

## BREAD, CHEESE & SILVERWARE COMMITTEE

Notes from 2012

Chair: Gobby Clough

### Summary of Responsibilities

Bread:

- Solicit bread donation
- Coordinate donation or purchase of garlic spread ingredients with other committees
- Pick up bread, deliver it to school, prepare garlic spread, prep bread by slicing and spreading the spread, bake bread and serve to servers

Cheese:

- Coordinate procurement/donation of cheese with Sauce Committee
- Obtain cheese shakers from Procurement Committee
- Wash and dry all cheese shakers (a few days before event)
- Fill cheese shakers and place on tables; insure shakers are re-filled during dinner, as needed

Silverware:

- Decide whether using cafeteria's silverware or whether purchasing plastic ware (In the last few years, we have simply used the school's silverware; if you choose to use plastic ware, coordinate purchase with Procurement Committee)
- Coordinate purchase of dinner napkins with Procurement Committee
- Fold napkins and make them available to servers

### Details

Early September:

1) Bread: Contact bakery which has donated in prior years: Piantedosi Baking Company. The Piantedosi family lives in Carlisle and has donated bread at cost for a number of years. Jackie Powers is very helpful and responsive. I used email as the contact method, and that worked perfectly.

Jackie Powers  
Piantedosi Baking Company  
240 Commercial St.  
Malden, MA 02148  
(781.321.3400 X 327 for Jackie)  
[jpowers@piantdosi.com](mailto:jpowers@piantdosi.com)

We ordered 110 loaves fresh French Bread. The loaves come in "sleds" of 10 loaves per sled. We had about 20 loaves left over, but the school re-uses the bread at lunch.

The total cost was \$93.50. The bakery takes cash or a company check – but NOT personal checks. You can get a check from the class treasurer, or use cash and get reimbursed.

The Gluten-free bread is ordered through a baker in Damariscotta, Maine and overnight shipped to arrive the day of the event. Be sure to contact Elaine several months in advance to give her the dates of the event. Once the bread arrives be sure to send Elaine a check for the cost of the bread and shipping. Personal check is fine.

Hootin Gluten Free Bakery  
Elaine Waldron  
(207) 380-2745

You will get about 10 slices of bread from each loaf of gf French Bread. Factor an extra 10+ for “night of the event” ticket sales into your head count plus student sales to figure out how many loaves you will need to order. This year Elaine gave us a volume discount of \$4.00/loaf plus shipping.

The gluten-free bread is served heated with butter no spread. This helps differentiate the gluten and gluten free breads so there’s less chance of cross contamination. If you have any questions about the gluten-free portion of this, please don’t hesitate to contact Pam Ely at [pamelaely@comcast.net](mailto:pamelaely@comcast.net)

2) Coordinate the purchase of all your ingredients for the bread spread. You will need the following:

60 Sticks of Butter  
10 Cups of Olive Oil  
3 Cups of Garlic Powder  
1.5 Cups of Dried Oregano  
1.5 Cups of Basil  
Large roll of Tin Foil (check supplies from prior year, you may have a lot left over; tin foil is used to wrap each bread loaf prior to baking)

In prior years, the Sauce Committee ordered the olive oil. The Procurement Committee ordered the other ingredients and foil. Make sure you coordinate with these committees early in the procurement process, so that everyone knows the needs and expectations you have.

3) Similarly, coordinate the purchase of the Parmesan Cheese. Again, this has been purchased by the Sauce Committee in prior years. In fact, I did not have any detail on how much was to be ordered (the Sauce Committee has this info). We had at least 5 containers of cheese left over, but the Cafeteria can refrigerate the cheese and use it in the future for children’s lunches.

4) If you choose to use the school’s silverware, your only table-setting purchase is dinner napkins. The Procurement Committee can get napkins for you.

NOTE: a few diners asked for knives, perhaps to cut small portions for children. The school has only 7-8 knives, so you may wish to purchase 20-30 plastic knives to have on hand for these requests.

5) Get in touch with your committee members to describe the committee's responsibilities, thank them for joining, and asking them to sign up for a task. I asked for someone to help with: garlic spread prep, pick-up of bread day of event, lunch shift preparing the bread/cheese shakers.../First shift of event/Second Shift of Event (see detail below). All correspondence was done via email (see attachment). We did NOT have to meet beforehand.

#### A Few Days Before:

- 1) Be sure to confirm your bread order with Piantedosi a week or so before the Supper. Also, let Jackie know the approximate time of your pick-up on the day of.
- 2) Make sure you know where all of your ingredients, napkins, tin foil, cheese are being delivered and stored. Most orders go to the school kitchen, but Procurement delivered some bread spread ingredients and the napkins directly to my home.
- 3) Prepare the garlic bread spread. We did this the Saturday before the dinner, and refrigerated the spread. The evening before the dinner, we took the spread out of the refrigerator to soften.
- 4) The prep of the garlic bread spread is a 1-2 person job. Ideally, you will want to use a stand-up mixer vs. a hand-held (your arm may tire if you use the hand-held). We made a total of 5 batches, and put them in large plastic containers to store. Make sure your butter has softened before you start. This is usually done in someone's home, so make sure you have all of your ingredients BEFORE the school kitchen closes that Friday afternoon (if our ingredients are being stored there). They close immediately after lunch is cleaned up, so don't wait until 2:30 p.m.!!

#### Recipe for each batch:

- 12 sticks of butter
- 2 c. olive oil
- ½ c. garlic powder
- ¼ c. dried oregano
- ¼ c. dried basil

Mix ingredients in a stand-up mixer and store.

5) If you choose to purchase plastic forks, you may want to wrap them in a napkin or do something else presentation-wise with them. Make sure you allot plenty of time for this task. In years past, the committee wrapped the plastic ware in a napkin and tied it with a ribbon or string. This has not been done for a few years, and this year, since the school's forks needed to be washed and re-used throughout the night of

the supper, there was no point in wrapping them in napkins, as later diners would not be able to get pre-wrapped silverware.

Please note: we used the cafeteria's forks and spoons. Most diners only received a fork, but some also got a spoon (to assist in eating the spaghetti). As noted earlier, a few diners asked for knives, and the cafeteria only has about 7-8 knives, so you may wish to purchase 20-30 plastic knives, and have them available only if someone requests them. The 6<sup>th</sup> grade servers will come to the kitchen and ask about knives if they get that request.

6) We decided to ask some 6<sup>th</sup> graders to help us fill the cheese shakers and fold the napkins on the day of the dinner. It is a half-day, and 6<sup>th</sup> graders are dismissed before noon. I emailed 7-9 of the parents of my daughter's friends a week before the event to ask help from their 6<sup>th</sup> grader. The day of the event, the children all went to lunch at Fern's, and then met me in the cafeteria at 12:30 p.m. to help with the folding of napkins (we folded them in half), and the filling of the cheese shakers. These 8-10 children were finished with both tasks by 2:00 p.m.

7) Confirm all duties and shifts that committee members have signed up for via email.

### **Day of Supper:**

10 AM Bread Pick up

#### **Morning:**

1) One Committee member picks up the bread order from Piantedosi. A mini-van or SUV trunk (back seats down) will be sufficient to hold the order. Try to have the order at the school by 11:45 a.m., and you may use the kitchen's loading dock at the back of the school to unload.

2) Bring all supplies to the school by 11:45 (cheese shakers, napkins, bread spread, a few bread knives, tin foil). Set up prep area for your three tasks: folding of napkins (if not already done), cheese shaker filling, bread prep.

#### **Afternoon - Noon-2:30 p.m.:**

1) Have AT LEAST 4 committee members meet you to prepare the bread. Five-six members would have been ideal. You need the largest number of committee members on this task. Also, make sure you do this fairly early. You need space in which to work, and the Salad Committee comes in around 2:00, so you want to be almost finished by then or it gets crowded.

#### **Bread prep:**

Slice each loaf in half, length-wise (so there will be a top and bottom). Spread the butter spread on the top AND bottom half. Put the top back on, and then cut the loaf into 12 double pieces (again, so each piece has a top and bottom). (First, we cut the

loaf in half, then we cut each half into a half, and then each of those sections was cut into 3 pieces – creating 12 sliced pieces in all). Finally, put each loaf into tin foil, completely covered, and then onto large baking trays to be set aside for baking that evening (5 loaves per tray). Sue Robichaud, head of the school's kitchen, will be on hand to show you where you can find baking trays, a storage rack, etc. She is TERRIFIC!!

We brought 2-3 of our own, sharp bread knives. The school only has one bread knife that works well. We used the school's spreaders and plastic, sanitary work gloves.

You may want to have one person cut all the initial loaves in half, and one preparing enough tin foil sheets and putting the completed loaves onto baking sheets and storage rack. 1-2 parents spreading, and 1-2 cutting pieces would also be good.

You do not have to spread the butter spread on especially thick, as you are spreading both sides of the bread. But pace yourselves, and evaluate how you are doing early on, to insure you have enough spread for all 110 loaves. We were conservative, and we had a lot of spread left over.

2) We asked our 6<sup>th</sup> grade helpers to put cheese into cheese shakers. We then put the shakers onto trays and into the refrigerator until the 1<sup>st</sup> evening shift arrived. Do NOT ask the kids to carry the trays of cheese shakers to the refrigerator (they may break those shakers!!)

3) We also asked our 6<sup>th</sup> grade helpers to fold dinner napkins in half. We had them put the folded napkins on a few trays.

### **Evening of Supper:**

4:20 – 6:30 (Shift 1)

1) Take cheese shakers out of the refrigerator and put them on the tables.

2) Make sure silverware/napkins are visible to 6<sup>th</sup> grade servers. We put the bins of silverware and a tray of napkins at the beginning of each server line, so that the first items that our 6<sup>th</sup> grade servers picked up was a tray, their silverware and then their napkin. They then move down the line to get their plate of spaghetti. The garlic bread and cookie appears at the end of the line, and these are the last two items servers pick up before exiting the kitchen and bringing food to their tables.

3) **Wash workspace/knife before slicing gluten-free bread.** Slice gluten-free loaves almost all the way through then wrap in foil to heat. Heat only a couple of loaves at a time at 400 degrees for about 8-10 minutes. These loaves will be kept in back at the gluten-free prep table. Be careful of cross contamination. Crumbs matter! Once at the prep table, keep foil closed to keep them warm.

4) Bake the bread in ovens at 400 degrees for about 10-15 minutes. (Make sure you put the baking pans on a rack vs. the bottom of the oven. We used the oven bottom for a few trays of bread, and the bread burned!) When bread is finished baking, put trays into the warming oven until you need them to serve. Sue R. will show you the ropes. You can use the oven mitts provided by the school.

We baked a few trays (2-4) at a time, depending on how quickly the bread was needed. We always had about 4-6 trays in the warming oven ready to be served.

5) Have one parent actually serving the garlic bread to the 6<sup>th</sup> grade servers. Using the plastic, sanitary gloves, simply put one piece of bread on a plate of spaghetti. Do not let the 6<sup>th</sup> graders handle the bread (some may try to, but you have the sanitary gloves on, not our 6<sup>th</sup> grade servers!) You will probably be working next to the parent handing out cookies (the dessert). Gets a little hectic, but it works.

\*\* For each evening shift, you will probably want about 3 parents. One parent is responsible for placing trays into the oven to bake, and then putting baked bread trays into the warming oven. The second parent helps bring baked bread to the server, throws out tin foil when a loaf is finished being served, helps with baking, re-fills cheese shakers, etc. The third parent is serving the garlic bread to the servers.

We had 4 parents in the first shift, and quickly realized that we were in good shape and only needed three. The fourth parent helped with another item (sauce, salad...)

#### 6:20 - 8:30 (Shift 2)

1) Finish baking and serving the bread, as described above.

2) Around 6:30-7:00 p.m., one parent committee member will want to do a walk-around in the cafeteria to find cheese shakers that need re-filling. We re-filled in the kitchen and brought the filled cheese shakers back into the dining area and placed them on the tables.

3) Once the dinner is over (around 8:00 p.m.), this shift helps clean up. All bread that was not used is put in the refrigerator. All cheese shakers are taken off the tables and put through the dishwasher (someone will be operating the dishwasher). Remaining cheese is dumped into a storage bin and placed in the refrigerator.

NOTE: It is very important to make sure that the cheese shakers, especially the metal lids, are completely dry before being put back into the box for storage. In prior years, the cheese shakers have been put back wet, and the metal tops have rusted. We purchased many new cheese shakers this year, and were careful in packing them, so you should not have this problem.

That is it. A busy and crazy night, but lots of fun. Enjoy!!

300 swings  
4

72

6 meas. (top bottom)

10 xtra



18"

12" wide worked great

tongs not necessary

# important to use long gloves

aluminum recycling unit for all  
bread/cheese/nappies  
cardboard

6:20 - R 30 (2:12)

1) Finish baking and setting the bread in the bread pan

2) Around 6:30-7:00 pm, and bread is done, the bread will want to be taken out of the pan. We need to fill the bread in the kitchen and bring the filled bread shakers to the dining area and placed them on the table.

3) Once the dinner is over (around 8:00 pm), this shift helps clean up. All bread that was not used is put in the refrigerator. All cheese shakers are taken off the tables and put through the dishwasher. Someone will be operating the dishwasher. All remaining bread is dumped into a trash bin and placed in the refrigerator.

NOTE: It is very important to make sure that the cheese shakers, especially the metal lids, are completely dry before being put back into the box for storage. In prior years, the cheese shakers have been put back wet, and the metal lids have rusted. We purchased many new cheese shakers this year, and were careful in packing them, so you should not have this problem.

That is it. A busy and crazy shift but lots of fun. Enjoy!

Clough Chuck <cghm@comcast.net>

To: jpowers@piantedosi.com

Carlisle Spaghetti Supper Bread Order

September 4, 2012 9:16 AM



Hello Jackie,

I am a parent of a Carlisle School 6th Grader (who went back to school today - yeah!!), and I am in charge of Bread for this year's Spaghetti Supper fundraiser.

I understand that the Piantedosi Baking Company has generously supported the event in prior years, and I would like to inquire into the possibility of working with you again this year for our bread donation. We would truly appreciate it!!

According to the instructions I received from last year's class, we will want to order 11 sleds (110 loaves of french bread) again this year. Can you please confirm the cost for such an order?

Our event is scheduled for **Tuesday, October 16**, and one of our parents would pick up the order at your bakery in Malden that morning. Approximately what time would you want us to pick up the order?

Thanks, in advance, for any advice you can offer. We hope you and your family can attend this year's Spaghetti Supper!!

All the best,

Gobby Clough  
(H) 978.610.6156



September 19, 2012 2:50 PM



Gabriela Clough <cghm@comcast.net>

To: jandjkidder@comcast.net, mlginiger@gmail.com, natalia.evgenov@gmail.com,

Daviwest@aol.com, terrwest@aol.com, deirdre.doherty@comcast.net

Cc: Clough Charles <chuck.clough@rocketmail.com>, Clough Gabriela <cghm@comcast.net>

Welcome Spaghetti Supper Bread/Cheese/Silverware Committee

Hello fellow parents!

Thanks so much for volunteering to serve on the 2012 Spaghetti Supper Bread, Cheese and Silverware Committee!

As you know, the big feast is fast approaching: Tuesday, Oct. 16 (5:00 - 8:00 p.m.). I wanted to share a brief description of our duties and get a sense of what you are interested in helping with.

Before Oct. 16:

1. Order bread from Piantedosi Bakery (done - 110 loaves on 11 sleds have been ordered)
2. Order ingredients for garlic bread spread and cheese for shakers (done - mostly by other committees and/or the Procurement Committee)
3. Make the garlic butter that will be spread on the bread (I would love one volunteer to help me do this, ideally the weekend of Oct. 13-14)

On Oct. 16:

1. Pick up bread from Piantedosi Bakery in Malden and deliver to the school by 11:30 a.m. (Can someone please volunteer to do this? You will need a large trunk. I can be available to help unload the bread into the school kitchen)
2. NOON - 2:15 p.m. - Meet in school kitchen (Ideally, we would all be able to join in the following. I may also ask some of the children to help with specified duties:
  - o Slice bread, spread garlic butter on it, wrap in tin foil and put on baking sheets so it's oven-ready
  - o Fill Cheese Shakers with cheese and put on tables (May ask some 6th graders for help with this)
  - o Fold napkins (May ask some 6th graders for help with this)
3. Beginning at 4:20 p.m. - bake and serve the bread in two shifts at the school kitchen:
  - o 4:20 - 6:30 p.m. (Need 3 volunteers)
  - o 6:20 - 8:30 p.m. (Again, need 3 volunteers. I will be baking all night)
  - o Our job during the evening involves baking the pre-made bread loaves in the oven for 10-15 minutes, then putting our bread trays on warming racks until they ready to serve. We will also slice the bread and put on serving plates, as needed. Finally, we will re-fill the cheese shakers as needed, and clean up our part of the school kitchen.

So, can you please let me know via email what volunteer activities and baking shifts you are available for?

Thanks again, and looking forward to working with you to make this important fundraiser a success for our kids!!

All the best,  
Gobby Clough (Hannah's Mom)  
(H) 978.610.6156