

**Time:**  
**6:00 AM**

**601-Checker/Loader**

- Clock in, pick up pager
- Make sure all staff has pagers!
- Order hot meals from cook Prepare coffee.
- Keep all tray passers on task and assist as needed so all carts leave at 6:45 am.

**602-Runner**

- Clock in, pick up pager.
- Fill coffee pots and hot water for ALL floors.
- Prepare A.M. Snacks and distribute to tray servers.

**603-Starter/TH2**

- Clock in, pick up pager.
- Portion hot breakfast for ALL floors.
- Get cold cart for 2<sup>nd</sup> floor.

**604-Cold Station/TH3**

- Clock in, pick up pager.
- Portion cream of wheat for ALL floors.
- Get cold cart for 3<sup>rd</sup> floor.

**605-Entrée/CVC 3&4**

- Clock in, pick up pager.
- Portion scrambled eggs for ALL floors.
- Get cold cart for SCVC/ICU.

**606-Soup**

- Clock in, pick up pager.
- Portion oatmeal for ALL floors.

**6:45 AM**

**CVC & ICU & CVC PTU**

- Breakfast cart and menu passing.
- Stock nutrition rooms.
- Record refrigerator and freezer temperatures.

**2<sup>nd</sup> Floor**

- Breakfast cart and menu passing.
- Stock nutrition rooms.
- Record refrigerator and freezer temps.
- Distribute AM snacks.

**3<sup>rd</sup> Floor**

- Breakfast cart and menu passing.
- Stock nutrition rooms.
- Record refrigerator and freezer temperatures.
- Distribute AM snacks.

**8:00 AM**

- Pick up CVC & ICU trays.
- Stock milk & juices.

- Restock cold cart and dry cart

**8:30 AM**

- Distribute AM Snacks.

- Late Trays.**
- Wrap silverware.

- Restock cold cart and dry cart, wrap silver.

- Restock cold cart and dry cart, wrap silver.

- Pick up breakfast trays SCCVC, ICU & CVC PTU
- Distribute AM snacks
- Wrap silverware.

- Break until 9:00 AM

**9:00 AM**

- Break until 9:30 AM

- Break until 9:30 AM

- Break until 9:30 AM

- Break until 9:30 AM

- Break until 10:00 AM

- Late trays**
- Wrap silverware.

**9:30 AM**

- Plate dessert and set up cold side of tray line.
- AM snacks.

- Pick up breakfast trays.
- Wrap silverware.

- Late trays**
- Assist #601 when not delivering late trays.
- Wrap silverware.

- Pick up breakfast trays 3<sup>rd</sup> floor.

- Break until 10:00 AM

- Set hot side tray line.
- Pull purees for lunch and dinner.

**10:00 AM**

- Check tray line.

-----**10:15 – 10:30 AM – Lunch Tray line Begins**-----

**Lunch tray line**

Checker/Loader station

**Lunch tray line**

- Runner station
- Fill all walk-in-late trays
- Wrap silver and mat trays.

**Lunch tray line**

Starter station

**Lunch tray line**

- Cold station
- Fill out TA Prod. Log.

**Lunch tray line**

- Entrée/Starch station
- Fill out TA Prod. Log

**Lunch tray line**

- Soup, gravy, & puree station.
- Fill out TA Prod. Log.

