

## **Lunch Lady Instructions for Parent Volunteers**

Thank you for volunteering to distribute meals to the students. We appreciate your time and effort!

Please find below the instructions for distributing the food from The Lunch Lady:

1. Arrive by 11:30am and sign-in at the office on the visitors' sign-in/out sheet. Pick-up the hot lunch folder, which includes instructions for volunteers.
2. When The Lunch Lady delivery driver arrives, the driver will bring in the classroom bins, as well as the warming bags with the hot lunches contained inside. The bins will be placed on the tables that Mr. Ryan (janitor) will have set up in the hall leading to the kinder classrooms (3-5 tables should be set up when you arrive).
3. Line up the bins in order of grade on the tables, with the kinder bins on the last table closest to the kinder classrooms.
4. Inside each bin, there will be a bag labelled with each student's name who has an order for that day. The label indicates everything that the student has ordered. You will find that any drinks, condiments, cookies, yogurt, and napkins are already in the bags when they arrive.
5. The main meals (hot and cold) will be in separate insulated bags. Sort these items by type to make it easier to fill the orders. There is a 3-digit code, along with a description on each package. For example, **B01 - 1x Spag/MB** means spaghetti and meatballs.
6. Each volunteer should select a class bin, and fill the bags based on the child's label. Note that the main meals are labelled with codes. Be sure to match the codes, and not just the name of the item. For example, there could be 3 different types of pancakes – 2 pancakes cut-up, 3 pancakes, or pancakes with turkey sausages.
7. Check that each class has been provided the correct orders. The delivery driver will have a *"Delivery Summary Report by Location"*, which shows all the orders for each class, including the student's name and the items ordered.
8. The classes will send 1-2 students to pick up the bin for their class. **Remind the students to bring the bins back right away.** Check off which classes returned their bins so we can ensure they are all returned to The Lunch Lady before the driver departs.
9. Any meals for students who are away should be placed in the teachers' lounge. Where possible, these will be frozen for students who have forgotten their lunches.
10. Sign-out on the visitor sign-in/out sheet before you leave.
11. If you run into any issues, or would like to provide comments, please reach out to the school council at [st.philip.school.council@gmail.com](mailto:st.philip.school.council@gmail.com).