

Instructions for Volunteer Hot Lunch Servers

Thank you for volunteering to help serve hot lunch! This page along with other information is also contained in the red folder in each Grade's lunch bin. Please review the items below:

- **No sharing food!** For safety reasons it is the school's policy that there is to be no sharing of food between students. Also, **if there is extra food (i.e., a student who ordered lunch is not in attendance) do not give that student's order to another student.** Unclaimed perishable food will be offered to volunteers. Please ask the Hot Lunch Organizer to determine what to do with a student's food if they are not at school.
- **GLUTEN-FREE** - Gluten-free foods that are served to those students with Celiac Disease or who are 'allergic' to gluten must be kept separate from other foods to avoid cross-contamination. Exposure to extremely small amounts of gluten can make some individuals very sick. Please wash your hands before handling gluten-free food items.
- Please refer to the **allergy summary sheet** for students who have allergies. If you suspect a student may be having an allergic reaction please get a staff member **immediately**. Sheets with detailed information regarding individual allergies are posted in the staff room. (If your child has allergies please submit this information in both Renweb and HotLunches.net)
- **Please be very diligent and make sure that the food given to each student matches their order as shown on the order sheet.** In some grades there are children who have the same or similar first name (i.e., Grade 1 & 2 class 2019-2020).
- In Grades K-1 there are lunch monitors (older students from higher grades) who are there to supervise the younger children. If a student is not behaving in an acceptable manner and is not listening to the lunch monitors or parent volunteers please get the staff member on lunch duty and if they are not available, get a staff member from the staff room.
- Clean-up - Students are expected to clean up after themselves. Volunteers should encourage students to clean-up after themselves. Ask the students to determine what goes in the garbage and what is recyclable.

On Hot Lunch day, if you have any questions or would like further clarification please ask the Hot Lunch Organizer or a staff member.

The Hot Lunch Organizers who will be present on their respective Hot Lunch day for 2019-2020 are:

- Hot Dog - Shawna Downey
- Pizza - Tanya Gerbrandt
- Subway - Kim Friesen
- Pasta & Chicken Fingers - Cher Chow-Yue

The Hot Lunch Coordinator (Jason Driedger) can be contacted at KF.hotlunch@wmems.ca