

Pizza Leader List

1. Contact Jamie in the school cafeteria on Thursday of the week ahead of time
 - a. Check that there is enough of Pretzels and cookies.
2. Decide what pizza you would like to serve.
 - a. Papa Murphy's gives us the best financial benefit. They also have salads to purchase. We have purchased 5 salads and 8-10 pizza's a night.
 - b. Expressway pizza is already made. Just call and line up the pick up.
3. Purchase the pizza/salad. Contact Stacy Steele (383-5129). She will leave a post prom check for you at the school office to purchase the pizza.
4. If you are serving salads from Papa Murphy's, please contact Emily Stadheim at the school to see if you can use her small/glass front refrigerator.
5. Contact your serving group.
6. The night of serving:
 - a. Locate the black binder with all the directions, menus and instructions in it.
 - a. Go to the freezer and wheel the black cart to the room. It should have the box(es) of cookies and pretzels on it.
 - b. NOTE: the pizza ovens take 20 minutes to warm up before you are able to cook. Plan accordingly!**
 - c. Collect the money from each serving family and record it on the serving sheet found in the binder.
7. Sanitizer bucket needs to be filled in the concession stand sink. Sanitize all the counters/serving area before setting up.
 - a. Fill the bucket to the 2 quart mark.
 - b. Add 1 TBSP Sanitizer.
 - c. Check with the Test Strip. Hold strip in water for about 30 seconds.
 - d. Record the number on the Sanitizer Log found in the binder. The number should be between 200-400 PPM
8. Finish setting up your food and table. Some have found it easier to place the food items in the classroom. They put the dessert selections and menu price sheets out on the stainless steel table. If there is room, you

can put your main entree on the table so people can see what is being served.

9. Cookies: It is best to have someone stay to bake the cookies. Put a paper on the baking sheet. (You can reuse that paper several times). Place 12 frozen cookies on the paper. Bake the cookies for 10-12 minutes. Watch them carefully. Once they start to turn light brown, take them out of the oven. Let them cool a few minutes before you take them off the paper. Place 2 cookies in a boat to serve. They sell fast. If possible, it is helpful to have 2 ovens making cookies at the beginning.
10. All servers must wash their hands prior to serving. The sink in the concession stand area can be used. Wash thoroughly and frequently.
 - a. **If serving food, you must wear gloves and not touch any other items. (Hint: one person should handle money and others can serve.)**
11. Sanitizer bucket must be used to sanitize all serving areas.
12. The meat needs to be checked for the temperature frequently.
 - a. There is a thermometer that needs to be used 2 times. The temperature needs to be 140 degree or higher.
 - b. Record the beginning and ending temperature on the Post Prom Money Bag record sheet found in the binder. Put this paper in the money bag at the end of the night.
 - c. Record the same information on the Time/Temperature Log sheet found in the binder.
13. Please collect the money from each parent assigned to the group. (Divorced families only pay once, but both are asked to serve.) Be sure to record this on the paper you turn in.
14. Be sure to follow the clean up directions found in the binder.
15. Thank you so much for being the senior leader!

