

Hot Lunch – Boston Pizza

Set up:

- Volunteers arrive at the school for 11:15 am.
- Collect six tables from the stage in the gym.
- Set up tables in a U-shape in the entrance/office area.
- Check in with the secretary for any hot lunch-related messages.
- Pick up the hot lunch order sheets, labels, and pens from the basket in the office mailroom. Also grab the day's cheque from the PAC moneybox. (Staff can show you where these are if you do not know where to look.)
- Lay out the hot lunch trays (found either outside the office or in the kitchen) on the tables, in order by Division (1-21)
- Place the order sheets at each Division's tray.

Once the delivery arrives (around 11:30):

- Fill out the cheque (check the date) according to the receipt provided. Keep the receipt.
- Empty delivery sacs
- Organize the bags into the trays by Division.
- Empty the bags, placing hot food items into Division's tray. Cold items stay in the bag.
- Confirm the quantities and items ordered to the classroom order sheet.
- Label the food items with the Division's labels for each class.
- Ensure that each Division has napkins in their cold bag.
- Remove any noted absent student's lunches for parent pick up. Leave in the office.
- Students will come to deliver trays at 11:55

Once delivered to classrooms:

- Place the receipt in the PAC moneybox according to payee.
- Return pens to hot lunch basket.
- Consolidate all extras and keep them to the side.
- Place any left-over, non-perishable items in the kitchen.
- Put paper bags in the recycling room.
- Discard garbage.
- Clean up tables and return to the stage.

Notes:

- There will be at least two bags for each division; one (or more) bag(s) will have the hot items, and one bag will have the cold items and utensils.
- Focus on getting the highest Divisions done first. These are the Kindergarten and Primary classes that require more time to eat.
- Please take home any leftover hot lunch. If you don't take it, please leave leftovers in the staff room, the teachers often will enjoy it.
- If a child asks for orders or extras that were not on the order list, please send them to the Office to speak with the Secretary, Principal or Vice-Principal. They will ensure the child is fed but will contact the family to ensure that the issue is handled directly. Do not give out extras to kids based on their word alone.
- Extra dipping sauce, napkins and utensils can be found in the Kitchen.
- If the order seems significantly off, please email us to look into it.
- Keys for the kitchen are in the PAC lockbox in the office.