

### **WATER'S EDGE Hot Lunch Instructions**

1. When you arrive at the School, please 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. Please sanitize the counters with the bottle labeled 'sanitizer' and wash your hands.
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. Water's Edge will bring the orders to you.
7. Lay out the order sheets for each class by the bin for that class.
8. Grab an order sheet and fill the bin for that class by placing warm products in thermal bags.
9. Place the order sheet for each class in each box.

Have Fun with it! Thank you so much for your help!!

#### ***Special Notes:***

- *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.*