

## 2011 Spaghetti Supper – Salad Committee Report

- Submit receipt  
- class treasury

Co-Chairs: Marty Blue & Anna Nerenberg 979-287-4725

**Responsibilities:** Recruit and schedule volunteers, solicit donations from vendors, pick up donated produce and purchase additional items, prepare salads.

### Timeline of Duties:

- May to mid-June: Solicit volunteers. Contact them to confirm, and explain what dates & times they will be needed, to ensure their availability. Plan for 2 shifts on the day of the event: 1:30 – 4:30 & 4:30 through cleanup (around 8:00 pm). Confirm you will have enough volunteers available for each shift, in case you need to solicit additional committee members over the summer. We had 5 volunteers for each shift, but could have used 2 more for the later shift.
- Early to mid-August: Contact vendors (see vendor list below). It is especially important to contact Whole Foods early. Their application must be filed online 6 - 8 weeks prior to the event. Follow up with vendors if necessary. Contact Spaghetti Supper procurement coordinator when replies received. Also, update quantities or items requested and coordinate purchase of any items not being donated with procurement coordinator.
- 2 weeks prior to event:
  - Confirm donations with vendors and schedule pickup times. We recommend picking up produce the day before the event, because mix ups can happen & you don't want to be scrambling at the last minute!
  - Request volunteers from committee to help with pickup, so that it doesn't all fall on the committee chairs. Remind volunteers of their shift times & tell them to bring their own aprons & head coverings (for food safety reasons) to work. Baseball hats or bandanas are fine. Plastic food handler gloves provided by the school.
  - Purchase croutons and salad dressing. Allow a margin of a few weeks before the event to do this, in case you need to visit multiple stores to get enough of a particular item.
- Day before event: Pick up produce from vendors. Store in cafeteria's walk-in refrigerator.
- Day of event: 1<sup>st</sup> shift – 1:30 – 4:30; 5 people Prep vegetables – wash lettuce (it was labeled pre-washed, but we chose to give it a quick rinse in a colander to be extra safe), peel and slice cucumbers, wash tomatoes. During this shift, we assembled 300 salads which we stored in the walk-in on a multiple-tray cart. Due to some misplaced produce (which was found and used later during the event), we were not able to prep all the vegetables to be used later in the evening. However, we would recommend doing that prep work during the early shift to cut down on chaos later. Place bottles of salad dressing on tables.  
2<sup>nd</sup> shift – 4:30 – 8:00; 5 people (more recommended). Committee members brought prepared salads to the food line, continuously replacing those taken by the student servers. Croutons were put on the salads as they reached the food line, to prevent them from

becoming soggy. There were 2 places on the food line for the waiters to get salads, one at each end, and we stationed one committee member at each to put on croutons and replace supply of salads. We borrowed spare members of other committees to serve as runners, bringing up new trays of salads from the prep table & walk-in as needed, but it would have been better to have at least one of our own committee members designated for this purpose. A runner is also needed to bring trays of cookies from the storage room to the cookie handler (Dessert & Salad Committees were combined), so the same runner could do both. Other committee members continued to make salads throughout the event. We made salads up until about 20 minutes before the event ended, when we knew that we had enough salads for those left in line. 2<sup>nd</sup> shift crew was responsible for cleanup of our area.

**Vendor Information:**

Maines Paper & Food Service (formerly Acme Pre-Pack)  
 76 Webster Place  
 Worcester, MA 01603  
 (508) 799-4423  
 Contact: Paul Petro

9:00 - 2:00

mixed b  
 Mon Oct 15<sup>th</sup> Tues Oct 16<sup>th</sup>  
 Call Fri: Before

Whole Foods Market - Bedford  
 (781) 275-8264

Double-check procedure with Bedford Store (it changes periodically) & file Request for Donation form online @ wholefoodsmarket.com  
 Contact: Kyle Marnane

Roche Brothers Supermarkets, Inc.  
 70 Hastings Street  
 Wellesley Hills, MA 02481-5439  
 (781) 235-9400  
 Contact: Janet O'Connor

[\*\* NOTE: Rather than providing us directly with produce, Roche Bros. has been donating a gift certificate, this year in the amount of \$150.]

RPears on @Newmans.com  
 promotion (website flyer)

- Market Basket
- B.J's
- Roche Brothers

Newman's Own, Inc.  
 Charitable Contributions  
 246 Post Road East  
 Westport, CT 06880

(203) 222-0136

Theresa M.B.

Reberta Pieramolinis - 888-884-1826  
 21 N.E Produce Center Chelsea

RP

- Olivia's organics.org 02150
- Chelsea, ma

**Items Donated & Purchased:**

These are the amounts we received/purchased. By our count, we served 1100-1200 salads, but had planned for 1300-1400. This year's class was unusually small & so probably sold less tickets than future, larger classes will. You may want to either adjust amounts up or make salads less generous than ours were.

*Lettuce Salad Mix* – 7 cases, sold to us at cost by Maines (formerly Acme Pre-Pack); cost: \$140  
[ 1 ½ cases left over, donated to school cafeteria]

*Grape Tomatoes* – 70 pints, donated by Whole Foods [correct amount]

*Shredded Carrots* – 25 pounds, donated by Whole Foods [correct amount]

*Cucumbers* – 90, donated by Whole Foods [We ran out. Increase order by at least 10 & slice thinly]

*Salad Dressing* – 40 16 oz bottles of Italian to be placed on tables, received vouchers from Newman's Own & redeemed at Market Basket. [Ran out. 2 or 3 more 16 oz bottles, or getting larger size bottles originally, probably would have covered us]

*Croutons* – 22 pounds (11 2lb packages), purchased at Costco @ \$6.35 a pkg; cost: \$70; Purchased by Procurement Coordinator. [1 ½ pkgs left over] CHECK INGREDIENTS FOR ALLERGENS. The brand we bought was Fresh Gourmet Organic Croutons. The only allergen was wheat.

*Plastic Salad Bowls* – 1500, left over from prior year & purchased by Procurement Coordinator. Cost:? [Left overs returned to supply for next year]

**Salad Construction:**

We worked assembly line style, with prepped vegetables in large bowls on the work table. Each salad contained:

- \* Large helping of lettuce mix, filling bowl to about 2/3.
- \* 3 cucumber slices, reduced to 2 when we started to run low. If we had sliced them thinner, we probably would have had enough.
- \* 3 grape tomatoes
- \* sprinkling of shredded carrots
- \* handful of croutons, added when salads brought up to the food distribution line

**Changes/Suggestions:**

- Add at least 2 more people to the 2<sup>nd</sup> shift (see Timeline above).
- Adjust amounts of produce ordered (see Amounts above).

- The croutons were a new addition this year. Consider if you think they are worth the cost & effort. They can't be put on the salad until the last minute to prevent sogginess. That being said, people seemed to like them.
- All items purchased from Roche Bros. were used exclusively by the Sauce Committee. If this is the case in the future, Salad & Sauce Committees may want to discuss whether it would be appropriate for the Sauce Committee to solicit this donation and/or include their produce on their procurement list.