

# ***CME Catering Department***



Congratulations on being selected as a caterer! You have been chosen for an extremely important position that requires you to be confident, friendly, and hospitable as you serve food to our visitors.

## **Dress code:**

Please wear your CME T-shirt that you decorated and nice khaki, white or light colored pants/shorts/skirt. Please wear “nice” (clean, not worn out) sneakers or closed toe shoes.

## **Schedule:**

The catering department will meet in the cafeteria on the night of CME. You must stay at your station until the next shift relieves you.

### **June 5<sup>th</sup> - Wednesday (Mrs. Durante/Ms. Grabowski)**

Shift 1 5:45 – 7:00

Shift 2 7:00 – 8:15

### **June 6<sup>th</sup> - Thursday (Ms. Brenner)**

Shift 1 5:45 – 7:00

Shift 2 7:00 – 8:15

## **CME Committee Weeks:**

### **April 29th:**

- Introductions and explanation of your responsibilities
- Join Google Classroom
- Begin making decorations for the cafeteria.
- Record your working day and time in your agenda.

### **FLEX Periods:**

- Continue to make decorations and decorate T-shirts.
- Take food sign-up sheet to your SS class and have your classmates complete them.

### **June 4th:**

- Complete reminder forms for CME food contributions – take back to your SS class and distribute to your classmates – make sure they take them home!
- Discuss friendly service and appropriate conversation.
- Discuss appropriate dress and behavior.
- Finish decorations- decorate cafeteria the night of your shift.