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| **班級餐桌整理分配表** | | | | |
| **班級** |  | **服務股長** |  | 導師簽名 |

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| **班級餐桌資料** | | | **餐桌工作分配(含桌長，每人分配一個)** | | | | | | |
| 餐桌號碼 | 用餐人員 (填寫座號) | 桌長 | **拿菜1** | **拿菜2** | **收餐具** | **倒廚餘** | **擦桌子** | **排椅子、地板** | **其他** |
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| **注意事項** | **請導師確認餐桌桌長及工作分配，用餐時間12:00-12:20。** | | | | | | | | |
| **請服務股長確認各班餐桌服務同學。** | | | | | | | | |
| **請桌長要協調同學做好各自的負責工作，請於12:25前完成並離開餐廳!!** | | | | | | | | |
| **請同學依照分配工作做好職責範圍，若有同學請假請互相幫忙!!** | | | | | | | | |
| **請交回學務處做資料存檔!!請同學不可換餐桌。** | | | | | | | | |