

## *Dining Hall Guidelines*

1. Eight individuals at a table is a comfortable number. Please try to have the same number at each table, as this will make it easier for the kitchen staff in portioning the food.
2. Each table must have an adult sitting with the students. The school staff and chaperones will spread themselves out with one adult at each table. If the school does not bring enough adults to cover each table, the Taft staff will fill in.
3. The kitchen staff needs to have an exact count of students and adults upon the school's arrival. Please give these numbers to your Taft coordinator, and they will pass the information onto the kitchen staff.
4. One student, called the hopper, is to set and clear the table, bring and return serving dishes from the kitchen, and wipe the table. It is up to the school to assign the students to hopper duties, such that there is one student per table at each meal. The meal hoppers must go to the dining hall ½ hour before the meal begins to set tables and receive directions from the Taft staff.
5. The hopper is the only student allowed to get up from the table during the meal. If other students need to use the restroom, the adult will dismiss them one at a time.
6. With advance notification, the kitchen staff can accommodate most food restrictions. Please let your Taft coordinator know of any unusual restrictions well in advance. If there are vegetarians in the group, an alternative main course will be placed in the serving window. This meal is only for students who have this restriction noted on their health form and adults who have let the Taft coordinator know in advance.
7. Coffee and tea are available at the serving window for adults only. Bringing these beverages to the table is the responsibility of the adults, not the hoppers.
8. Students should be encouraged to try a small portion of all foods, unless they have an allergy noted on the health form. Good manners are to be encouraged, and conversation should be limited to the table using inside voices.
9. Sanitation, safety, and careful handling of glasses and dishes should be stressed by the adults at the tables.
10. The hoppers scrape food waste from the plates and glasses of the people at their tables into a bucket, which is weighed at the end of the meal. The weight is charted on a felt board in the dining hall. This is called the "Ort Report." Students should be encouraged to take only what they can eat. They should also be encouraged, but not forced, to finish what they take.

