

Bread, Cheese & Napkin Committee

Notes from 2014

Chairs: Deborah Hamor/Andrea Kalkstein

Summary of Responsibilities

- Bread: Obtain donation and prepare, heat, slice, and serve garlic bread
- Cheese: Wash and fill cheese shaker with cheese (obtained by Sauce Committee)
- Napkins: Coordinate purchase of napkins and fold for servers

Details

Early September:

- Contact Piantedosi Baking Company for bread donation. The Piantedosi family lives in Carlisle and has donated bread at cost for a number of years. Alice Zottoli was very helpful and I contacted her both with email (azottoli@piantedosi.com) and followed up phone calls (781-321-3400 ext 327). She was new in her position this year but was very attentive to understanding our needs.
- Specifications of bread needed:
 - 5 cases (120 loaves) of 28" French bread
 - Specify that we want FRESH bread so it isn't frozen when it is picked up
 - 2014 cost was \$90.00
 - This quantity is a little bit too much but 4 cases could be not enough. At 12 generous portions/loaf, 128 loaves makes 1,536 servings
- Obtain Committee Inventory box from Spaghetti Supper Chair to understand what inventory you have from previous year (i.e. shakers, foil, napkins, tongs)
- Coordinate the COSTCO purchase of all your ingredients for the preparation of the bread spread. You will need:
 - Large roll of tin foil (check supplies to see any left over from previous year)
 - 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
- Coordinate the procurement of the Parmesan Cheese from the Sauce Committee. They will have the quantity information but need to be reminded early on that you are looking for this item. Otherwise, they may not order the product because it is not used in their sauce!
- Coordinate the procurement of the napkins. You will likely have a significant inventory from previous year so determine how many more you will need to get to 1500 napkins.

- In 2014, we found it easier to do our own COSTO shopping and submit receipts into treasurer for reimbursement. It is important to keep procurement chair in the loop regarding costs and numbers as this person is responsible for documenting the overall budget.
- Send email to your team to outline responsibilities of the committee and ask them to sign up for a task (see attached draft of email). Our allocation of tasks seemed to work well:
 - Costco Shopper (1 person)
 - Butter Spread Preparer (1 person)
 - Napkin Folders (4 people)
 - Bread Pick up in Malden on day of Event (1 person)
 - Garlic Bread Preparers (4 people)
 - Cheese filler (1 person)
 - First Shift Servers (3 people)
 - Second Shift Servers (3 people)
 - Inform team members to always wear a hat for any kitchen duties or they will be required to wear a hairnet! :)
 - Inform team members to bring their own apron to any kitchen duties to ensure there are enough.
- We did NOT meet as a team before the event. Communication/coordination via email was effective. Assuming most parents will work both the day of the event and one other task, 10 team members is an ideal size.

A Few Days Before the event:

- Confirm bread order with Piantedosi. Inform them of your pick up time.
- Request check for the bread from the Class Treasurer. Piantedosi will NOT accept a personal check or credit card.
- Review the location of all your items (foil, napkins, ingredients) and coordinate pick up of cheese from the Sauce Committee.
- Prepare the garlic spread. We did this the week before, stored it in the refrigerator, and then took it out the night before to soften. 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. The 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

- Fold the napkins! We delivered 400 napkins to the homes of each of the 4 committee members who signed up for this task. This is something that our 6th grade students could do if you have the time to coordinate this activity!
- Confirm all the duties and shifts for which committee members volunteered via email.

Day of the Supper:

Morning:

- Pick up bread from Piantedosi in the morning. 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 AM and use the kitchen's loading dock at the back of the school to unload.
- Bring all supplies to the school by 11:45 (cheese shakers, napkins, bread spread, tin foil) Set up prep area for your cheese filler, foil cutter, and bread preparers. In addition to the items that are in your Committee inventory box, you should also bring from home:
 - Funnel to fill cheese containers
 - 2 spreaders to spread garlic butter
 - 2 serrated knives, many of the knives in kitchen were dull.
- Bread station set up should be at table area where there is a large cutting board area on the left hand side of the kitchen as your back is to the cafeteria. Ask Sue Robichaud to help you locate a portable storage rack to store your finished loaves as well as trays to place in between the cutting station and the spreading station.

Noon-2:30 PM Work Session

- It worked very nicely to have 2 people slicing bread on the cutting board table and then 2 people on the other side of the table spreading the butter. There were 3 distinct steps in preparing the bread:
 - Step 1: Slicer#1 slices the 28' loaf in to 2 pieces lengthwise and passes both halves to Spreader #1 or Spreader #2
 - Step 2: Spreader puts garlic butter on both sides of the loaf and passes it to Slicer #2 who then cuts the 28" loaf into 12 serving portions by making:
 - 2 *14" loaves and then cutting those in half to make:
 - 4* 7"loaves and then cutting those into thirds to make:
 - 12* 2.3" slices (double) for serving
 - Step 3: wrap 14" loaves completely in foil and store 5 loaves per sheet on storage rack
- While 4 people are working on bread, 1 person can pre-cut all the foil pieces for the team and then fill the cheese shakers and store in fridge.

Evening of Supper

First Shift : 4:30 – 6:30

- Take cheese shakers out of the refrigerator and put them on the tables.
- Make sure silverware/napkins are visible to 6th 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 6th grade servers picked up was a tray, a napkin, and then their fork. They then moved 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.

- Bake the bread in ovens at 400 degrees for about 10-15 minutes. Don't use the bottom of the oven instead of a rack because bread will burn. When bread is finished baking, put trays into the warming oven until you need them to serve. Try not to store in same warming oven as the pasta because the excess steam from the pasta makes the bread chewy!! Sue R will show you the ropes. You can use the oven mitts provided by the school but MAKE SURE YOU USE THE LONG ONES so you don't burn your forearms. Bake 4 trays at a time, depending on how quickly the bread is needed.
- Only one parent is needed to serve the garlic bread to the students. Using the plastic sanitary gloves proved easier than using the tongs.
- Three parents is the ideal number per shift as the kitchen is FULL OF TOO MANY HELPERS!!
 - Person 1: bake bread and then place in warming oven
 - Person 2: bring baked bread to the server/refill napkins as needed
 - Person 3: serves bread to student servers

Second Shift: 6:30 – 8:30

- Finish baking and serving the bread as described above.
- One parent should do a walk-around the cafeteria to find cheese shakers that need re-filling. This should be done in the kitchen and brought back to the table.
- When dinner is over, this shift helps clean up. All bread that was not used is put in the refrigerator. All cheese shakers are taken off the table and put through the dishwasher. Remaining cheese is dumped into storage bin and placed in the refrigerator.
- All extra bread and cheese will be happily used by the kitchen staff during the week for school lunch.

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.

SUGGESTIONS FOR THE 2015 TEAM:

- Obtain an electronic version of this report so you don't have to re-type everything!! Hopefully, you can get this from the chairs. It looks like this has been re-written at least 5 times!!!
- Try not to store bread in warming ovens with the pasta as the excess steam makes the bread chewy.
- There is a huge opportunity to incorporate recycling throughout this process. Specifically:
 - Plan on bringing the large cardboard boxes that store the bread directly to the dump on Tuesday afternoon. Because there was so much craziness the day of the event, these boxes got thrown in the dumpster when they should have been recycled.

- o Bring a foil container to the actual event to recycle all the used foil used on the bread

Subject: Spaghetti Supper Bread/Cheese/Silverware Team

From: Andrea Kalkstein (ahuebs@yahoo.com)

To: maeve_lobo@hotmail.com; lindaktaylor@earthlink.net; giagagnon@comcast.net; caitlinmo@yahoo.com; abby@willardfamily.com; maggie.plasse@earthlink.net;

Cc: deborahhamor@gmail.com;

Date: Friday, October 3, 2014 6:10 AM

Welcome to the Bread Dream Team!

Deb Hamor and I want to thank you very much for volunteering to serve on the 2014 Spaghetti Supper Bread, Cheese, and Silverware Committee. As you know, the big feast is quickly approaching: Tuesday, Oct 21st (5:00 - 8:00). I wanted to share a brief description of our duties and get some specific feedback as to how/when you can help us. Ideally, it would be great if each of you could help with 2 action items below.

Before Oct 21st:

1. Order bread from Piantedosi Bakery (done by A. Kalkstein)
2. Purchase ingredients for garlic bread and cheese for shakers (done by D. Hamor/A. Kalkstein and other committee)
3. Make the garlic butter that will be spread on the bread (to be done by D. Hamor)
4. Fold 1600 napkins: **4 PEOPLE NEEDED (will allocate 400 to each to do at home)**

On Oct ~~22~~²¹nd:

1. Pick up bread from Piantedosi Bakery in Malden and deliver to the school by 11:30 AM: **1 PERSON NEEDED**
2. Noon - 2:15 Meet in school kitchen: **5 PEOPLE NEEDED**
 - Slice Bread, spread garlic butter on it, wrap in tin foil and put on baking sheets so it is oven ready
 - Fill Cheese Shakers with cheese and put on tables
3. Beginning at 4:20 - bake and serve the bread in two shifts at the school kitchen:
 - 4:20-6:30 PM: **1 PERSON NEEDED TO ASSIST D. HAMOR AND MYSELF**
 - 6:20-8:30 PM: **1 PERSON NEEDED TO ASSIST D. HAMOR AND MYSELF**
 - 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 are 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.

I would be very grateful if you could respond to this email with the specific tasks with which you could help. Please don't hesitate to call with any questions and I look forward to working with you!

Thanks,
Andrea Kalkstein (Sam's mom)
978-318-6905

Subject: Re: Carlisle Spaghetti Supper
From: Andrea Kalkstein (ahuebs@yahoo.com)
To: azottoli@piantedosi.com;
Date: Tuesday, October 7, 2014 10:22 AM

Handwritten notes in a box:
 20/sled
 x 5
 100 loaves
 \$90.00
 A (80 loaves)

Hi Alice,

In follow up to my voicemail, I found in my notes that last year we:

- ordered 5 cases of the 28" French Bread
- Paid \$89.80
- Picked it up in the morning of the event (10/21) 9-10

Handwritten notes in a box:
 6 sleds → 120 loaves
 \$90.-

I will give you a call in the morning.

Thanks so much for your help,
 Andrea Kalkstein
 H; 978-318-6905
 c: 617-388-8369

From: Alice Zottoli <azottoli@piantedosi.com>
To: Andrea Kalkstein <ahuebs@yahoo.com>
Sent: Tuesday, September 9, 2014 12:31 PM
Subject: RE: Carlisle Spaghetti Supper

Hey Andrea,

I will give you a call Thursday about this.. I am in and out of the office until Thursday morning!

Thanks,
Alice

From: Andrea Kalkstein [mailto:ahuebs@yahoo.com]
Sent: Monday, September 08, 2014 11:49 AM
To: Alice Zottoli
Subject: Fw: Carlisle Spaghetti Supper

Good morning Alice,

I am a parent volunteer at the Carlisle School and am in charge of bread for this

year's 6th Grade Spaghetti Supper fundraiser which will be held on Tuesday, October 21st. I understand that the Piantedosi Baking Company has generously supported the event in prior years and we would be so grateful if you could support us again this year.

Similar to last year, we want 5 cases (120 loaves) of fresh bread (not frozen) that we would pick up at your bakery in Malden the morning of 10/16.

Thank you very much for your consideration.

All the best,
Andrea Kalkstein
H: 978-318-6905

Subject: RE: Carlisle Spaghetti Supper
From: Alice Zottoli (azottoli@piantedosi.com)
To: ahuebs@yahoo.com;
Date: Tuesday, September 9, 2014 12:27 PM

Hey Andrea,

I will give you a call Thursday about this.. I am in and out of the office until Thursday morning!

Thanks,

Alice

From: Andrea Kalkstein [mailto:ahuebs@yahoo.com]
Sent: Monday, September 08, 2014 11:49 AM
To: Alice Zottoli
Subject: Fw: Carlisle Spaghetti Supper

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Thank you very much for your consideration.

All the best,
Andrea Kalkstein
H: 978-318-6905

Subject: RE: [Redacted]
Date: 10/7/14 8:54 AM
From: [Redacted]
To: [Redacted]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Spaghetti Supper Committee Report Form

Committee Name: Bread and Cheese

Chair Name: Dawn Petitpas

Summary of Responsibilities: Coordinate with Procurement to get box of cheese shakers, cheese from Pastene donation, ingredients for the garlic bread spread, foil etc; arrange for and pick up bread donation (not free, but sold to us at cost); make the garlic bread spread prior to spaghetti supper night and fill cheese shakers; coordinate volunteers to bake/serve the bread.

Changes/Suggestions:

Historically, we have bought the bread at cost through Piantedosi. Although they always come through, it takes them forever to respond to e-mails and phone calls. Because we do purchase the bread, it might be worth it to see if it could be ordered through Costco, to reduce the nagging time needed to work with Piantedosi.

We should have sliced the bread into more generous slices this year; we had left-over bread.