

2012 Spaghetti Supper-Salad Committee Report

Chair: Joy Bonenfant

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

*Timeline of Duties:

April to mid-June: Solicit volunteers. Contact them to confirm and explain what dates and times they will be needed to ensure availability. Plan for 2 shifts on the day of the event. 1:30-4:30 and 4:30 through cleanup (around 8:00p.m.). Confirm you will have enough volunteers available for each shift. If not, solicit additional committee members. Optimal volunteer numbers are: 5 for first shift and 7 for second shift.

Early to mid-July: Contact vendors (see list below). It is especially important to contact Whole Foods early with 12 weeks lead time. Their application must be filled out online 12 weeks prior to the event. Follow up with vendors if necessary. Contact Spaghetti supper Procurement coordinator when replies received. Since Whole Foods was not able to fulfill our requests this year, many other vendors were contacted to fulfill donation requests, which made it very labor intensive. (These letters are included in the binder.)

*2 weeks prior to event:

Confirm donations with vendors and schedule pick up times. Pick up produce the day before the event to avoid last minute mix-ups.

Request volunteers from the committee to help with pick-up, so that it doesn't all fall on the committee chair(s). Send email to remind volunteers of their shift times and inform them to bring aprons and head coverings to work. Bandannas or baseball hats are fine. Plastic gloves are provided by the school.

Purchase salad dressing and croutons (if you decide to use them) a few weeks before the event in case you need to visit multiple stores to get enough of each item. You can order a large quantity of each item if you order the croutons and salad dressing in advance through a supermarket or wholesale supply store.

*Day before the event:

Pick up produce from vendors. Store in cafeteria's walk-in refrigerator.

*Day of event:

1st Shift 1:30-4:30

5 people to prep vegetables. Use colander to wash all tomatoes and cucumbers. Peel and slice all cucumbers (not too thick.) Place all salad ingredients (lettuce, tomatoes, shredded carrots, cucumbers) in large bowls and assemble between 300-500 salads using assembly line method. Store prepared salads in the walk-in on a multiple tray carts. Since the cafeteria did not have many large trays, we used the small student cafeteria trays to store salads in the walk-in refrigerator. Cover salads with plastic wrap. Open and place bottles of salad dressing on the tables.

2nd Shift 4:30-8:00

7 people

Set up a large amount of prepared salads at each end of the food line prior to the start of the event. The student servers will take the salads from the food line and place them on their tray. Station one committee member at each end of the food line to put croutons (if used) on the salads and to replace the salads taken by the student servers. A salad runner is needed to get new trays of salad from the prep table and the walk-in refrigerator and bring them to each end of the food line as needed. Other committee members are needed to continue to assemble salads throughout the event. Keep an eye on the size of the line outside throughout this shift to estimate how many additional salads need to be made. Clean up the salad area.

*Vendor Information:

Maines Paper and Food Service
76 Webster Place
Worcester, MA 01603
508-799-4423
Contact: Paul Petro

Whole Foods Market-Bedford
781-275-8264
Fill out donation form online at wholefoodsmarket.com
Contact: Carol Ortenberg

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

Rather than providing us directly with produce, Roche Bros. has been donating a gift certificate, this year in the amount of \$150. This gift card is normally used to purchase produce for the Sauce Committee. This year it was used to purchase

produce for the Salad Committee as Whole Foods did not provide us with its usual produce donation.

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

Since Whole Foods was unable to make a donation this year, a large list of other vendors were contacted and supplies were gathered from these donors. Letters from these vendors are included in case Whole Foods is unable to fulfill requests for next year, although Carol indicated that with 12 weeks lead time instead of 8, the order should be able to be filled. With enough lead time she may be able to get salad delivered in large bags instead of the individual plastic containers.

A note about procuring supplies – make sure you communicate with the other chairs that need to purchase items so that only one person contacts the supplier. Whole Foods has said with enough lead time they may be able to take care of the entire food order, all produce (salad and sauce), gluten free pasta and meat. So it would be smart to have one person talk with Carol Ortenberg before other suppliers are called. She does not like it when she gets multiple calls from multiple people concerning the same event. It may make sense for the Procurement Committee to be the one to coordinate and place the Whole Foods order.

*Items Donated & Purchased

By our count we served about 1100 salads as that was the number of tickets sold. We prepared 500 salads at the end of the first shift and continued to make salads during the second shift. We did not keep track of the number of salads prepared during the second shift, which would be helpful to do next year. Any left over salads can be served to the teachers and students the following school day.

Lettuce Salad Mix - 7 cases sold to us at cost by Maines, cost \$140. Pay with cash or check and then get reimbursed by treasurer.

Grape Tomatoes - 75 pints (Usually donated by Whole Foods)

Cucumbers - 100 Do not cut too thick. (Usually donated by Whole Foods)

Shredded Carrots - 25 pounds (Usually donated by Whole Foods)

Croutons Did not use this year as it made it difficult to keep the salads gluten free. If you decide to use croutons see notes from 2011.

Salad Dressing 45 bottles of Italian dressing to be placed on tables. Buy with vouchers donated from Newman's Own (35) and purchase 10 extra using a gift

card. The 10 additional bottles were obtained from Donelan's using a gift card.

It's recommended that a couple of empty salad dressing containers are purchased and filled with the gluten-free Italian dressing that the cafeteria stocks – confirm that the ingredient list hasn't changed and that it is still gluten free. A container of this dressing can be purchased through the kitchen staff. The bottles for the tables should be labeled with the dressing brand and that it's gluten-free. These bottles should be delivered to any tables that are gluten free and then returned to the kitchen when the guest leaves.

Plastic Salad Bowls- 1500 Check supply list and purchase by Procurement if necessary.

*Salad Construction:

Work assembly line style, with prepped vegetables in large bowls on the work table. Place prepared salads on large trays and place on the large multi-level cart. If necessary, also use small student trays to store salads. Put all prepared salads (as much as you can fit) in the walk-in refrigerator.

Each salad contained:

Lettuce Mix: Fill bowl to about 2/3.

3 cucumber slices- do not slice too thick

3 grape tomatoes

Sprinkling of shredded carrots

Handful of croutons, added when serving salads at the food line

*Additional Information:

The Roche Bros gift card was used for the Salad Committee this year due to the lack of a Whole Foods donation. Next year, if the Roche Bros gift card is used for the Sauce Committee as it has been in the past, the Salad and Sauce Committee may want to discuss if it is appropriate for the Sauce Committee to solicit this donation and purchase the supplies for the sauce using the gift card.

Croutons were not used this year. Consider if you think they are worth the cost and effort. They can't be put on the salad until the last minute to prevent sogginess and to keep the salad gluten free. That being said, people do enjoy them.

Since Whole Foods did not provide us with a produce donation, the tomatoes, carrots and cucumbers were purchased using gift cards from a variety of supermarkets in the area. One of these gift cards (Donelan's) was used to purchase 10 additional bottles of salad dressing.