

Cedar Rapids Rotary West Breakfast Workers

There are two shifts for each job, with each shift lasting 2/2.5 hours.

Breakfast to begin at 7:30 a.m./end at 11:30 a.m.

Event Setup (5:30 a.m.)	Unload supplies and set up as needed. Tape red paper to floor around pancake mixer. Put syrup/butter/salt & pepper on tables. Put up signs. Sort and place door prizes. Check out PA system. Hook up rental grill and coffee pots.	4-5 people needed
Start coffee (5:30 a.m.)	Decaf and Regular	1 person
Cooks (6-8:30 a.m. Shift)		(8:30-11:00 a.m. Shift)
2 people	Prepare pancake mix	2 people
2	Pancake droppers	2
2	Pancake cooks	2
1	Take pancakes to serving area	1
1	Sausage cook/take to serving area	1
1	Eggs cook/take to serving area	1
1	Prepare fruit bowls/take to serving area	1
1	Prepare coffee/put in carafes/serve as needed	1
Servers (7:15-9:30 a.m. Shift)		(9:30-11:30 Shift)
2 people	Drinks	2 people
1	Fruit cups	1
1	Pancakes	1
1	Eggs	1

1	Sausage	1
1	Roaming server with food seconds	1
1	Roaming server with coffee	1
1	Assist with carrying trays as needed	1

Clean-Up (7:00-9:30 a.m. Shift)

(9:30-11:30 Shift)

3 people	Tray wipers	3 people
2	Pots/Pans Washer	2
4	Table clean-up/refill syrup/butter at tables as needed	4
	Kitchen clean-up (10:30-noon)	3
	Clean rented grill and coffee pots (11:00-noon) Return.	2
	Deliver left-over food supplies to HACAP (noon)	1

Silent Auction

2 people	Set up at 6:30 p.m. (items/forms/pencils)	
(7:15-9:15 Shift)		(9:15-11:30 Shift)
1 person		1 person
	Deliver items to winners/collect money	2

Other Duties (7:15-9:30 a.m. Shift)

(9:30-11:30 a.m. Shift)

2 people	Ticket Takers/door prize tickets	2 people
1	MC/Door Prize give-away	1
1	Greeter/Welcome and show where line is	1
1 (5:30a.m.-noon shift)	Kitchen Coordinator/official check-in for members and Interact	