

EDO 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. Sanitize all surfaces in the kitchen with provided sanitizing spray.
4. 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.*
5. Place the grey thermal bags inside the crates.
**Grey Thermal Bags can be found on top of the upper cabinets above the sink*
6. Lay out the order sheets for each class by the bin for that class.
7. Edo will bring the food to you. Each bag will be labeled with a class. They will also hand out the amount of sauce containers needed for each class.
8. Place food bags and sauces in the thermal bags for each class. Please start with grades 6-9 as they have lunch first.
9. Place the order sheet for each class in each box.
10. Extra food goes to the office, or you can take one for yourself.

Enjoy! 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.*