

## LUNCHROOM VOLUNTEER DUTIES 2009/2010

### CAFETERIA MANAGER – DEBBIE STEFANSKI

#### DAILY TEAM CAPTAINS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Natalie Bradshaw	Carole Wilson	Kim Epperson	Jane Fenner	Katie Bollish

We would like to thank you in advance for volunteering your valuable time. Please read the following carefully:

**Arrive to the cafeteria no later than 10:40 a.m.** Things get going very quickly and we need all hands on deck ASAP!!! **PLEASE NOTE THE FIRST LUNCH STARTS AT 10:55 A.M.**

Make SURE you sign the LUNCHROOM Duty Roster which is in the school office and please make sure you wear your nametag.

#### DUTIES:

1. Input lunch purchases on the computer. Follow the signs on the computer for 5-8<sup>th</sup> grade hot lunch and salad bar.
2. Once the computer duties are done, check the 2 milk coolers and restock them if needed. Close both cooler lids until the next lunch begins.
3. Bring condiments from the two long tables to the serving line in order for the servers to replenish each bin.
4. Help any child with their hand up.
5. After prayer time, collect the silverware from the 1<sup>st</sup> & 2<sup>nd</sup> grade classes only. Take the silverware from the bins and place them in the caddies located underneath the two long tables. Bring the silverware to the dishwasher window. \*\*\*\*\* There are latex gloves by the ice machine window for your use. \*\*\*\*\*
6. Help the students clean and stack their trays properly, please be careful of silverware falling into the trash bins. After several trays are stacked, take them to the dishwasher window. Also, assist with disposing of recycling into the blue recycling bins located next to the trash bins. All unopened milk cartons gets returned to the kitchen. Empty opened milk cartons into the pots located underneath long tables.
7. After all trays, silverware and pots are brought up to the dishwasher window, clean the two long tables.
8. Put condiments back on the tables.
9. Open the cooler lids.
10. **THEN WE DO IT ALL OVER AGAIN!!!!**

Please note: On those days that it is extremely busy, one of the three volunteers could stand between the computers and help control traffic flow to the serving windows to help prevent congestion.

If at anytime you have a question, please feel free to ask the lunch staff for assistance. Thank you for your help and support. **Enjoy your FREE LUNCH TODAY!!!**

**TO: ST. WENCESLAUS LUNCHROOM VOLUNTEERS – 2009/2010**  
**FROM: DEBBIE STEFANSKI, CAFETERIA MANAGER**  
**SHERRI CARSTENS, LUNCHROOM VOLUNTEER COORDINATOR**

**DAILY TEAM CAPTAINS:**

**MONDAY            TUESDAY    WEDNESDAY    THURSDAY    FRIDAY**  
**Natalie Bradshaw    Carole Wilson    Kim Epperson    Jane Fenner    Katie Bollish**

**LUNCHROOM VOLUNTEERS HOURS ARE FROM 10:40 A.M. – 1:00 P.M.**

Please be on time and sign in at the office and be sure to wear your nametag!! Please show up at least 15 minutes early. If you have any questions or need a quick lesson on the computer we can address them at that time.

**LUNCH HOURS:**

<b>GRADE 1 &amp; 2</b>	<b>10:55 – 11:20</b>
<b>GRADE 3 &amp; 4</b>	<b>11:25 – 11:50</b>
<b>GRADE 5 &amp; 8</b>	<b>11:57 – 12:22</b>
<b>GRADE 6 &amp; 7</b>	<b>12:40 – 1:05</b>

1<sup>st</sup> – 4<sup>th</sup> Graders line up at computer 1 & 2  
5<sup>th</sup> Graders line up on the inside of computers 1 & 2  
8<sup>th</sup> Graders (Hot Lunch) line up to the outside of computer 1  
8<sup>th</sup> Graders (Salad Bar) line up to the outside of computer 2  
(Once all students have gone through the salad, then the 5<sup>th</sup> graders can move over to the right side of computer 2)  
6<sup>th</sup> & 7<sup>th</sup> Graders (Hot Lunch) line up on both sides of computer 1  
6<sup>th</sup> & 7<sup>th</sup> Graders (Salad Bar) line up on both sides of computer 2  
(Once all students have gone through the salad bar, then the students can move to computer 2)

The Lunchroom Volunteer Calendar is online on the St. Wenceslaus website so you can check the date you work. Information will also be posted the School newsletter each week. The regular volunteer list as well as the sub list will be on the school website.

If for some reason you are unable to work on an upcoming day, it is your responsibility to find a sub. You must contact the Daily Team Captain of the change. If for some reason you are unable to work the day of your schedule day, you must attempt to find a sub by 9:30 a.m., if you are unable to find a sub, please contact the Daily Team Captain ASAP!

**SUBS: PLEASE BE AVAILABLE TO WORK WHEN SOMEONE CALLS YOU!!!**

Visit: [www.stwenceslaus.org/school](http://www.stwenceslaus.org/school)

- . Put in your family user ID number and password that was issued
- . Click on Cafe
- . Look for the link under Lunchroom Volunteers – this will take you to the monthly calendar

A revised copy of the Lunchroom Volunteer Duties is online and at each computer station in the lunchroom along with the student ID # list. Please take some time to familiarize yourself with the duties list. There is a pad and pencil in each folder for quick notes. If there is at any time something we can do to make your job easier, please let us know and be sure to enjoy your FREE LUNCH!!