

Summary of Responsibilities:

Obtain bread donation and prepare, heat, slice, and serve garlic bread

Wash and fill cheese shaker with cheese (obtained by Sauce Committee)

Wrap 1500 – 1700 packets of plastic ware in napkins

Committee:

Our committee had 11 members including myself (a total of 9-10 would have been better)

Garlic Bread:

The first thing is to contact the baking company and request the bread donation. We order 110 loaves (5 cases) of 28" French bread and the Piantedosi family of Carlisle has generously supported this event throughout the years. They have a family bakery (bread is used by Fern's for their subs) and a website: www.piantedosi.com

This year the Piantedosi Bakery donated the bread at cost (\$89.80 for 5 cases which is 120 loaves). This is a little too much but we need to buy by the case and 4 cases would not be enough. (Be sure to specify FRESH bread so that it is not frozen when you are trying to prep it). Cut bigger pieces (12-13 per loaf) to use up more of the bread; you won't run out believe me!

Piantedosi Baking Company
240 Commercial Street
Malden, MA 02148
781-321-3400

no longer there
Alice
azottoli
@

The contact person in Nikki Hanson (ext. 32~~1~~⁷) or nikki@piantedosi.com and she took care of the arrangements for me. She is difficult to get a hold of, but very accommodating once we got in touch. I contacted her the first week of September both via e-mail and leaving her voicemails. It took several tries before she got back to me. We actually never spoke in real time but ended up arranging for the donation via e-mail. Once arrangements were made I followed up a few days before the event via e-mail to confirm that the bread would be waiting for us to pick up

Supplies Required:

1500 each plastic forks & knives (you can reduce by amount left from prior year if using those)

1500 napkins

Ribbon or Other to wrap the plastic ware

500 spoons **NOT NEEDED FOR A VERY LONG TIME** (maybe use 50 at the event)

Aluminum Foil (jumbo one from Costco should be good for 2 years; we got this year so you should be okay with what was leftover)

60 Sticks of butter

10 Cups olive oil

2 ½ Cups garlic powder (2 12.25 oz containers is plenty)

1 ¼ Cups dried oregano (1 2.5 oz container is plenty)

1 ¼ Cups dried basil (1 2.85 oz container is plenty)

Timeline of Duties:

- August Review binder and come up with a plan
Welcome e-mail to committee members letting them know plan and giving a
September meeting date.
Locate supplies left over from last year.
E-mail to procurement confirming supplies needed and timeline needed.
Start wrapping utensils if possible.
- September Work out bread donation
Committed meeting; assign shifts and/or tasks
Continue wrapping utensils
- October Confirm bread donation
Confirm cheese donation with sauce committee
Make garlic butter spread
Give bread donation info to procurement person for thank you letters
- Day of Event Pick-up bread
Prepare bread in the kitchen
Fill cheese shakers
Deliver plastic ware
Bake and serve bread

At 6:30 the second shift arrived at the kitchen to take over serving the bread. This shift need only 2 people (all the bread is baked so the 3rd person not needed). This shift goes until serving is done between 8:00 – 8:30. They are responsible for the final clean-up which entails collecting extra utensils and the cheese shakers. Kitchen keeps extra bread and cheese.

Cheese Shakers:

Procurement person (Joan Konuk) or Chair (Phil Lotane) has a box of about 50 cheese shakers for 30 tables. Confirm that the sauce committee was able to procure the parmesan cheese and leaves it in the kitchen for you. On the day of the event while preparing the bread, we filled the cheese shakers and placed them on the tables-this took about 20 minutes and the 6th graders hanging out put them on the tables. At the end of the night, collect the shakers. I brought them home, emptied and ran through the dishwasher for use next year. Give to either the procurement person or chair; whoever will be holding until next year.

Note: In past years, the cheese has come in bags. This year we got 24 containers. We used only 16 containers to fill all the cheese shakers and none needed refilling during the night. Should probably reduce the amount of cheese requested from donor.

This year they also put Red Pepper flakes on some of the tables. This is packed with the cheese shakers.

Plastic Ware:

Ask the procurement person for 1500 forks and 1500 knives and 1500 napkins. Wrap a fork and knife in a napkin and tie and place in box. This is very time consuming, so start early. I wrapped all of the utensils myself this year starting in August (great while watching mindless TV). We tied with Raffia this year to go along with the Italian Bistro decorating theme; in the past I know they have used curling ribbon. There is a box of about 200 or so wrapped utensils that we had left over. You should be able to find out who has them from our chair (Phil Lotane).

You are responsible for providing spoons for the coffee; not wrapped just put out by the coffee table. **DO NOT** have the procurement person buy spoons. There are almost 1000 spoons available from prior years (again contact Phil Lotane to find out where they are).

Two days before the event, I made 5 one-gallon sized bags of garlic butter sauce and stored it in the refrigerator. Make sure you work closely with the purchasing person to confirm all supplies ahead of time so you are prepared. Mixed one bags worth at a time following the recipe below:

12 sticks of softened butter
2 cups of olive oil
½ cup garlic powder
¼ cup dried oregano
¼ cup dried basil

Alternated adding butter and oil to mix evenly and then stirred in the spices. Transfer to one gallon bag. This is really a one person job.

Day of Event Bread Duties:

A committee member needs to pick up the bread at the bakery in Malden by Noon on the day of the event- it comes all boxed up and will fit into an SUV or Van. Deliver to the school kitchen by 1:00. They take cash or organization check; no credit card or personal checks.

At 1:30, 5 committee members met in the school kitchen and sliced the bread in half lengthwise, spread the garlic butter sauce on the **TOP SIDE** of the loaf, place the 2 halves back together, slice into about 12-13 slices and wrap in tinfoil (other years have sliced the night of the event after baking; slicing before wrapping and then baking worked wonderfully and the bread was ready to serve when it came out of the oven; also, there is a lot going on in the kitchen and not a lot of room to be slicing bread so this allowed us to be out of the way of the other kitchen crews). Place the wrapped loaves on baking trays (5 should fit) and store on tall cart that holds the trays. Takes about 2 hours to finish all the bread.

Bring sharp serrated bread knives (3) for slicing the bread and spatulas (2) for spreading the butter (the kitchens tools were quite frankly useless).

At 4:30 the first shift from our committee arrived at the kitchen for final preparation and serving of bread. This shift had 3 people which worked out great. Take the pre-loaded trays and put them in the oven (about 4-5 at a time) at 400 degrees for 10 minutes. Once out of the oven, put them in the warming ovens until needed (they stay outstanding in the warmer ovens so just keep baking!). This first shift worked from 4:30 – 6:30. One person was in charge of baking and keeping the servers stocked and two people unwrapped and served the bread to the wait staff (put the bread on the plates yourselves since you have the gloves and wait staff does not). By the end of this shift all the bread was baked and in the warmer ovens.