



### SPSC Hot Lunch Program Volunteer Guidelines

1. Please arrive by 11:35 am to collect your classroom bin front the front foyer. We ask that you do not take the until all of the food has been allocated for you class. If you are unable to fulfil your volunteer commitment, please do your best to let us know as soon as possible, at [hotlunch@stoneybrookpsc.ca](mailto:hotlunch@stoneybrookpsc.ca) .
2. Teachers will remain in the classroom/quad and are responsible for overall classroom supervision. If this does not occur, please let the Hot Lunch Coordinator know at the end of lunch.
3. Students *must* be given the type of food that is specified on the form. Absolutely, **NO SUBSTITUTIONS** are permitted. If the student does not want the food ordered, encourage them to communicate this message to their parents, and have them place non-perishable food in their backpack to go home. If a child feels that there should be an order and there is not, communicate this message immediately to the hot lunch team. *Do not give any food to the student.*
4. Make a note on the classroom list if there are any issues that require attention. *Remember, the orders are placed by the parents themselves online. We have no authority to change them.* Missing order forms and manual errors are a thing of the past however, the occasional input error by a parent may occur from time to time. We will follow up any issues by email after lunch is over.
5. We kindly ask that you consider proper food handling procedures and hand washing prior to serving lunch. Gloves will be provided for handling open food such as pizza and cookies.
6. Be sure to leave the classroom tidy, and remove any garbage associated with hot lunch.
7. Please return the class list/bag, and any extra food and supplies in the bin and return to the front lobby.

Lastly...

**HAVE FUN!!!**

The SPSC Hot Lunch Committee thanks you for your time. We know it's valuable, and we couldn't do this for the students of Stoneybrook without you!

Should you have any questions or concerns at all, please do not hesitate to contact at [hotlunch@stoneybrookpsc.ca](mailto:hotlunch@stoneybrookpsc.ca)