

Volunteer Shift Checklist

All volunteers are required to sign in at the main office upon arrival.

Lunch Leader – Arrive at 11:45 AM

Leader Prep Duties

- Collect the 'Hot Lunch Order Report' from the PAC Mailbox Cubby (located above the visitor sign-in).
- Pick up Hot Lunch Bin in the hallway outside the office. Hot lunch includes:
 - Hot Lunch Binder – contains list of duties and lunchroom maps
 - Pencil Case with pens, highlighters, and hand sanitizer (because you can never have too much hand sanitizer these days!)
 - Disposable cutlery (for students who forgot theirs)
- Division signs for the Intermediate Lunchroom
- Head over to the Intermediate Lunchroom (located across the hall from the office).
- Tape the Division 2, 3, 10 and 11 signs on the table closest to the South lunchroom door (closest to the office). Tape the Division 1, 4, 5 and 12 signs on the table closest to North lunchroom door (closest to the gym).
- Food will be delivered directly to the intermediate lunchroom at noon. Please check the insulated food bags to ensure that all divisions are accounted for.
- Separate the primary and intermediate bags:
 - **Primary Bags:** Divisions 4 (Grade3), 5 (Grade3), 6-9.
 - **Intermediate Bags:** Divisions 1-3, 4(Grade 4), 5(Grade 4), 10-12

Volunteers – Arrive at 11:50 AM

Volunteer Duties

- Take Primary Bags (see above) to the primary lunchroom.
- Intermediate Bags will remain in the intermediate lunchroom.

- Two volunteers will carry the primary division lunches, corresponding Order Detail Reports and the plastic name tags for Kindergarteners to the Primary Lunchroom in the basement of building A.
 - Lunches are to be distributed to appropriate division tables (see lunchroom map below). For kindergarten students, please match each order with the student's name tag. For all other students, place the lunches at the end of each division table so they can pick them up themselves.
 - Use Order Detail Reports to check off food as it is placed on the tables. Make note of any order discrepancies or food issues (see highlighted note below regarding order issues).
 - Stay in the lunchroom until kids are seated and have found their lunch (Kindergarten tables may need the most assistance).
 - Please make a note on the order sheet if there are any unclaimed lunches due to student absence. Those lunches can be brought to the office before you leave. Tassy will confirm that the student is in fact absent that day.
 - Return insulated bags, order sheets and name tags to the hot lunch bin which will be in the Intermediate lunchroom or under the table across from the office.
- The lunch leader will stay in the Intermediate Lunchroom and place orders on the tables closest to each lunchroom entrance.
- Divisions 2, 3, 10 & 11 get placed on the table closest to the South lunchroom doors (closest to the office).
- Divisions 1, 4, 5 & 12 get placed on the tables closest to the North lunchroom doors (closest to the gym).
- Use the Order Detail Report to check off food as it is placed on the tables. Make note of any order discrepancies or food issues (see highlighted note below regarding order issues).
- Students will pick up their hot lunch on their way into the lunchroom. Please stay in the lunchroom until all orders have been picked up.
- If there are unclaimed lunches, please walk around the lunchroom and call out the names on the lunch labels. Sometimes kids forget that their parents have ordered them a hot lunch. If you are unable to find the student please

take the unclaimed meal to the office. Tassy will confirm with you that the student is away that day.

- Place order sheets and insulated bags back into the Hot Lunch Bin and place the bin under the table that is across from the office.

Clean-Up

Lunch Leader Duties

- Please fold the insulated bags nicely and place them and the rest of the Hot Lunch supplies back into the Hot Lunch Bin.
- Return the Hot Lunch Bin to the hallway outside the office. Please make sure to keep the Order Detail Reports in the binder so the Hot Lunch coordinators can review any order discrepancies or food issues.
- You're all done!

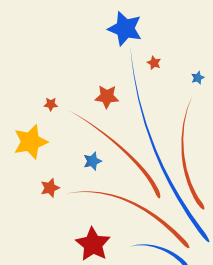
!! Order Discrepancies & Other Food Issues

If there are missing orders, wrong items, food that is not up to standards, please write a note on the Order Detail Report and inform a hot lunch coordinator as soon as possible to see if a replacement food item can be delivered.

Replacement food items can often be delivered within the allotted lunchtime if the vendor is notified right away.

Any unclaimed lunches should be noted on the order sheet and taken to the main office to confirm that the student is absent from school that day.

**Thank you for volunteering —
YOU make this program happen!!!**



Brock Lunchroom - A Building

