

KCE Lunch Volunteer Information

Before/As Students Arrive:

- 🐾 Obtain a pair of gloves. Change gloves when soiled/as necessary.
- 🐾 Help straighten/clean tables from prior lunch.
- 🐾 Get some napkins and spare cutlery from the lunch line to have ready to hand out.

During the Lunch Period:

- 🐾 Help students open packages, provide napkins, cutlery and condiments.
- 🐾 Facilitate the bathroom passes—one student per bathroom at a time!
Students ask for a pass to hang on the door and bring it back when done.
- 🐾 Assist staff in monitoring student behavior. Consult a staff member for any assistance needed/nurse visits/etc.
- 🐾 Enjoy time talking with the kids and getting to help them!



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Clean Up Process:

- 🐾 At the direction of KCE Staff, select a trash can or the milk cart and go through rows of tables collecting items from students. Open milk goes onto the small cart to be dumped in the small trash can and strainer.
- 🐾 Direct students to pack up their lunch boxes and remain seated.
- 🐾 As students depart, use the spray bottles/paper towels/disinfecting wipes to clean the tables (benches as needed) before the next lunch period arrives.
- 🐾 Straighten tables and alert the Custodian team to any large spills.

Questions?

At least one KCE Staff Member is present in the cafeteria with students and can answer any other questions you have!

THANK YOU for volunteering your time to help KCE students have a great lunch!

