

Workflow: Lead Trayline (old 501 position)

Time	Task	Instructions
5:00 AM	Clock in, set up tray line	Put on hairnet, pick up pager, wash hands. Assist in setting up trayline. Take steam table temperatures.
5:30 AM - 7:00 AM	Breakfast trayline	Entrée position- (load entrée items onto tray)
7:00 AM	Clean up trayline area	
7:30 AM	Restock	Restock fridges and condiments so they are ready for lunch/dinner. Prepare VIP baskets as needed.
8:00 AM	Break	
8:30 AM	Set up and load trayline	Assist in setting up trayline. Take steam table temperatures
9:00 AM-10:30 AM	Trayline	Entrée position- (load entrée items onto tray)
10:30 AM	Clean up trayline area	
11:00 AM	Set up and load trayline	Assist in setting up trayline. Take steam table temperatures
11:30 AM-12:00 PM	Break	Tray passer not currently passing trays covers during break time
12:00-1:00	Trayline	Entrée position- (load entrée items onto tray)
1:00 PM	Clean up trayline area	
1:30 PM	Clock out	

Developed by: Kiersten Anderson, Dietetic Intern - September 2010