



John S. Armstrong Elementary PTA

Cafeteria Volunteer Guidelines

The Food Services Department must follow all Health Department regulations, which also include the time period that you, as a volunteer, are in the cafeteria. Please read the following points that are required by the Health Department while you are in the cafeteria.

- Wash your hands upon arriving in the cafeteria, and after any breaks you may take.
- **Wear a baseball cap or another form of hair restraint.**
- Put on an apron provided by the cafeteria.
- **Closed toe shoes** are a MUST.
- Do not eat or drink in the kitchen while serving food, or while stationed at the cashier's station.
- Wear and change gloves often-at least once between each lunch period and always after handling non-cafeteria serving utensils.
- **Never use cell phones while on the line, or leave cell phones in the serving area** as a matter of cleanliness.
- Do not store your personal belongings in the serving area.
- Follow the manager's directions regarding serving sizes for each grade level.
- Use separate utensils while serving food to avoid cross-contamination.
- Do not substitute food while serving unless you ask the Food Services Manager.
- Please check with the cafeteria staff when foods are spilled or need to be wiped off of serving areas and stations. Proper cleaning methods must be used to avoid cross-contamination.
- Do not allow parents or students to store outside food or drinks in the cafeteria coolers or warmers.

THANK YOU SO MUCH FOR YOUR TIME & SUPPORT

Server Volunteer Notes

- Always closed toe shoes, hats and apron
- Please step away from the line to use your phone, and remember to wash your hands and put on new gloves when you return. Never leave the phone laying in service area
- Kinder & 1st grade have the options of cold or hot lunch, and their choice of beverage.
 - Kinder may not purchase snacks or seconds
 - 1st grade may purchase seconds and snacks
 - 2nd – 4th grade order everything ala carte
 - Serving sizes increase as the students get older.
- Alert kitchen staff early if you notice you're low on hot items
- Utilize the cooler/warmer behind you on the line to replenish other items

Cashier Questions and Answers

What if a message restricting a particular item pops up on the screen?

Parents have the ability to restrict their students account for both items purchased and purchase limits. If an elementary student has something on their tray that is restricted, discretely tell them their parents have requested they not purchase that item and ask them to give to you or return to the line. For open items such as guacamole or french fries, please set aside as the health department won't allow us to resell them once the child has them on their tray.

The student has a message that says they have a limit on their account. What should I do? First, verify the student has not exceeded the parent set limit. The Current Purchase total displays the list of items purchased. If they have exceeded their limit, check with your campus cafeteria manager.

What do the alerts mean? Alerts will pop up when you enter a students number to indicate an allergy, or a purchase restriction. If a student has a nut allergy, it's important to be sure the student didn't pick up any peanut products by mistake. Please do ask cafeteria staff if you are unsure about ingredients.

**IF YOU CAN NOT MAKE YOUR SHIFT,
IT IS YOUR RESPONSIBILITY TO FIND A SUB**

MON Nancy Shores 214.912.5958 nancybshores@gmail.com

TUES Shyla Valentine 214.803.8338 shyla206@gmail.com

WED Sarah Thomas 310.927.5755 Sarah.e.kraft@gmail.com

THU Jodi Pratt 214.425.8800 jpratt@stockdale.com

FRI Suzie Curnes 214.232.3003 suziecurnes@gmail.com