



Tray Line Setup for Alta Bates Summit Medical Center, Berkeley, CA

Position	Duty	Business Level
1	Menu Attachment, Puts trays together (paper, napkin, teabag, sugar, silverware)	Moderate
2	Reads Menu's, puts ready to eat/ cold pre-packaged foods on to tray (jello, applesauce, sandwiches, salads, yogurt, desserts. Responds to requests of #7.	Moderate
3	Prepares plates with lettuce and tomatoes (fixings for burgers). Saran wraps plates and stacks them on trays on carts.	Very Busy
4	Prepares salad and fruit bowls with individual ingredients for each. Saran wraps and puts them on trays to be used for ready made. Long preparation time.	Extremely busy
5	Dishes out "hot foods" on trays, puts condiments packets on trays. Refills food trays used for dishing out servings.	Moderately Busy
6	Adds dinner rolls, (vegetable) sides, soups, and extra condiment packets to trays. Adds drinks to trays and finalizes tray for #7.	Moderately/Very Busy
7	Puts covers over meals and mugs on tray. Finalizes tray for heating. Re-checks menus, requests special foods from others.	Moderately busy
8	Receives trays and takes them to hot room	Moderately busy
9	Wraps individual bagels in saran wrap and puts them on trays.	Very Busy