

## Pizza Hot Lunch Procedures

- \*Final pizza count is available Monday.
- \*Obtain a shopping list from Lisa Michael-Loomis on Monday.
- \*Lisa Michael-Loomis will order pizzas by Thursday.
- \*Arrange to have a parent volunteer pick up the pizzas and to deliver them to school for Friday.
- \*Wednesday or Thursday, purchase supplies for lunch at Costco and deliver to the multi-use room kitchen for storage. Plan on delivering your items after 2:00 so that it does not interfere with lunch or the end of day pick-up. Give receipt to Lisa Michael-Loomis for reimbursement.
- \*Friday, a parent volunteer should come get an ISM check from Lisa Michael-Loomis, before picking up the pizza. The pizza should be picked up promptly at 11:00 for 11:10 /11:15 delivery to the school.

## Friday Schedule

- 10:30 using the hand-washing sink, wash and sanitize hands.
  - Pull out and organize all of the supplies you'll need for the lunch period.
  - Check lunch numbers and serving times with Lisa Michael-Loomis.
- 10:45 Prep food as needed.
  - prep drinks and yogurts (open packages for easy access)
  - make sure all supplies (Napkins and forks) are available and ready to go.
- 11:00 Lay out plates and begin preparing plates.
- 11:15 Set up drink, yogurt and supply station on small table, outside kitchen door, for the students.
- 11:25 Pizza will be delivered (typically between 11:00 and 11:15) When making up the lunch plates, plate the pizza last so it does not get cold.
- 11:30 First lunch begins.
  - Each child will present a ticket for a plate.
- 11:45 Organize tickets by class and put in Lisa Michael-Loomis's office box.
- 11:50 Prep for second lunch and refresh drink and supply station.
- 12:15 Second lunch begins
  - Each child will present a ticket for a plate.
- 12:30 Organize tickets by class and put in Lisa Michael-Loomis's office box
- 12:40 Prep for third lunch and refresh drink and supply station.
- 1:00 Third lunch begins
  - Each child will present a ticket for a plate.
- 1:10 Organize tickets by class and put in Lisa Michael-Loomis's office box.
- 1:15 Left over pizza, and fresh food can be taken to the main staff room.
  - Non-perishable supplies can be put away in the kitchen for future use.
  - Clean and sanitize all counter tops and work surfaces with supplied cleaning solutions.
  - Wash and dry any dishes used for lunch and leave them neatly on the counter.
  - Take trash out and leave it outside the back door for Mr. Baker.
  - Move floor mats and sweep floor.

## Q and A

Q- What if a student says they are suppose to get a hot lunch and they do not have a ticket?

A- Write their name down on a sheet of paper. At the end of lunch put the sheet in Lisa Wicha-el-Loomis's office box. All students need to get a lunch! We do not want a mistake on our end leaving hungry tummies.

Q- Can students buy lunch if they didn't sign up, but have \$5.00?

A- That is totally up to your discretion. If you feel like you have enough pizza and supplies it is fine. If you don't have enough, and they do not have a lunch, feel free to sell them items from the snack bar (that are under the front counter). This is the ONLY reason we would sell students anything from the snack bar at lunch time. Any money collected at lunch should be turned into Lisa Wicha-el-Loomis at the end of lunch.

Q- Can a teacher get a lunch?

A- A few of the teachers actually order lunch all of the time. Just ask them if they ordered it from Lisa Wicha-el-Loomis. If they did, feel free to give them a whole lunch just like a student. If not let them know that the pizza order is always very tight, in order to reduce waste, and any extra pizza will be put in the main staff room at the end of the lunch period.

Q- What if we run out of drinks or supplies?

A- Feel free to use some from the fresh lunch program, but be sure to leave Lisa Wicha-el-Loomis a note to let her know what you needed to use.

Q- Who do we go to if we need HELP!

A- There should ALWAYS be a staff member in the kitchen with you. If for some reason there isn't, or there is but you still need HELP, Lisa Wicha-el-Loomis, may still be on campus and should be able to solve any critical problem. If you are unable to reach her feel free to ask for support from the front office.