

Hot Lunch - Dominos

Set up:

- Volunteers arrive at the school for 11:30 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 secretary for any hot lunch messages.
- Get the keys to the kitchen from the PAC lockbox in the office.
- Pick up the hot lunch order sheets, and pens from the basket in the office mailroom as well as the day's cheque from the PAC moneybox. (Staff can show you where these are if you do not know where to look.)
- Get the pizza basket containing napkins from the kitchen (in the gym)

Once the delivery arrives (around 11:45am):

- Fill out the cheque (check the date) according to the receipt provided. Keep the receipt.
- Sort pizza boxes by division (they are all labelled).
- Cross reference pizza totals for each division to the order sheets for accuracy.
- Add a stack of napkins and plastic gloves to each classroom pizza pile.
- Include classroom order sheet with the stack of pizza for the teachers.
- Once ready, ask the secretary to make an announcement for class volunteer to pick up classroom's pizza (at noon).

Once delivered to classrooms:

- Place the receipt in the PAC moneybox according to payee.
- Return pens to hot lunch basket.
- Place any left-over, non-perishable items in the kitchen.
- Set aside any extras.
- Discard recycling and garbage.
- Clean up tables and return to the stage.
- Return the kitchen key to the PAC Lockbox

Notes:

- Focus on getting the highest Divisions done first. These are the Kindergarten and Primary classes who require more time to eat.
- Please take home any leftovers. 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.
- If the order seems significantly off please email us to look into it.