

LUNCH VOLUNTEERS-INFORMATION

Thank you to all the lunchroom volunteers for all that you do. Your help is truly appreciated!!

Since we have some new volunteers, it never hurts to review our process, even with those who have volunteered in the past. Therefore, there are some points below that we would like to highlight in order for OLM to do what we can to make this program as successful as possible:

- Our kitchen is a very busy place for just a short time each day! While our hot food is delivered, not prepared here, there is still a lot of food prep going on in the kitchen.
 - For sanitary reasons and space limitations, we ask that all purses be placed in the bottom cupboards on the right as you enter the kitchen.
 - As volunteers come in with jackets, we would ask that you hold onto them until we can put them on a chair in the cafeteria as roll out begins.
 - Due to the tight space, if you get there before 11:15, stay as close to the door as possible in order for the Aramark employees to do their last minute prep items.

- “Roll out” (ie getting all of Aramark’s tables, computer and fruit/veggie bar out) is very time consuming. With gym class ending at 11:15, it would be helpful for any parent who is not cleaning tables or pouring water to help bring out any items to the Cafeteria. Having said that, if you can arrive promptly at 11:15, it will greatly help.

- As always, there will continue to be a sign up sheet for both indoor and outdoor recess. In addition, we will have some other slots for sign up in order for us to have parents in some strategic spots, specifically:

Milk Table: At least 1 volunteer is needed, but 2 is helpful. These volunteers will record the purchase of milk. The purchase will be entered by the cashier after lunch. Remind students that they should be at your table if they are only getting milk as milk is available in the main line if they are getting any type of food item. Think of this table as an “express table” for milk only. The student does NOT have to use the PIN Pad if he/she gets milk from this table as it will be entered later by the cashier!

PIN PAD Machine: At least 1 volunteer but 2 if possible. These volunteers will be available to students who forget their pin number or have a problem at the machine. This is especially important at the beginning of the year as we have new students who don't remember their number or are unsure of the machine. There will always be a list of ID numbers in the kitchen for your review. The important thing to remember in this position is to pull the student aside to look up his/her ID number so the rest of the line can continue. After you give him/her their number, you can put them back in line.

Floating Volunteers: Floating lunch volunteers can help in a number of ways.

- Direct students to another window if the line is shorter and the same food items are offered.
- Assist younger children with opening food items.
- Keep an eye on restocking food items. A restock occurs in-between lunches, but if you see something becoming low, bring it to the attention of the Aramark servers. If possible, you can assist in restocking.
- Wiping up spills.
- Making sure peanut table is kept peanut free.

Break down" will start close to 12:35, after the meals are served. For those of you not cleaning tables, any assistance you are able to give is greatly appreciated as there is often a gym class scheduled at 12:50.

Daily Coordinators: It is important for feedback to be given to Maureen Pagliaro, 714-3474, regarding any issues.

General Guidelines for Volunteers:

Cafeteria

- If you have signed up to be a lunchroom volunteer **please show up on your scheduled day. Being short just one volunteer can make things difficult for the other volunteers.**
- If you cannot make it please call one of the alternate volunteers on the list posted in the kitchen and notify your Daily Coordinator in advance.
- You must sign in at the front office upon arrival. If you are the first person there please bring the Black Bag and the walkie talkie to the cafeteria.
- All volunteers must wear a nametag. Prior to leaving the building, please cross your name off of the carbon copy in the book.
- Volunteers should arrive in the cafeteria by 11:15 a.m.
- All tables must be washed before the first lunch, and after each lunch, including 3rd.
- During the winter months make sure children are properly prepared to go outside.
- Children are expected to eat quietly at their tables and should only be out of their seats when purchasing additional food or snacks. Yelling, fooling around, horseplay and other unruly behavior are not acceptable. Volunteers are expected to assist the teacher on duty in managing the children's behavior.
- Do not allow children to go to a classroom or lavatory unattended. You **must** notify the teacher on duty before escorting a child to the lavatory, classroom or the office.
- **Please refer any disciplinary problems to the teacher on duty.**

Recess

- There needs to be a minimum of 3 Volunteers going out to recess duty, however, if possible, 4 are very helpful. We would rather have just 2 people left in the cafeteria, and 4 at recess. When heading out to the playground, there should be a volunteer at the *beginning* of every line in the *middle* as well as at the *end*. The Last Volunteer should make sure all the children arrived safely in the playground. A volunteer must bring the first aid bag and a two way radio into the playground.
- **Volunteers must not be socializing with each other; you must be watching the children at all times. Volunteers should separate into all parts of the yard.** Please be aware of any strange cars or people near the recess area, if you have ANY suspicions please report this to the teacher on duty.
- Volunteers are expected to stay until the end of the FINAL lunch period. While it is nice to be there during our own child's lunch, we need to make sure there is

- coverage for all lunches. This is for the safety of our children. If there are not enough volunteers to cover recess the children will have to stay indoors.
- Recess is a wonderful way for our children to socialize, exercise and relieve stress. It is a time for them to have fun. Dangerous behavior will not be tolerated. Please make sure the children are playing safely e.g. Standing on top of the slide, or jungle gym is dangerous, they can hurt themselves as well as others.
 - We are teaching our children Christian values, please remind the children of these values if this kind of behavior is detected. Children should not be monopolizing swings, balls, basketball court etc. All children should feel welcome to play what they wish.
 - Volunteers should enforce proper behavior, but not scold the children. If disciplinary action is needed this must be directed to the teacher on duty immediately.
 - In the event of inclement weather the children will return to their classroom for indoor recess. The children may play quietly until their teacher returns. Each classroom must be supervised. The teacher on duty will oversee all classrooms.
 - After the last recess ALL volunteers should report to the cafeteria for final cleanup. Tables are to be washed, and everything should be put away. Epi pens should be returned to the office.
 - Please be fair and rotate recess duty, especially during winter months. It is not fair for volunteers to stay outside for two periods, especially during the winter months.
 - A list of teachers responsible for lunch and recess each day is contained within the cafeteria.

Thank you for your help. Let us work together to keep our children happy and safe. If you have any questions please call Maureen Pagliaro at 714-3474.