

St. Rose Troop 167



Job Description and Policy

St. Rose Troop 167 offers scouts an opportunity to earn scout bucks by working at the Parish Fish Fry. Earning this money is a privilege that carries with it a responsibility to do a good job ("I will do my best")

Scouts are expected to be "helpful, friendly, courteous, kind, obedient and cheerful" in carrying out their duties. All scouts who wish to be paid for their hours worked at the Fish Fry will need to abide by the following expectations and policies. Failure to do so will result in only one warning. If the problem persists, the scout will not be paid for the night. We all have the responsibility of ensuring the success of the Fish Fry. Please carry out the tasks assigned to you and do any additional tasks not outlined here as requested by adult and youth leaders.

Policy for All Scouts:

- Scouts will refrain from drinking pop or eating between 5pm and 7pm.
- Scouts will remain standing and not sit down while working.
- Scouts will not play with school or parish equipment.
- Scouts will not use any electronic devices (cell phones, ipods, mp3 players....) during work time.

Job Specific Tasks for **Pop**

- Set out a bottle of each pop flavor on pop table
- Fill cups with ice and pop for customers
- Every 15 minutes circulate around the room and offer to refill customers' cups with any of the four selections of pop.
- Keep work area clean. (Wipe tablecloth, wipe up spills as they occur, collect empty bottles for recycling)

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Job Specific Tasks for **Condiments**

- Get an adult to assist you in the set up of the condiments.
- Set out 3 metal bowls filled halfway with ice. Place a smaller bowl on top of the ice. Keep the bowls filled with tarter sauce, sour cream, butter packets. Also, set out malt vinegar bottles and hot sauce.
- Assist special needs customers by carrying food to table (ex. Elderly, handicapped, families with young children)
- Notify customers that pop, soup and desserts (for a minimal cost) are available in the back of the room.

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Job Specific Tasks for **Floor**

- Collect trays from customers as they are seated and bring these to the dishwashers window
- Bus tables collecting all dirty items. Take silverware and plates to dishwashers' window. Sort out silverware and plates. Discard all paper trash, used placemats and food in the trash cans.
- Clean tables and seats with hot, soapy water and dry as soon as the customers leave and prepare the spot for the next customer.
- Set out new placemats at each dining spot after the area has been cleaned.

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Job Specific Tasks for Coffee/ Soup

- Run first pitcher of water without coffee grounds to purge water inside coffee maker.
- Next, run a pitcher through again without coffee grounds to fill one orange coffee pot with hot water for tea.
- Then, start making coffee using one rounded ½ cup measuring cup of coffee per pot.. Make sure it is hot before serving from pot or decanter. "Decaf" goes in orange pot and white decanter. "Regular" goes in black pot and black decanter.
- Every 15 minutes walk around the room and refill coffee cups as needed.
- Make sure soup container remains filled. Soup should be filled in Styrofoam bowls a maximum of 2/3rd full (to prevent bowls breaking and reduce spillage).

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Job Specific Tasks for Fish and Fries

- Fill/Re-fill trays of food in the kitchen, but stay out of the cooking area.
- Carry extra fish and fries around to seated customers and ask them if they would like more food. Use serving utensils to distribute the food.
- Make sure that the food served is warm. Cold food needs to be thrown away in the trash cans by the coffee area (out of sight of customers).
- Circulate around your half of the room serving food.
- Be friendly and helpful. Take care of any special requests of customers.
- Wear gloves and do not touch food with your bare hands.

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Job Specific Tasks for Dishwasher

Dirty Area

- Wipe out heavy grease with paper towels first
- Use sprayer hose to get everything off dishes (Ex. All crumbs)
- If greasy, use dishwashing liquid to get grease off
- Run through sanitizer (NOTE: food particles and grease must be off the dishes before putting the dishes through. This is not a dishwasher)
- If sanitizer runs out of cleaning agent, call adult for assistance (light on box will flash).
- If any of the alarms beep or if you break an item, call an adult for assistance.

Clean/Sterile Area

- Open clean side of sanitizer and pull out trays
- Let trays air dry a while before putting away if no one needs item.
- Must towel dry silverware and place in brown holder
- Wear only clean gloves. If you touch something not clean, discard gloves and replace with new, clean ones.

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Job Specific Tasks for Carry-out assistant

- Station yourself near the carryout cashier to help with filling the carryout orders.
- Serve as a runner for carryout/phone orders. Gather these orders and bring them to the "Carryout Cashier".
- Keep 6 Styrofoam cups of soup with lids ready to go for carry out on a tray off to the side. Runner will take these to carry out as needed.
- Assist as needed,....thank customers for coming

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Job Specific Tasks for Floater (garbage)

- Garbage
- Empty trash before trash reaches the top of the can
- Re-bag garbage can with cord before carrying trash away
- Put 3 extra bags in the bottom of each garbage can
- Take out all garbage on a regular basis; initially place full, tied, garbage bags at the base of the stairs to the right of the double doors that exit toward garbage hoppers
- At 7:30 take out all garbage, make sure bags are tied shut, open hopper lids and put bags inside hopper, NOT on lids, make sure it in the appropriate bin outside (NOT bins marked "cardboard only")
- Assist as needed,... help bus tables, collect trays, take pop around to tables,thank customers for coming

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Job Description and Policy for Set Up and Clean Up

Set Up occurs between 3:30 and 4:30 pm.

- Refer to the “Set Up Diagram” for locations to set out the tables and signs
- Put up signs outside on front lawn of the church at entrance and exit doors and around the cafeteria.
- Add three additional folding tables with eight chairs per table. Do not use red padded chairs from teacher’s lounge.
- Help set up the dessert table.
- Place trash can near dishwashers’ window and around room.
- Add eight additional chairs near condiments and dishwashers’ window for those waiting for the take out orders.
- Place appropriate signs around the building. Use sticky-tack not duct tape.
- Set out “To Go” order sheets with pens on take out table.
- SPL for the Night needs to make all scout work assignments.
- Scouts eating pizza need to eat at 4:30pm

Clean Up occurs starting at 7:30pm and ends when the job is done.
If you remain in the area after 7:30pm, you will be expected to help clean.

- Clean and put away salt & pepper shakers and ketchup bottles
- Clean up soup/coffee table. Clean up dessert table.
- Clean up condiment table and discard any perishable items.
- Clean all tables and chairs with hot, soapy water
- Fold tables together and move them to the sides of the room
- Remove the additional 3 tables and chairs and place them in storage area located in the back side of the cafeteria.
- Sweep the floor in the main area and by the coffee area.
- Mop the floor and get rid of any dark scuff marks on the floor.
- Put tables back down in their
- Carry all remaining garbage to the appropriate container outside.
- Pick up all signs both outside and inside.