

HOLY GRILL 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. Holy Grill will bring the boxes to you. They will NOT be set up for each class. Instead, they are separated by each product. One box will have chips, one will have Crispy Chicken and so on.
7. Grab an order sheet and fill the bin for that class. Start with grades 6-9 because they have lunch first.
 - Make sure to double check the burgers you are grabbing. Sometimes there will be two kinds in one box.
 - All burgers go in the thermal bags.
 - Everything else goes in the crates.
8. Place the order sheet for each class in each box.

Have Fun with it! 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.*