

### **11:30 – 11:45 Plates Prep**

- Label plates and organize them into individual classes
- Note that absent students will be crossed off the delivery report. Totals at bottom of report will need to be adjusted to remove the absent orders. Their plates will also need to be put aside and given to the Fun Food Coordinator. (Do not take them to the classroom).
- Count the plates in each class's batch, confirm it matches the Delivery Report "Total Orders".
- Deliver the plates to each classroom.
  - Teachers will ensure each plate is placed on the students' desks.

### **11:45 – 12:00 Food Prep**

- **Each Parent volunteer is responsible for 1 classroom.** If there are less volunteers than classes (15), then some will need to be responsible for another. (It becomes very confusing when volunteers "float" amongst different orders and mistakes occur.)
- Read the Delivery Report bottom "Totals" row (may be adjusted due to absents)
- For each Class Order – collect:
  - 1 napkin per order,
  - Fruit cup,
  - Cookies,
  - Spoon for ice cream,
  - Booster Juices and straws,
  - Milks, (and bendy straws for kindergarten classes)
  - Juices.
- You may wish to deliver and distribute the above supplies to your classroom, then return to count and deliver pizza and ice cream.
  - Pizza slices. You may combine different kinds into a box to simplify carrying them to the classroom. Keep them boxed as long as possible to keep them warm.
    - You may have gluten free orders - they will be labelled in their own box that you DO NOT need to open to prevent contamination - just deliver it to the desk.
  - Ice Cream cups.

### **12:00 – 12:30 Delivery**

- Delivery your supplies and food to your designated classroom.
  - Labeled plates will be on each desk.
  - Place food on/next to each plate, leaving the pizza and ice cream cups to last. The bell rings at 12:30, so have it all done before the students return in. \*\*\*\*
- Return the Delivery Report to the Fun Food Coordinator and confirm the class is done.

### **Notes**

- Kindergarten classes – open their milks and ice creams, and put their straws in their juices.
- \*\*\*\* Grade 5 classes - they are usually lunch monitors or have other duties so it's important their food is delivered to their desks before the bell so they aren't delayed in their duties. \*\*\*\*
- Refer any students asking for food to the library to a Fun Food Coordinator. Extra food may be sold/given away after we confirm all classes have been done.

### **Cleanup**

- After food has been delivered:
  - Extra milks get put in fridge in first aid room,
  - Extra pizza and other foods can be given away/taken by volunteers or left in staff room,
  - Remaining supplies returned to the PAC cage in the dungeon,
  - Pizza boxes get flattened and taken to the recycling bin by basketball courts.

**THANK YOU FOR HELPING**