

## 5th-12th Lunch serving instructions

*Thank you for volunteering your time to our school and hungry students!*

We kindly ask you to be very conscious and mindful when in the school. BASIS Mesa has a closed campus policy for the safety and benefit of our children. When volunteering for lunch, please understand we should not be walking around the school (i.e. you can't go to your child's locker or lost & found etc.). We also cannot sit at the tables or wander around the lunchroom.

### **1) Get What you Need**

- a) Pick up the print-out of that day's lunch orders from the folder in the magnetic holder on the side of the cabinet in the upper mpr.
- b) Grab a highlighter/pen.

### **Lunch Times:**

**5th- 10:35 am; 6th- 11:05 am; 7th- 12:25 pm; 8th- 11:05 am or 11:30 am; 9th / 10th 12:00 pm; 11th / 12th- 11:10, 12:00 pm, or 12:55 pm**

### **Serving Lunches**

- a) Kids will line up and volunteers should ask their last and first name.
- b) Grab the print-out and be sure to highlight/check 'served' for each student as they receive their lunch. After confirming absences, please go back and highlight any 'absent' students. All names should be checked served or absent.
- c) At each lunch session, once you feel all the students have picked up their lunch, if there are any unclaimed orders please confirm with one of the BASIS lunch aides that the child is absent that day. Sometimes kids don't realize that they have a lunch ordered, so it is important we double check.
- d) **\*Lunches after 12:25 leave the list with servers and the students will check their names off. The servers will return the lists to the cabinet (if you want to stay until 1 pm, you are more than welcome).**
- e) NO FOOD IS TO BE GIVEN TO STUDENTS WHO HAVE NOT ORDERED.
- f) If a student says s/he doesn't have lunch, tell him/her to let Mrs. Hackett know.
- g) Return lists and pens/highlighters to cabinet.
- h) As a volunteer, remember to have your card signed by the front office as proof of volunteering. 10 slots gets you \$10 lunch credit. 😊
- i) **STUDENTS WILL GO THROUGH THE SALAD BAR ONCE – THEY CAN TAKE AS MUCH AS THEY WANT (BUT OBVIOUSLY USE YOUR JUDGMENT IF YOU NEED TO).**
- j) **We no longer have extra spoons, forks, or napkins so advise students to bring their own please.**
- k) If you have issues with students not being on the list, etc. please text Alicia with details at the number listed below.

## **CONTACTS**

Boosters- Alicia Sanchez (480) 252-8835 or Kirsta Chandler (480) 316-8367 or Tiffany McKelvey (480) 323-9311 for no-shows or questions. Claire LaChance 480-454-0854 is a good alternative for no-shows. Please email [lunch.basismesaboosters@gmail.com](mailto:lunch.basismesaboosters@gmail.com) with any non-emergency issues or questions. If you cannot make your volunteer session, please contact one of the numbers above and/or post in the visitor post section on Boosters Facebook page. Thank you.