

Hot Lunch Volunteer FAQ's

(frequently asked questions... ;-)

What TIME should a volunteer show up??

Volunteers should arrive at 11:15.

Sign in at the office and head over to the kitchen. This should allow enough time to get familiarized with the new system & equipment and still get things ready in time for hungry kids to arrive at 11:45. This may be a little early once we get the system rolling, at that point we would happily grant you a time reprieve.

What are the procedures for serving?

The food will be delivered ahead of service and put into the brand new heating & cooling units, purchased by Taste for our kitchen. This will "keep the hot food - HOT! and the cold foods - COLD!", a very important motto in the food industry.

The food will arrive pre-packaged and ready to serve, except pizza day.

- The **regular entrees** will arrive in a small rectangular cardboard box (similar to Whole Foods take out containers) with a colored dot on top.

the **RED** dot is the **meat entrée**

the **GREEN** dot is the **vegetarian entree**

the **YELLOW** dot is the **alternative entree** of the day

-**Pizza** will arrive in the regular flat boxes. We will still need to put on gloves and serve the pizza onto individual paper trays for the kids.

There will be 2 side servings, a fruit and a vegetable, also pre-packaged and ready to serve. The kids can probably help themselves, just remember to invite those who might pass it by, to try it. This is a part of the meal that they paid for and a "significant" part of what is supposed to fill them up. A big part of our Wellness Program is the idea that Kids do not thrive on protein or starch all alone!

***Team leader (in bold) needs to get key from the office and open the door**

Volunteer Crew will be responsible for:

- 1) Opening the big kitchen window
 - unlock the 2 rolling dials on the lower side of the window
 - use the turning handle and roll up the window
- 2) Pulling the food out of the commercial units
 - The cold food should come out first and it should be placed as the second item the kids come to in the line.
 - The hot food should not come out any earlier than 10 minutes before service (about 11:35) so it can be served warm. This should be placed as the first item in line the kids come to.
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- 3) Setting out any utensils or condiments as required by the meal.
 - these need to be placed at the end of the line.
- 4) Checking kids in

We will start the year* by checking the names off a list as they come.

The lists will be organized alphabetically by grade, 3rd grade on one clipboard and 4th & 5th on another clipboard. We will need to tell/remind them which entrée, or colored dot, they get that day. This will probably take two volunteers to get started with the two clipboards.

- 5) Serve the food
 - match the correct entrée with the right kid
(there will be a couple of extra's just in case)
 - encourage them to take both side dishes
- 6) Clean up after the service
 - put away any service goods
 - make sure the leftover food gets enjoyed
 - wipe the counters
- 7) Close the window
 - Step 1 in reverse: roll down the window and close the locks.

Team leader needs to lock up and return the key to the office

The honest truth is that is still a work in progress and we are trying to figure out the best way to process these changes as we go. To that end, there is a log right by the door and if you have any comments or suggestions please feel free to leave us a note.

Thank you for your support, our kids wouldn't get a Hot Lunch without you!

- Alison & Elena

The Encinal Hot Lunch Committee 2007/08