

Guidelines for Hosting Hot-Lunch

1. When buying your supplies please keep all of your receipts together (if submitting receipts) and submit them to Lisa Grover. This can be done in person or through the student agenda delivery system by putting in an envelope labelled “Lisa” and given to Keara Grover (gr5).
2. You will want 1-2 volunteers to help make and serve the lunch.
3. Have lunch ready to serve by **11:30** – new time! The K/1 class is often served earlier. The K/1 and 2/3 classes are served in their room where the 4/5 and 6 classes come to the kitchen. If you choose you may bring the lunch to the older classes as well.
4. If supplies are getting low please let me know so that I may purchase more.
5. If a student that ordered is absent, please issue a hot-lunch certificate in that amount of what they ordered. The certificates are in the black binder in the drawer labelled “office supplies”.
6. Please ensure that the kitchen is cleaned and swept before leaving (especially now that mice have found their way into the school). If there is lots of garbage and boxes please be considerate of Jeannie and take it out to the dumpsters.
7. Most of all THANK-YOU for volunteering. Relax and have fun, you will do awesome.

Sincerely,
Marla Wheale
Hot Lunch Co-Coordinator
403-704-5645