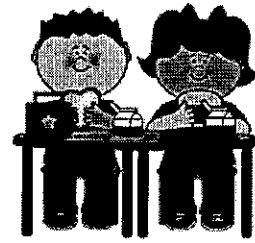


## LUNCHROOM VOLUNTEER PROCEDURES/POLICIES



### **SIGN IN PROCEDURES:**

Please check in at the front office upon arriving. Sign in with the office, then proceed to your assigned lunchroom. Put on your lanyard with badge if you have one. Volunteer badge photos can be taken in the Grand Prairie office any day of the week. Call ahead to make sure the person that does them is available.

### **VOLUNTEER DUTIES:**

Paid lunchroom supervisors are in each lunchroom to assist you. Refer to them for any questions or concerns. Once you are in the lunchroom, put on the provided sanitary gloves, and assist the children with opening their items as requested. The children will raise their hands as they need help. Be aware that if you open a peanut item you must change your gloves before opening anything for a student at the allergy table. Paper towels are available for spills. Extra spoons are available if a student is missing one. Students receiving milk will be on a list that the teacher has already gone through with the children, and students receiving hot lunches and/or smoothies, will also be on a list that the booster club in charge will have. You may not pass out a hot lunch, smoothie, or popsicle to a child that has not been given money from their parent. We must know that the parent truly wanted the child to have that so we need to go by the list that was provided. The children are being taught to clean up after themselves. Do not take their garbage for them. When the supervisor calls each table at the end of lunch, the children will throw their garbage away and place their lunch boxes in the appropriate teacher's lunch carts. At the end of lunch, help the lunchroom janitor clear all the tables. After tables are clear, wipe down the tables. There are buckets in the lunchroom on the kitchen counter. Please be aware of allergy buckets and tables. After the children leave, you can help move the lunch carts out to the hallway where the teacher will grab them after recess.

### **PROCEDURE FOR ALLERGIES:**

Please note that there are peanut allergy tables which require separate buckets and rags for cleaning those tables. Please do not use the allergy cleaning rags for non-allergy tables. In addition, some lunchrooms also have children with severe allergies and we must adhere to the proper procedures for their safety. The lunchroom janitor will clean ALL the allergy areas as required. Please always look for signs in any lunchroom for instructions regarding the allergy tables to ensure the safety of the children. The lunch boxes for allergy students are not put in the lunch carts. They are on the milk table for gold lunchroom and on the window ledge for purple lunchroom.

If you have any questions, please contact Mrs. Nelson or Mrs. Frankovich at 1-815-469-3366.

Thank you,

A handwritten signature in cursive that reads "Mrs. Nelson".

Mrs. Nelson, Principal

A handwritten signature in cursive that reads "Mrs. Frankovich".

Mrs. Frankovich, Assistant Principal