

HOW TO HOT LUNCH-FROM START TO FINISH

Arrive at 10:45am. Park on Norwaldo, cross parking lot and come in the main glass doors

Younger siblings are welcome. Please supervise as necessary. Plan on being busy for about 2 hours.

PREPARATION AND GENERAL INSTRUCTIONS FOR ALL MEALS

1. Sign in at front office and get a yellow visitor nametag from Mrs. Mueller-first to arrive, please get list of orders (available from Mrs. Mueller).
2. Head to cafeteria unless you're awaiting food (see below).
3. Prep for lunch
 - a. Arby's-await delivery of sandwiches from volunteer parent (at Crittenden doors)
 - b. Chick Fil A-await delivery from CFA employee (downstairs)
 - c. Pizza Hut-await delivery from Pizza Hut employee (downstairs)
 - d. Beach Bound Catering-await delivery of boxes (at Crittenden doors)
 - e. Jug's Catering-await delivery of boxes (at Crittenden doors)
 - f. BCHS-TBD
4. Get 3-4 boxes of chips from Hot Lunch Closet (down the hall from cafeteria across from St. Margaret Computer Lab/next to water fountain). Chips will be on top of cabinets on the left side of the room.
5. Get fresh fruit from Concession Stand OR in refrigerator next to stove in lunch room

DO NOT USE FRUIT MARKED AFTER CARE

6. Get condiments or sauces from Hot Lunch Closet (in cabinets on the left side of room).
7. Make sure to get gloves, if necessary (depends on lunch). Available in Hot Lunch Closet in cabinets on left side of room.
8. Turn on heat lamps (to be delivered by CKS staff). Make sure to not stack food too close to the lamps.
9. Put napkins on all tables for K-2 lunch. 1 napkin at each seat-6 seats at each KG table, napkins available in a stack at the end of the hot lunch tables for grades 3-8.

SERVING FOR ALL MEALS

1. Check sticker for entrée type.
2. Hand out entrée to those students with stickers (see below if child doesn't have sticker).
3. Offer chips-best practice is to open a box of chips and let the kids choose. Once the box is nearly empty, set out another box. We strongly recommend that you not let kids wait for a new box to be opened. They pick a chip and move on.
4. Hand out fresh fruit.
5. Hand out dessert-best practice is to wait until everyone has been served and is seated. Hot Lunch Volunteers will walk around and hand out dessert to those who have purchased the lunch for that day.
6. At the end of the last lunch, wipe down the Hot Lunch table, put all supplies back in Hot Lunch Closet, and check out upstairs.

*** If a child doesn't have a sticker, look at the master list and see if they, in fact, have an order for that day. If they do not, they will need to wait until all have gone through (from that lunch) and if you have sufficient extras, you can give them a lunch. Please write their name on the master list so we can look into the situation. Sometimes teachers come down with stickers of kids who are not there that day. You can certainly give a lunch to a student if you know there are extras available. Please, still write down their name.

***Some students will have a yellow highlighted area on their sticker. This means they have more than one entrée (maybe another sandwich or another slice of pizza, for example). Make sure to check the type of entrée, as they can be different from the main entrée (baked potato AND cheeseburger, 2 slices of pepperoni and a slice of sausage pizza, for example).

SPECIFIC LUNCH SET UP FOR EACH MEAL

1. *ARBY'S*
 - a. Bring out gloves, sauces, chips, fruit, and dessert.
 - b. Place napkins on tables.
 - c. Assist volunteer driver with getting food to cafeteria.
 - d. Check sticker for entrée type and hand out roast beef or hot ham and cheese sandwich.
 - e. Offer chips, fresh fruit.
 - f. Hand out dessert when all have been served.
 - g. Wipe down Hot Lunch tables and counter when done. Make sure to unplug heat lamps.
 - h. Return unused chips and desserts to Hot Lunch Closet.
 - i. Return unused fruit to refrigerator in lunch room or Concession Stand.
2. *BEACH BOUND/JUGS CATERING BOX LUNCHESES*
 - a. Separate boxes by type on the table and counters, if necessary.
 - b. Check sticker for sandwich type and hand student the correct box.
 - c. Help collect boxes for recycling.
3. *CHICK FIL A*
 - a. Bring out gloves, sauces, chips, fruit, and dessert.
 - b. Place napkins on tables.
 - c. Set sandwiches on Hot Lunch table by type (whole or half sandwiches)
 - d. Check sticker for entrée type and hand out whole or half chicken sandwich.
 - e. Offer chips, fresh fruit.
 - f. Hand out dessert when all have been served.
 - g. Wipe down Hot Lunch tables and counter when done. Make sure to unplug heat lamps.
 - h. Return unused chips and desserts to Hot Lunch Closet.
 - i. Return unused fruit to refrigerator in lunch room Concession Stand
4. *PIZZA*
 - a. Place plates on Hot Lunch tables (across from sink), place 2 slices of pizza on each plate (pepperoni in one area, sausage in another, cheese in another, keep veggie on the counter and hand those out as the kids come by).
 - b. Separate pizzas by type. Be sure to put some under the lamps, but not too many (you'll smell smoke when you've stacked too tall ☺).
 - c. Check sticker for pizza type and direct student to that area. Some may have an extra slice-add a slice to their plate. Some of the younger students may tell you they want just one slice. Feel free to take that slice off and add to another plate.
 - d. Offer fresh fruit.
 - e. Offer dessert after all have been served.
 - f. Wipe down Hot Lunch tables and counter when done. Make sure to unplug heat lamps.
 - g. Return unused desserts to Hot Lunch Closet.
 - h. Return unused fruit to refrigerator in lunch room or Concession Stand.
 - i. Place pizza boxes in a pile underneath Hot Lunch table for recycling.

If you have extra food, feel free to take down to the teachers' lounge refrigerator.
Make sure that each volunteer gets a lunch, as well (even the little helpers, if there is enough)