



WORK SCHEDULE



WEEK 1 DAY 1
 (To be completed for Each Day of Each Menu Cycle)

POSITION	1 MANAGER	2	3	4
NUMBER OF HOURS	8	6 (7am - 2pm)	5 (8am - 1:30pm)	4 (9am - 1:30pm)
6:30 - 6:45	Record storage temps/Roll out buns from freezer/roll hamburgers into cooler			
6:45 - 7:00	Breakfast setup			
7:00 - 7:15		Help Mgr. w/ breakfast/sanitizer buckets		
7:15 - 7:30	Cashier breakfast	Serve breakfast		
7:30 - 7:45				
7:45 - 8:00	Put away breakfast/clean lines	Help Mgr. clean lines		
8:00 - 8:15	Count money/ Prepare cash drawers	Prepare 6 pans of chicken alfredo – Store in cooler	Prepare cucumber tomato salad – see recipe	
8:15 - 8:30	Pull breakfast for Tuesday			
8:30 - 8:45		Place alfredo in cooler/cleanup		
8:45 - 9:00		Pan 11 bags of fries, rack, place in freezer		
9:00 - 9:15		Help with lettuce/tomato cups		Wedge 100 apples – Use lemon and pineapple juice on apples
9:15 - 9:30	Check food production status	Bake 3 pans of Alfredo at 9:30	Lettuce/tomato cups – start with 150	
9:30 - 9:45	Help portion apples	Lunch break		Portion apples in cups
9:45 - 10:00			Lunch break	Lunch break
10:00 - 10:15		Bake 3 sheet pans of hamburgers for 1 st lunch		
10:15 - 10:30	Check serving lines/ verify temps	Bake 1 st lunch fries – 3 pans	Set up line	Set up line
10:30 - 10:45		Bake remaining alfredos	Serve	Serve
10:45 - 11:00		Runner for lunch:		
11:00 - 11:15		Bake fries, hamburgers as needed		
11:15 - 11:30		Pan chicken & waffles for Tues.		
11:30 - 11:45		(Include chicken for 30 salads)		
11:45 - 12:00		Put 10 cans sliced apples on cart		
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Identify quality leftovers	Clean up kitchen	Breakdown line/cleanup	Breakdown line/cleanup
12:45 - 1:00	Count cash drawers		Kitchen cleanup	Cool and store leftovers
1:00 - 1:15	Production records	Leave 1 pm	Floors	Record temps of cooled foods
1:15 - 1:30	End of day reports			Floors
1:30 - 1:45			Leave 1:30 pm	Leave 1:30 pm
1:45 - 2:00				

Manager continues with end of day till 2:30.

Money Management for Cafeteria Managers: Part 2



WORK SCHEDULE



WEEK 1 DAY 1
 (To be completed for Each Day of Each Menu Cycle)

POSITION	5	6		
NUMBER OF HOURS	4 (9am - 1:30pm)	4 (9:30am - 2pm)		
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15	Prepare 20 parfaits			
9:15 - 9:30				
9:30 - 9:45	Load milkbox/help set up line with condiments	Mandarin oranges – 10 cans/drain and pan		
9:45 - 10:00	Cash box	Help with condiments/line		
10:00 - 10:15	Lunch break	Lunch break		
10:15 - 10:30				
10:30 - 10:45	Cashier	Dishroom – set up pot and pan sink		
10:45 - 11:00		Finish lettuce/tomato cups		
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Count cash drawer			
12:45 - 1:00	Kitchen cleanup/floors			
1:00 - 1:15	11 cans Green beans on cart for Tuesday			
1:15 - 1:30	Confirm deposit with Mgr.			
1:30 - 1:45	Leave 1:30 pm	Shutdown dishmachine/floors		
1:45 - 2:00		Leave 2 pm		

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK _____ DAY _____

(To be completed for Each Day of Each Menu Cycle)



POSITION	1	2	3	4	5	6
# OF HOURS	Manager					
6:30 - 6:45						
6:45 - 7:00						
7:00 - 7:15						
7:15 - 7:30						
7:30 - 7:45						
7:45 - 8:00						
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1:00 - 1:15						
1:15 - 1:30						
1:30 - 1:45						
1:45 - 2:00						