

Bishop's Peak Elementary School
Open House Dinner Chair
Job Description/Procedures

- Open house generally takes place the third Thursday in May from 6:30-7:30 PM, and the dinner is held that evening from 5:30-6:30 PM in the MPR
- Approximately two months prior to the event, the restaurant of choice (preferably Nucci's on Foothill Boulevard) should be contacted and menu/price established (approximately 300-320 dinners). Note: this dinner is NOT intended to be a fundraiser, rather an opportunity for families to socialize and spend time together!
- Two months prior to the event, contact Bridget Ready and discuss the menu to see if she wants to add any pasta/dessert; the Student Council has scooped ice cream for sundaes in the past
- Two weeks prior to the event, an updated flyer should be created, copied and sent home to families, giving dining options, with a return date of the Monday prior to the event
- Two prior to the event, a flyer should be created for all BP teachers (and placed in their school mailboxes) notifying them that dinner will be at no cost if they are serving that night, and asking for their dinner preference
- Two weeks prior to the event, check in with teacher, Bridget Ready, to see if she will post a teacher sign-up sheet in the office (on the Work Room door) for serving and post Open House flyers around the school. Ask if we may borrow her three glass drink containers and metal scoops. Note: The PTA has two drink dispensers that are kept in the PTA closet
- Two weeks prior to the event, secure 4 to 5 parent volunteers to help set up the afternoon of the event at 1:30 PM after Terri Fosmire, custodian, arranges tables and 8+ volunteers to help that evening at 5:15 PM.
- The week of the event, send an eblast reminding families to order their dinner

Evening Volunteer Responsibilities:

- Pick up ½ of pizza order and all salads and deliver to school by 5:15 PM (remaining pizzas delivered at approximately 5:30 PM)
- Take last-minute dinner orders and money at the door
- Greet families at the door, determine if they have purchased dinners in advance, and direct them to the appropriate line
- With a clipboard and a list of families that have pre-purchased dinners, greet each family in line and check off their name to confirm pre-purchase/money received (one volunteer per line)
- Ensure smooth running of kitchen—drink holders refilled, pizzas and salads replenished for teacher servers, desserts and paper goods replenished
- Clean up after 6:30 PM

Items Needed for Event:

- Red and white checked paper to cover all tables (rolls from Smart & Final)
- Small table, chair and cashbox with change (\$1s, \$5s, and \$10s) outside MPR for cashier taking new dinner orders
- Plastic gloves (unpowdered) for servers
- 15+ Bishop's Peak aprons for teacher/staff servers
- 15+ chef hats
- 3 glass drink holders and ladles (Bridget Ready)
- Powdered lemonade
- Powdered Ice Tea with lemon
- Filtered water—3-two gallon jugs
- Ice—2 large bags
- Tongs—at least 4 sets to serve salads
- Platters for desserts
- Plates (oval dinner for pizza/salad and round for pizza only)
- Small dessert plates
- Desserts (ask parents to bring), discuss with Bridget Ready
- Strawberries and whipped cream
- 8 to 10 floral arrangements or plants for centerpieces and clipped olive branches for table decorations

Food:

- Pizzas—cheese, pepperoni, and vegetarian
- Salads—apple/walnut with raspberry vinaigrette and garden with Italian/Ranch dressing
- Breadsticks—One per dinner with pizza/salad

Floor Plan for MPR: