

Lunchroom Supervisor Notes

10/09

Please be on time! No later than 11:30.

Kindergarten and First Grade arrive in the cafeteria first. They go right into the lunch line. They sit on the three tables closest to the kitchen. Second grade is next at about 11:40. They sit on the two tables by the milk cooler. Third and Fourth grade come into the cafeteria about 11:50. Fourth grade sits next to the windows, and third grade is between them and second grade.

Please stand by the milk cooler and help the students buy their milk. Milk costs \$.30 per carton. We do accept cash or student milk cards. There is a box next to the milk cooler, which has student's milk cards in it. Students are to take out their card mark an X on a number and put the card back in the box. Cards are filed under grade order. If there is no card, and they don't have money, then no milk is to be given out.

Once you are done helping the students with their milk, you are free to mingle with the children. Please encourage those who aren't eating to do so. It's ok for students not to like a food or to be full. You're not responsible to make anyone eat. Students may need help opening milk cartons, juice boxes, etc. They will come to you while you are at the milk cooler. We have small straws in the kitchen if one is lost, also scissors for more obnoxious packaging. Just poke your head in the door or send the child.

We do not have a mop in the kitchen. Small spills can be wiped up with paper towels. There is a paper towel dispenser on the wall between the double kitchen doors and the window leading to the dishwasher. Napkins won't do much good. If in doubt, ask the cooks. **We encourage students to clean up their own messes, with your help** depending on their age.

You may start dismissing the Kindergartens and First Graders at 11:50 on the cafeteria clock. Second, Third and Fourth grade students are dismissed at 12:10. Mr. Dave is usually in the cafeteria with his 4K students. Please follow his lead or ask him questions. **The students may not go outside without the proper attire for the weather.** Many have the stuff in their locker. Don't be afraid to send them back to get a hat, mittens, jacket, etc. As the younger students are leaving, the 4th grade table washers will be cleaning the tables. If there is a group of little ones dawdling, use your judgment and dismiss the table washer so they can enjoy their recess. Please wipe off the tables after dawdlers have left.

Second service starts with a bell at 12:10. **Stand back, they're hungry!** They can handle the milk cooler by themselves. Your role here is mainly crowd control. Students are dismissed into the lunch line by the chart on the wall across from the milk cooler. If you need to get their attention or settle them

down, do so personally to those who need this reminder. Watch for airborne food, paper, etc. and head towards that area. Usually your presence is enough or a 'look'. Don't be afraid to take action, talking to them, separating them, whatever it takes to keep them from getting out of control. We want to create an environment where they can all enjoy eating and visiting with their friends, but not a free-for-all.

When the bell rings at 12:35 **you** will dismiss them **one** class or one table at a time. Any class misbehaving will go **LAST**. At this time there should be FOUR – 5th graders with rags and spray bottles washing the tables.

Mr. Beisser will be in the cafeteria as his time allows. Please give him an honest report of how the meal time is going. If there are hot spots that need to be watched, please let him know. Also if you see anyone who isn't eating please let one of the cooks know. Sometimes this is a pattern that we need to address with the parents. FROM TIME TO TIME WE MAY ASK YOU TO PAY SPECIAL ATTENTION TO AN INDIVIDUAL OR GROUP.

Thank you for your willingness to help out in the cafeteria .