**Evening Guidance**

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| 5:20pm | Ensure all students are in the lounge |
| 5:30pm | Take students in for evening meal.   * One group at a time * Reminder to move seats for server |
| 5:35pm | Once students are seated, give table order for service  Supervise tables to be served |
| 5:50pm | Organise seconds if available (kitchen team will let you know). Send one table up at a time. |
| 6:05pm approx | Supervise clearing of main course, only student in lime chair to be moving.   * Leave spoons and cups on the table * Leftovers in bin * Crockery to washer and stack * Cutlery in relevant box |
| 6:15pm | Organise and supervise tables for dessert service |
| 6:30pm approx | Supervise clearing of tables, as above. Ensure all wiped down |
| 6:45pm | Send students off to do jobs, table at a time. |
| 7:00pm | Meet for evening adventures |