

Cafeteria Volunteer Responsibilities

- On your first day of working, please sign the Discrimination Sheet located in the kitchen.
- When you arrive to school, please stop by the office to sign in the visitor binder and get a visitor badge.
- Please report to the kitchen around **10:55 a.m.** as lunch begins at **11:00 a.m.** – if you are running late, please do not rush or speed to be on time. We understand that things come up and will manage until you arrive!
- **PLEASE ENTER THE KITCHEN THROUGH THE DOOR BY THE HAND-WASHING SINK** (at the bottom of the stairs in the hallway -- we come through the other doors with large hot pans and pots!)
- A hat OR a hair net **are required** for all volunteers to wear during duty – we do have hair nets available. It is also helpful to tie your hair back in a ponytail in addition to the hat or hair net.
- Please put on your hairnet and disposable apron located on the opposite side of the handwashing sink. Then you must wash your hands and put on disposable gloves.
- If you contaminate your gloves, please step away from line to grab a new pair and dispose of old ones.
- You will usually be finished serving by 12:00. However, if lunch runs a little late and you need to leave, simply notify the head cook and you may leave!
- The cafeteria staff expects a certain number of volunteers each day. **If you cannot make your assigned day, please switch IN ADVANCE with someone else by e-mailing someone on the volunteer list, or calling a substitute. It is your responsibility to find a replacement, not the school staff!**
- See substitute list on the following page.

THANK YOU FOR VOLUNTEERING!!!