

Cafeteria Volunteer Positions

All volunteers must be 18 years of age and must be Virtus trained.

On most days, the cafeteria will need to supplement the staff with 5 volunteers. This number may increase to 6 volunteers depending on the menu items.

5 Volunteers		6 Volunteers
1 person for Service Line		2 people for Service Line
2 people for Dish Room		2 people for Dish Room
2 people for Floor Assistance		2 people for Floor Assistance

Each position has clean-up duties. If you are finished, please help out other positions with their duties.

Please arrive by 10:00, if unable to make it please call Sharon@ 578-2747

Insure cleaning cart the following items:

- Red bucket has one rag*
- White bucket has two rags*
- Roll of paper towels*
- Paper trash bag*
- Two bottles of sanitizer*
- Two aprons*

Clean all tables with sanitizing spray and hot water.

- Red bucket is used ONLY for Peanut Free tables*
- White bucket is used for all other tables*

Stock front counter items

- Utensils*
- Napkins*
- Straws*
- Cups*
- Condiments*

Take teachers salad bar cart out of walk-in refrigerator and put in teachers' lunch room. Remove lids from salad containers.

Put utensils in students' salad bar when applicable.

Service Line

Prior to lunch

- Insure all trays are at the service line and ready for distribution.
- Insure there is ample supply of forks and spoons

During Lunch

Volunteers are responsible for portioning menu items to students. Cafeteria staff may change utensils as older children proceed through the line.

After lunch

- Remove all food containers and take to kitchen area.
- Turn off all heating elements for service area.
- Acquire pan of hot soapy water in blue bucket on drying rack in dish room
- Clean and wipe down milk cooler, refrigerator doors and lunch tray counter top with soapy water/glass cleaner.
- Clean all service areas – in front and behind counter.
- Spray glass with glass cleaner on service line.
- Sweep floor in front and behind serving line area.
- Clean condiment table.
- Take pan of soapy water and give to dish room for their clean up.
- Sweep salad bar area.

Dish Room

Prior to lunch

- Insure all trays are at the service line and ready for distribution.
- Run any dishes from meal prep through the dishwasher and lay to air dry.
- Please do not send more than ONE large pan through dishwasher at a time

During Lunch

- Hands must be washed every time you switch between touching dirty and clean dishes.
- Assist in ordering lunches for kindergarten and first grades.
- Assist kindergarten and first grades with utensils, straws, and napkins.
- Receive and stack trays from all grades.
- Spray trays to remove excess food.
- Run tray through dishwasher.
- Allow trays to air dry and insure they are clean
- Stack trays. If time permits, carry stacks to service line counter.
- Spray and run silverware through dishwasher.
- Separate clean silverware and replenish service line.
- If time permits, help staff wash pots and pans throughout meal service.
- Run kitchen items through dishwasher and lay to air dry.
- Only run 2 pitchers and lids through rack at one time.
- Only run 4 utensil trays through at one time. They must lay flat.

After lunch

- Service Line volunteer will give you pan of hot soapy water.
- Remove sink strainer from spray area and dispose of food in disposal.
- Wash sink and strainer with hot soapy water.
- Wash all stainless in-take lanes with hot soapy water.
- Clean out disposal funnel with hot soapy water and run disposal.
- Remove excess water with squeegee.
- Towel dry all stainless lanes – both in-take and out-put lanes.

Floor Assistant

Prior to lunch

- Insure the Allergy (red) and First Aid (blue) bags are on the counter.
- Allergy bag contains epi-pens, medicine and individual instructions for each student with food allergies.
- Clean all tables with sanitizing spray and hot water.
Red bucket is used ONLY for Peanut Free tables
White bucket is used for all other tables
- Put white utensil baskets on each table

During Lunch

- Assist lunch supervisor with the seating of the students.
- Refer to Peanut Free rules for seating.
- 1. No packers EXCEPT those with peanut allergies are allowed to sit at Peanut Free tables, All packers must sit 100% on the second table – not at the seat where the tables meet.
- 2. Only students who buy lunch and do not have peanut butter on their tray may sit at the Peanut Free tables.
- 3. Kindergarten and First Grade students must sit in the order that they leave the lunch line. Boys and Girls will be mixed at the tables.
- 4. Second through Sixth Grade students sit in gender specific tables EXCEPT for the Peanut Free students and one guest. They must sit in the order that they leave the lunch line.
- 5. Seventh Grade students may sit in any seat as long as the tables remain gender specific.
- 6. Eighth Grade students may sit wherever they want.
- Assist students with spreading peanut butter, jelly and/or cream cheese.
- Assist students with opening food items (ie milk, yogurt, sherbert, etc)
- Serve water to students in grades kindergarten through fourth grade.
- Serve additional condiments to students (ie ketchup, BBQ sauce, etc)
- Supply students with additional utensils, napkins, straws, and cups.
- After students are dismissed, clean tables with disinfectant spray and soapy water.
- Clean up any spills that occur on the floor or at the garbage cans.
- Assist lunch supervisor in any circumstance of student care including first aid and allergy reaction procedures.

After lunch

- Wash all tables.
- Pull out chairs and sweep entire area.
On Fridays, stack chairs on top of tables prior to sweeping
- Clean counter.
- Return Allergy and First Aid bags to bottom of cart.
- Remove Student Allergy list and place on cart.
- Return cleaning cart to kitchen.
- Throw away trash bag
- Dump cleaning pans and place upside down on drying rack
- Rinse rags and lay over sink
- Wipe off cart