**HOT LUNCH VOLUNTEER INSTRUCTIONS**

First Shift 10:30-11:30am Second Shift 11:30-12pm

**All hot food will be placed in the warmer and all cold food items will be kept in the refrigerator. 5 minutes before each lunch shift begins food can be moved from Hot/Cold storage to their designated bin. Food from Chick Fil-A can stay in their warmer bags.**

This complies with Health Code Rules and Regulations

● Food will arrive at the Kitchen door between 10:30-10:45. Look out for the delivery drivers.   
● Ensure the door is promptly closed after delivery for safety reasons.   
● Organize lunch bins on the kitchen island according to grades. Match the food lists with each bin to ensure all items are accounted for. Lists will be on counter or under microwave.   
● **If anything is missing, promptly inform the office, providing the child's name, grade, and the missing item**.

First Lunch 11:05-11:30 (3, 4, 5)  
Second Lunch 11:30-11:55 (K, 1, 2)  
Third Lunch 11:55-12:20 (6, 7, 8)

When the food arrives -

1. Turn on warmer (knob on the bottom left). Sort all hot food per grade and place in warmer. There are enough trays that each grade should have space in the warmer for easy transition from warmer to bins. Move hot food to corresponding grade bin 5 minutes before each lunch shift begins so that food items are warm.
2. All cold food and drinks will be placed in the fridge until 5 minutes before each lunch shift begins so that food items are cold. For easy sorting, organize by grade/lunch shift. Cold foods include salads, sandwiches, all beverages, etc.
3. Room temperature items can immediately be placed in the bins (chips, breads, sauces, utensils, etc).

All bins need to be fully filled with all food items (hot and cold) 5 minutes before the lunch shift so that teachers/volunteers can grab their bins. If no one comes to get the bins take to the tables.

\*\*If there is no Pre-K lunch volunteer, you need to check with the office if you need to walk their bin to the Pre-K Building. Their lunch begins at 11:15am.\*\*

Once all food has been given to lunch duty volunteers, please make sure the warmer is turned off and all bins are stacked back on the island. Make sure the area is cleaned of all trash and that the counters are wiped of any spills. Any extra utensils or sauces can be put away.

**Thank you for making Hot Lunch possible for our students! We appreciate you!**