

SUBSTITUTE GUIDE

SITE INFO

DIRECT MANAGER	_____	SITE LEAD	_____	CASHIER SITE
CONTACT	_____	CUSTODIAN	_____	YES NO

BREAKFAST

SET UP TIME	_____	GLUTEN FREE _____
SERVICE TYPE	_____	
SERVE TIME	_____	
# OF SERVING	_____	
2ND CHANCE	_____	

LUNCH

DAYS: _____

GRADE	TIME	# OF SERVINGS	GLUTEN FREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

KITCHEN ASSISTANTS

NAME	SHIFT TIME	DUTIES
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTES / ISSUES