

SKPS Cafeteria Volunteers Guidelines Roles and Responsibilities

The parents of SKPS devote their time and assistance to the cafeteria in order to support our children, teachers and staff. Our commitment is to assist our children during their lunch periods in order to promote a seamless process, encourage a positive interaction among children and to meet any needs a child may have in order to allow their lunch time to be a pleasant experience.

The purpose of this document is to:

- Provide general cafeteria procedures to parents and teachers
- Create the responsibilities for teachers, parents and students
- Highlight the opportunities for improvement as a result from prior experience
- Identify open items that need attention
- Gain approval and acceptance from SKPS administration

General Cafeteria Procedures

Lunch Periods

- 11:20 – 11:50 Grade 4,5,6
- 11:50 – 12:20 Grades 2,3
- 12:20 – 12:50 Grade K-1

Procedures

- Two parent volunteers will be scheduled per day.
- Volunteer times will run from 11:00 a.m. – 12:50 p.m.
- Report first to the lobby—sign in, receive your volunteer badge and sign out at end of shift.
- A Teacher will be present during each rotation.
- Recess will occur prior to lunch and will be monitored by the teachers.
- One or two tables will be utilized in the lunch area outside the cafeteria line—one for a la carte items/utensils, the second for condiments/utensils.
- Students are responsible for retrieving their own napkins, utensils, condiments, etc. Volunteers will not carry these items in their aprons, but focus on empowering the students to get their own things – this includes kindergarten students, they will learn with our help.
- Parents do not need to place chairs back on the tables at the end of the last lunch rotation.

Before the 1st lunch period rotation:

- The parent volunteer POC (assigned daily) will make assignments, orient new parent volunteers, and respond to questions.
- All tables are wiped down.
- The “nut zone” table is covered with a disposable tablecloth. Begin with one table and add another as needed.
- Drinks (milk, orange drink, water) are placed on ice and put at the “a la carte” table in the back corner of the cafeteria, along with napkins, straws, forks, spoons, and a money holder.
- A condiment/utensil table is set up in the front of the cafeteria (window area away from the trash). This table will contain condiments, napkins, straws, forks, and spoons. If it is not set up when you arrive, see Amy.
- If students have not arrived, silverware can be rolled at the condiment/utensil table to prepare for the next day.

During lunch periods:

- Seating: As the students enter the cafeteria from the main door, they will fill the seats/tables from front to back. Each rotation will sit together as a class.
- One parent volunteer and one teacher volunteer helps the students with anything they need – opening packages, cutting food, approval to throw lunches away.
- One parent volunteer stays at the a la carte table and sells drinks – when the line is complete, the volunteer helps the student in the cafeteria.
 - If the student does not have money, but has a card, the student can go through the serving line to swipe the card and purchase a beverage.
 - If the student does not have a card, simply write down the student’s full name, grade, and class.
- All volunteers should monitor the use of condiments to minimize wastefulness, and empower students to retrieve their own napkins, utensils, and condiments. However, at the volunteer’s discretion, these items can be provided directly to the students.
- If the students are not in need, silverware can be rolled at the condiment/utensil table to prepare for the next day.

At the end of each lunch period rotation:

- As students return to their classrooms, empty tables are wiped down again.
- The “nut zone” disposable tablecloth(s) is changed if it is messy from the previous lunch rotation.
- Drinks, utensils, napkins, etc. are restocked at a la carte tables as necessary.
- Silverware is rolled to prepare at the condiment/utensil table for the next day

At the End of the last lunch period:

- A la carte items, napkins, straws, forks, spoons, etc. are put away.
- Provide Amy a list of students who purchased a la carte items with no card or money so appropriate credits can be made.
- The disposable tablecloth is thrown away.

Cafeteria Monitor Schedule

- The month of September will be filled with volunteers. These volunteers will receive first preference in selecting a reoccurring day which they would like to volunteer (i.e. 1st and 3rd Wednesdays of each month). They will also become subs and utilized to fill open spots on the future schedules.
- November – Year end will be scheduled with a more equitable, school-wide cafeteria monitor schedule
- The web site can host the cafeteria monitor schedule

School wide cafeteria schedule

The school wide (K – 6 only) schedule will allow each SKPS family the opportunity to volunteer in the cafeteria. The schedule will be made for the entire school year, allowing K – 6 families enough advance notice for planning needs. Anyone volunteering MUST have clearances. If a family is not able to volunteer, or does not have clearances, they are asked to find a substitute or work with Mary Jo to identify a volunteer from the sub list.

Phone Call or Email

- At the beginning of each week each family will be contacted (e-mail and/or phone) assigned to volunteer that week.
- The schedule will be as complete as possible with the assigned families or volunteer subs.
- In the event less than two (2) parent volunteers are not assigned for a particular day, contact Mary Jo Iachini. She will work with staff to fill the gaps.

Teacher Responsibilities

- 1 staff member present for all lunch rotations.
- Refer to general cafeteria procedures
- Say grace in the classroom.
- Enforce washing hands after recess (i.e. before bringing the students to lunch)
- Bring students to and pick up from lunch on time
- Empower students to retrieve their own napkins, utensils, and condiments, however, at the teacher's discretion, these items can be provided directly to the student.

Parent Responsibilities

- All parent volunteers must fulfill all clearance requirements.
- Goal of 2 parent volunteers present for all lunches
- Additional volunteers will be scheduled for holiday lunches (i.e. Thanksgiving)
- Refer to general cafeteria procedures
- Empower students to retrieve their own napkins, utensils, and condiments, however, at the parent's discretion, these items can be provided directly to the student.
- Provide discipline when needed
- Procedure for call offs (preferably notify Mary Jo ahead of time, via phone 724-625-1665 x 2107 or email miachini@saintkilian.org. If calling off the day of your shift, please call/e-mail before 9 a.m.
- Provide approval for students to be finished eating or requesting additional food
- Siblings currently enrolled in SKPS preschool may be present during lunches if their parent is volunteering
- If you are interested in purchasing an adult lunch and/or student lunch for your preschooler, all requests must be made to Amy (akoehl@saintkilian.org or call 724-625-1665, x 3104) by 9:00 a.m. the day you are scheduled to work.

Cafeteria Caller Responsibility

- Call and/or e-mail all volunteers for the week to confirm assignments
- Utilize subs for holes in schedule
- Attempt to fill call off shifts,

Student Responsibilities

- Ability to sit within their grade
- Remain seated during lunch
- Inside voices to keep noise level at a minimum
- Use please and thank you when in the lunch line or someone helping you
- Wash hands prior to eating
- Raise your hand if you want more food or for assistance
- Retrieve your own napkins, utensils, and condiments from the designated areas.