



2013-2014 Lunch Provider Program

Instructions for Lunch Helpers

1. Before arriving at TBAS, check the TBAS Lunch Calendar (www.thebridgeavenueschool.com) to confirm lunch is being provided for the day.
2. If there is no one scheduled to bring lunch, upon arrival at the school check the refrigerator and freezer for something to bake/cook/prepare on site. (i.e. frozen casserole or peanut butter & jelly sandwiches)
3. Notify Dan about the situation and secure his approval before preparing/ordering anything (he may already have a plan).
4. If lunch is provided for the day, try to arrive at the school by noon to receive the lunch from the designated Lunch Provider. If staying through cleanup, expect to be on site till approximately 1:30 p.m.
5. Plan on enough food for lunch to serve 16 people (and any guests).

Lunch Provider Program Instructions for Lunch Helpers Cont.

6. Heat food if needed.
7. Either set up lunch buffet style or, if you have time and it's a cold lunch, pre-plate the lunch onto individual place settings at each table. If enough extra food, serve second helpings while students are seated.
8. Make sure students wash their hands before eating. Also, a prayer is usually said, and Dan typically orchestrates this, however if Dan gets called out of the room, please ask for a student volunteer to say grace before the meal. As lunchtime comes to a close, the students are to throw away their trash and help clean off the tables with a clean sponge, dishrag or Clorox wipe.
9. Cover and place leftovers in the refrigerator.
10. Dispose of leftovers in refrigerator from the previous week if necessary.
11. Help maintain the cleanliness of the refrigerator (wipe spills & sticky spots.)
12. Wash, dry and put away any dishes or serving pieces used to serve lunch.
13. Email or call Jessie Lawell if supplies are running low like paper plates, cups, napkins or cutlery.

2013 – 2014 Weekly Lunch Helpers at TBAS

Monday

Amy Kurz

440-835-6587 home

440-653-2594 cell

amykurz@hotmail.com

Tuesday

TBD

Wednesday (1st & 3rd Wednesdays of ea. month)

Betty & Jack Wolfe

440-930-5170

bettywolfe3@gmail.com jackwolfe3@wowway.com

Thursday

TBD

Friday

TBD

* Jessie Lawell to fill in as needed.

440-223-7803 or Jess.lawell@gmail.com