

MIS/HPMS Cafeteria Signup Instructions

Step 1: Set up a VSP account, use the link below:

Unsupported Browser
secure.rotundasoftware.com

Step 2: Sign into your account and on the main page, click on the words Aug19, 2026 to May 29, 2027

HOME MY SCHEDULE

WELCOME to MIS HPMS Volunteer Sign-up! Thank you for your interest in volunteering at the Teacher Workroom, or Raider Library. Please read through all instructions prior to signing up.

Cafeteria, Raider Shop, HP Raider Library, and Teacher workroom
Aug 13, 2025 to May 22, 2026
Aug 19, 2026 to May 28, 2027 ← CLICK HERE

https://docs.google.com/forms/d/1enMziIWF0bTo91GCR0HxhW5nAKfcl_ad3H2imZIS1qs/viewform?edit_requested=true

Please do not sign up for your job more than once; we will set your shift to be monthly. For example, the first occurrence of a 1st Monday isn't until October 6, so that is the only shift you should choose August 28 as the first occurrence. Please only sign up for ONE OCCURRENCE of the job you comment section. **The shift will not automatically appear as "Recurring" in the calendar and repeating for you. Please select ONLY the first instance of your desired shift!**

For your reference, the following cafeteria positions are near each other:
C1 Cashier & C2 Cashier
C3 Cashier & C4 Cashier
C5 Cashier & C6 Cashier
C7 Cashier & C8 Cashier
E9 Cashier & E10 Cashier
Salad is near Lite Plate
Lite Plate is near Soup

Thank you, as always, for volunteering at MIS/HPMS!

Step 3: Scroll through and find a shift that works for you, click on the date and you will see the details of the day.

August 19 - May 28

August 2026

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

September 2026

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Click on a day in the calendar to see the positions available on that day. Blue days contain at least one open position.

For example: 2nd Friday of the month

Step 4: Click on VOLUNTEER NOW next to the position you are choosing. You only need to select your position once; it will be made recurring by the VSP chair.

August 19 - May 28

| Month | Su | Mo | Tu | We | Th | Fr | Sa |
|----------------|----|----|----|----|----|----|----|
| August 2026 | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 30 | 31 | | | | | |
| September 2026 | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |
| October 2026 | | | | | | | |
| | | 1 | 2 | 3 | | | |

| Time | Volunteer Name | Position | Notes |
|---------------------|------------------------------|--------------------------------|--|
| 7:30 AM - 8:30 AM | VOLUNTEER NOW | Raider Shop | |
| | VOLUNTEER NOW | Raider Shop | |
| 9 AM - 10 AM | VOLUNTEER NOW | HP Raider Library | |
| 10:20 AM - 12:45 PM | Whitney Cameron | Cafeteria New - C1 Cashier | |
| | Stacy Mullikin | Cafeteria New - C2 Cashier | |
| | VOLUNTEER NOW | Cafeteria New - C3 Cashier | Only select your position once. It will be made recurring by the VSP chair |
| | Lara Gaither | Cafeteria New - C4 Cashier | In this example, the 2nd Friday of the month is the selected day |
| | Karen Glassman | Cafeteria New - C5 Cashier | |
| | Jessica Marx | Cafeteria New - C6 Cashier | |
| | Amber Siegel | Cafeteria New - C7 Cashier | |
| | Karen Cohen | Cafeteria New - C8 Cashier | |
| | Vicky Campbell | Cafeteria New - Dessert Server | |
| | Brandi Johnson | Cafeteria New - Dessert Server | |
| Matt Pate | Cafeteria New - Hot - B Line | | |
| VOLUNTEER NOW | Cafeteria New - Hot - B Line | | |

NOTE: If you are having an issue selecting, or the volunteer now button is not blue, check your profile - it most likely is because you did not qualify yourself for that job. Just add it to your profile, go back, and it should work.

You are done - Now the fun can begin, see you in the cafe next year!
 Tracy & Katherine Cafeteria Co-Chairs 2025-2026

Tracy Port Melech
portmelech@gmail.com
 (702)523-5980

Katherine Issel
katherine.issel@gmail.com
 (917)406-9336