

BOOSTER JUICE 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. Booster Juice will bring the boxes to you. Each box will be labeled with a class.
4. Double check the number of drinks in the box with the numbers on each class's order sheet. Please start with grades 6-9 as they have lunch first.
5. Place the order sheet for each class in each box.
6. Extra food goes to the office, or you can take one for yourself.

That was easy! 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.*