cucumber in the 50 salads not served). Our slices were generously thick.

Grape Tomatoes

Planned: 70 pints requested; 64 pints received

Actual: Used all, had to go to 2 tomatoes, instead of 3 in about one-third of the salads, but never ran out. (Sue Robichaud says the spaghetti supper salad committee *always* runs out of tomatoes. So, next time order 80 pints.)

Shredded Carrots

Planned: 25 lbs shredded carrots (They gave us 4 cases comprising multiple 10oz packages)

Actual: 2 1/2 cases used (15-16 lbs), using very generous portions

We didn't use all shredded carrots, because we were also using the additional shredded carrots that came with the prepared lettuce. Next time, confirm with Acme Pre-Pak, if shredded carrots are included. If so, we can reduce (but not eliminate) the shredded carrots we acquire separately, to 2-3 cases (12.5 - 18.75 pounds?), because the packets of carrots that came with the ACME lettuce were really small and not enough.

Salad dressing

Planned: 48 16 oz bottles acquired

Actual: 36-38 used (didn't count well)

Large red onions

Planned: 16 large red onions

Actual: used up, about two-thirds of the way through.
(But onions might not be needed at all)