

Preparing Breakfast & Snack

- Get a count of the number of kids in each classroom that will be eating.
- WASH HANDS
- Count that number of plates/ bowls and utensils for each classroom and set them on the carts for the corresponding room.
- Look on the menu and figure out what the snack is.
- Find the items and begin portioning them in serving containers for the amount of kids in each room. Plates and central serving dishes should be used and should contain enough for the whole classroom. (Teachers will portion the individual plates).
- Place all items on the carts and bring carts to the corresponding classrooms. Carts should also come with a bus tub.
- Notify the teachers that snacks are ready in the hallway.
- Teachers will then notify kids to set the table with plates, napkins, and silverware.
- Teachers will distribute snack to kids once they are sitting with a plate and utensils in front of them.
- After the kids finish, they will discard their trash and place dishes in the bus tub.
- Once everyone has finished eating in the classroom, the teacher will place the cart and bustub in the hallway to be picked up by the person who prepared the snack.
- The person preparing the food will also do dishes and wipe down the cart.

Preparing Lunch

- At 10:50am, a teacher who has proper coverage in their classroom will get a count of the number of kids in each classroom that will be eating.
- WASH HANDS
- Count that number of plates/ bowls, cups, and utensils for each classroom and set them on the carts for the corresponding room. Utensils should be placed in a red solo cup.
- Look on the menu and figure out what the lunch for that day is.
- Find the items and start to prepare them. For frozen items, follow directions on the bag for microwave preparation. For cans of non-fruit, put into bowls and heat to warm temp but not hot. For cans of fruit, just open, drain, and put into serving dishes. All items should be "heat and eat" and should not require "cooking" of any meat or raw foods.
- Begin portioning them for the amount of kids in each room. Plates and serving dishes should be used to hold the food and should contain enough for the whole classroom.
- Place all items on the carts, including milk, and bring carts to the corresponding classrooms. Carts should also come with a bus tub.
- Notify the teachers that lunch is ready in the hallway.
- Take a smaller portion of servings to classroom 8 with no silverware.
- Get the milk back in the fridge as fast as possible, everything else can sit out for a bit.
- Once kids are all done, go around and collect the carts and bus tubs. Discard trash and recycling items.
- The person preparing the food will also do dishes and wipe down the cart.

Family Style Meals

- Kids will have hands washed and ready to help with family style by 11:20.
- Food, plates, utensils, silverware, cups, and milk will arrive in each classroom on a cart. There will also be bus tubs for discarding dishes after they are finished.
- Kids will be responsible for setting the table with plates, cups, silverware, and napkins, and everyone should have a duty.
- After the table is set, kids will take their seats and wait for further instructions.
- Teachers will then set the table with the food and milk, and instruct the kids to carefully begin serving themselves.
- In an ORDERLY fashion, teachers will assist the kids in serving themselves (this does NOT mean doing it for them). The food will have plastic spoons/forks that will allow the child to serve themselves. Milk will be in a smaller container that will allow the children to pour it themselves, although you may need to assist the smaller children. The teacher must sit at the table with the children.
- After kids have finished eating, they will gather their dishes, throw away disposables, and place dishes in the bus tub.
- Kids help with cleanup. Older children can help clean tables and floors. However, all cleanup should be completed, including floor and table top, within 20 minutes of the last kid finishing.
- After all dishes have been either discarded or placed in the bus tub, carts and bus tub will be put in the hallway for collection. Milk cartons and food dishes should be on the cart as well. **If someone does not come to get your milk in a timely manner, make sure it gets back in the fridge ASAP.**

Doing Dishes- To Be Completed by Staff Member who Prepared the Snack/Meal

- Once carts are in the hallway with bus tubs of dirty dishes, the staff member who prepared the snack/meal will collect all of the carts and bring them to the kitchen.
- Empty the trash into a wastebasket. Cups, serving bowls, and plates will be rinsed off and placed in the sink.
- In a clean, white bus tub, pour a capful of bleach in and fill with warm water $\frac{3}{4}$ full.
- All dishes that are not cups will be washed first using soap and water, then soaked in the bleach water for 60 seconds, and left out to air dry. Once complete, staff can start with cups.
- Cups should be washed with soap and water, soaked in a tub of bleach water, and then set out to air dry. When setting out to dry, the cups should be on a towel or some absorbing surface, and tipped at an angle to air dry.
- Once dry, a staff member should put dishes back where they go. Make sure they are FULLY dry.
- Closer will make sure that all dishes are done and put away before they leave for the day.

Rules For Food Service

- Half wall ledges will NOT be used to dish any food or drink moving forward.
- Clean up will be completed by the staff member that prepared the food.
- As soon as any food or drink item is opened, the date must be written on it with a permanent marker. If the item is fully used, discard the item and don't worry about the date.
- Non-frozen items marked with a date have exactly 36 hours to be used or we must throw it out. Exceptions to this rule include individually packaged items like cheese slices or sticks.
- Milk MUST get collected and placed back in the refrigerator ASAP after serving by the scheduled staff member who is cleaning up.
- First in First out rule: make sure the milk or perishable item you are taking has the closest expiration date. DO NOT take the further away one first.
- CLOSERS are to make sure that all dishes are done and that the kitchen is clean and ready for the next morning.