

## **ST. STEPHEN SCHOOL HOT LUNCH INSTRUCTIONS**

Hot lunch duties consist of two shifts. To be eligible for these duties, you must have completed Virtus training and have all necessary references and paperwork submitted. If you're unsure about the completion of your paperwork, you can check with [Judy Bush](#) in the office for confirmation. Siblings are welcome to accompany you during your shift, provided they do not interfere with hot lunch responsibilities.

The first shift runs from 11:10 AM to 11:35 AM, while the second shift is from 11:30 AM to 12:00 PM. It is crucial that all food remains in the warmer or Chick-fil-A bag warmers until closer to the children's lunchtime at 12 PM. This not only ensures that the food stays warm but also complies with health code regulations.

Here's the process for each shift:

### **First shift:**

- Sign in at the office and then proceed to the kitchen.
- Keep watch at the back door for lunch vendors dropping off lunches.
- Ensure the door is promptly closed after delivery for safety reasons.
- Organize lunch bins on the kitchen island according to grades, from Pre-K to 8.
- The lunch list for the day will be displayed under the microwave in the kitchen. Match grade lists with the corresponding grade bins.
- Arrange the lunches within each bin and ensure forks and spoons are available for appropriate food items.
- Double-check that the food in each bin matches the information on the papers before moving on to the next grade. If anything is missing, promptly inform the office, providing the child's name, grade, and the missing item.

### **Second shift:**

- The second shift will arrive at 11:30 AM and assist the first shift in completing the sorting and distribution of bins for Pre-K to 5 grades.
  - The PreK lunch duty volunteer should come get their bin to bring to the PreK building.
  - Please distribute lunches for grades K-2 to their classrooms, and 3-8 to the lunch room.
- Once Pre-K to 5 grade lunches are distributed, the first shift is done and can either continue with their day or help with their child's class lunch duty.
- The second shift then continues to sort and distribute lunches for grades 6 to 8.
- After distributing the lunches, please clean up the kitchen, removing all hot lunch bags and trash. Chick-fil-A sauces should be stored in the refrigerator.

Thank you for your support in making hot lunch possible! We appreciate you!