

# Bread, Cheese & Napkin Committee

Notes from 2015

Chair: Jill Adams

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## Summary of Responsibilities

- Bread: Obtain bread donation and ingredients for garlic spread; 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. **Nikki Hanson** is a Sales and Marketing Project Manager and she was very helpful. I contacted her both with email (nhanson@piantedosi.com) and follow up phone calls: (781-321-3400 ext 322; mobile (781)584-5655). She was familiar with our event from previous years and was very willing to support us once again. Nikki works from home the majority of the time so the best way to reach her was on her cell phone. If you call her office extension or send her an email you should expect a delay in her response as I don't believe she checks for messages every day.
- 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
  - 2015 cost was \$99.95

\*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. This quantity was determined in previous years based on class sizes that seemed to be larger. For the last three years it appears that class sizes have declined and we served approximately 1,000 meals – so you may want to revisit the quantity of bread that you purchase and lower the quantity.
- Determine the inventory of all other items that you have from the previous year (i.e. foil, napkins, shakers, ingredients...etc). You can obtain the Committee Inventory box from Spaghetti Supper Chair to get a full audit of the inventory. Determine what will need to be procured.
- 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 2015, I reached out to the Procurement Chair to do the COSTCO shopping since I did not have a personal COSTCO account. If you have your own COSTCO membership, you might find it easier to do your own shopping and submit the receipts 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. They will also be aware if other committees need to purchase from COSTCO so that you can coordinate this effort.
- 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 worked as follows:
  - Costco Shopper (1 person – we relied on the Procurement Chair for this in 2015, not one of our team members)
  - Butter Spread Preparer (1 person)
  - Napkin Folders (4 people)
  - Bread Pick up in Malden on day of Event (1 person)
  - Garlic Bread Preparers (5 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.
- I used SignUp Genius to manage the sign up of tasks online and it worked great: <http://www.signupgenius.com/go/904054aa8ab29a02-event>.

### ***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. NOTE: The Class Treasurer is not the same person as the Procurement Chair for this event.

- Review the location of all your items (foil, napkins, and 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 6<sup>th</sup> 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**

- Do not underestimate the amount of time it takes to prep the bread and the cheese for the dinner. You will need the full 2.5 hours and all 6 people to get it done.

- 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 and 1 person to wrap the loaves in foil and stack on trays and in storage rack. 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 each 14" loaf into 6 slices
    - You will end up with 12 double servings (top and bottom) from each 28" loaf
  - Step 3: Wrapper #1\*: wrap 14" loaves completely in foil and store 5 loaves per tray and then place on the storage rack

\* There was a suggestion made this year that perhaps you don't wrap each loaf for baking. This would allow the bread to come out crisper versus "soggy". The bread wasn't really soggy, but it certainly was not crisp. I suppose it's worth a shot, but I would be a little concerned about the bread getting burned. If you choose to leave it unwrapped, then I would consider lowering the heat to 350 degrees (versus 400) and reducing the oven time to 10 minutes (or keep a close watch to avoid burning). Additionally, the baked bread will sit in the warming oven until needed, so it may get hard if it's not wrapped.

Of course leaving it unwrapped would eliminate a time consuming step of ripping over 200 squares of foil and wrapping each half loaf, and it would reduce the amount of trash/recycling significantly. It would also reduce the number of volunteers needed at this step. So, I leave the decision up to the team in 2016 to make that call. I am on the fence about it.

- While 5 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 – or place them on the tables.

## **Evening of Supper**

### ***First Shift: 4:30 – 6:30***

- Take cheese shakers out of the refrigerator and put them on the tables if they are not already out.
- 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, 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 (if you choose not to wrap the bread in foil for baking, I would reduce the temp to 350 degrees

and perhaps reduce the baking time to 10 minutes MAX to avoid burning). 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.

- Once the bread is baked, fill a small bin with about 2 trays worth of baked garlic bread, all separated and ready to serve. You will place that in the serving line – and put the rest in the warming oven. Fill a second bin at that time so that as soon as the server indicates that they are running low in the serving line, you can swap out their bin with a new, filled bin. We always had one full bin in the serving line; one back up bin ready to go (stored in the warming oven); and about 5 trays of baked bread in the warming oven on stand by.
- Only one parent is needed to stand in the serving line and 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: fill bins and bring baked bread to the server/refill napkins as needed
  - Person 3: serves bread in the serving line 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 2016 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.
  - Bring a foil container to the actual event to recycle all the used foil used on the bread