

Lunch Duty Responsibilities

With the hiring of a new lunch service provider there are some lunch duty responsibilities that have changed or are no longer needed. Please read the following list of duties carefully so you are prepared to assist the students when you arrive to serve your lunch duty.

All lunch duty volunteers

- Arrive for lunch duty by 11:10 am, sign in at the main office and report to the cafeteria.
- Determine which assignment each volunteer will be responsible for before the first group of children arrive for lunch. If there is one volunteer, follow Volunteer 1 duties, if there are two, perform Volunteer 1 and 2 duties. If there are three volunteers, perform Volunteer 1, 2, and 3 duties and so on. See each assignment below.
- When all the lunch periods are over, all parents should return to the cafeteria and assist with clean-up. Please see clean-up duties below.

Volunteer 1 Duties

- Drinks – a small selection of drinks should be placed on the table in the front of the cafeteria shortly before each lunch, refilling the selection as needed until all children are served. Once all the children have processed through the lunch line, the drinks must be put back into the cooler. When the next group of students arrive for lunch, please put out a selection again, returning them to the cooler when the children are served. Repeat for the third lunch. Please **do not** leave the drinks out through the entire three lunch periods.
- Once all drinks are served, please monitor the lunch room area, assist younger children with their lunch if necessary (opening drinks, etc.), remind children to clean up after themselves.

Volunteer 2 and 3 Duties

- Two parents must go outside with the students from the first two lunch periods (grades 2nd through 8th) for recess. If only two parents have reported for lunch duty, one will go outside. If a third volunteer shows up during the lunch duty they should be sent outside immediately.

Volunteer 4 and 5 Duties (if applicable)

- Monitor the lunch room area, assist younger children with their lunch if necessary (opening drinks, etc.), remind children to clean up after themselves.

Lunch Duty Responsibilities (continued)

Outside Duty

While outside with the children for recess, please supervise their activities and assist any children who may need help. If two volunteers are present, please position yourselves at different areas of the play area.

If any other adults or strangers come into the playground, send them to the teacher on duty or to the main office immediately. Do not allow the students to speak to them or leave with them. All students must be signed out in the main office.

When the bell rings, remind the children to line up quickly and quietly and stay with them until the teachers come to get their classes. After the second lunch (2nd to 4th grade) is finished recess, all volunteers should return to the cafeteria and assist with the clean-up.

Clean up Duties

Once the third lunch period students go outside and the second lunch period students return to the building, all volunteers should report back to the cafeteria for clean-up.

Wipe all tables with the cleaning solution in the spray bottles and the disposable cloths provided. All tables should then be sprayed with the sanitizing solution and left to air dry. These solutions are food and child safe. They are located near the sink in the kitchen and are marked. Please check with a kitchen staff member if you are not sure which bottles to use. Please also wipe all crumbs from the chairs before you sweep.

Sweep the floor, including under the tables and chairs, moving them if necessary. Return all chairs to their positions around the tables.

Thank you for your assistance in providing our children a clean and safe environment for their lunch and recess!