

SUBWAY 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. Lay out the order sheets for each class by the bin for that class. Please ensure lunches for grades 6-9 are organized first as they eat first.
5. Subway will place the boxes on the floor outside the kitchen door. Each box will be labeled with a class.
6. Double check the number of sandwiches in the box with the number of sandwiches on each order sheet then place sandwiches in the crates.
7. Add the Kombucha to each crate using the order sheets to tell you how many to put in each class.
**Kombucha can be found in the glass fridge.*
8. Place the order sheet for each class in each box.
9. Extra subs go to the office, or you can take one for yourself.

You Got This! 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.*