

### **CHOPPED LEAF Hot Lunch Instructions**

1. When you arrive at the School, get the order sheets from the Hot Lunch folder (which is behind Pam's desk - Pam will help you locate them). There will be a summary sheet with all orders itemized as well as one sheet for each class.
2. Head to the kitchen (it may be locked - Pam/Melissa will have the key).
3. Set out all blue and black crates on the counter.  
*\*Blue and black crates can be found under the table in the centre of the kitchen.*
4. Place the grey thermal bags inside the crates.  
*\*Grey Thermal Bags can be found on top of the upper cabinets above the sink*
5. Lay out the order sheets for each class by the bin for that class.
6. Chopped Leaf will bring the food to you. Each box will be labeled with a class.
7. Place the salads and wraps in the crate. The rest of the food can go in the thermal bags. Please start with grades 6-9 as they have lunch first.
8. Place the order sheet for each class in each box.

Isn't it nice to have a new lunch option! Thank you so much for your help!!

#### ***Special Notes:***

- ***Please start packing lunches for grades 6-9 as they eat lunch first***
- *Once lunches are distributed, if any students come to the lunch room with any questions about a missing lunch, etc, please direct them to the Main Office*
- *If a child is absent, there may be requests to pick up lunches or to give the lunch to a sibling. Pam will give you those requests - please make a note on the summary page for any such case.*