



GRACE LUTHERAN CHURCH AND SCHOOL
1200 CHARLES STREET
LA PLATA, MD 20646

LUNCH ROOM VOLUNTEER RESPONSIBILITIES

DEFINITION: Lunch Room Volunteer - parent, teacher or aid. One volunteer per class per lunch period.

- Please sign in at the school office and receive a pass. Teachers and aides are exempt.
- All volunteers are responsible for knowing and enforcing all lunch room rules and regulations. You should have received a copy in your lunch program packet. If not, there is a copy posted in the lunch and class room.
- Help kitchen staff set up the lunch line (ice, beverages, trays, napkins, utensils, desserts, etc).
- Pick up students in their class room and escort to the lunch room.
- Students with bag lunches should be seated while students with lunch tickets should line up for food service. Please be mindful of other classes if they have not completed their lunch room duties and are still in your designated areas.
- Be attentive to the needs of all students during lunch.
- Help students dispose of garbage and return trays to designated areas.
- Have students check their area for trash and debris under tables.
- Help with spills and accidents.
- Give a 5 minute warning 10 minutes prior to lunch dismissal.
- It is the responsibility of the lunch room volunteer to clean off chairs and tables for the next lunch shift. Allow 5 minutes for cleaning of chairs and tables (spray bottles and sponges will be provided).
- Have your class line up and return them to their classroom.