

LITTLE CAESAR'S 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. Little Caesar's will bring the orders to the kitchen. You can help the employees bring in the pizza bags. There will be a lot!
4. Each bag will be for a class with a tag showing the amount of pizza and crazy bread for that class.
5. Double check the number of items in the bag with the numbers on each order sheet. Please start with grades 6-9 as they have lunch first.
6. Place the order sheet for each class in each bag.
7. Extra food goes to the office.
8. When the pizza bags come back from each class, put them in a pile in the kitchen. Amanda Moore will pick up the bags and bring them back to Little Caesar's.

How awesome was that! 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.*