

Plan of Work (POW) for the Lunchroom Lead

Train and provide support to lunch volunteers throughout the year as well as the snack bar. Ensure that all lunch functions run smoothly.

Help determine vendors for the upcoming school year.

Manage and train lunch volunteers and ensure that all lunch shifts are covered on an ongoing basis. Fill in as needed.

Act as liaison between school and vendors, ensure credits or refunds are given, cancel lunches when needed, etc.

Attend monthly PSO board meetings and report on committee – lunch and snack bar updates.

Maintain forgotten lunch binder, file all forgotten lunch forms in the binder at the beginning of the year.

Maintain logs, adding new ones in respective binders as needed throughout the year.

Refer to the school calendar and create Signup Geniuses for the volunteers, at least three months at one time. Communicate with the President to find out if the lunch shift will be altered. It will be altered on the day preceding a recorder concert, if there is an assembly, or an awards ceremony. Communicate any changes of the lunch shift to the volunteers that will be working that day.

Recruit volunteers to signup for lunch, utilizing the PSO meetings, or as needed. If there is no designated snack shopper, recruit a couple people, if possible.

Provide any training to the volunteers, making sure that two new volunteers are not volunteering on the same shift. Be available to answer any questions that come up, via text or phone call. If a volunteer needs to delete their signup, try to get them to find a substitute in their place.

On Fridays only, schedule two extra volunteers, to utilize the rolling carts and sell chocolate during lunch time.

Have two people check the deposit slip, from snack/lunch sales.

Monitor the supplies in the lunchroom, and make a list as to what items are needed (i.e., paper plates, napkins, etc.). Coordinate with the snack shopper, as to which items to purchase, or, if necessary, purchase the items yourself, using the PSO credit card.

Sign out the credit card, which is located in the locked PSO drawer, at the Front Office, then sign it back in when finished. Fill out requisition form, and attach the receipt from you or your snack shopper's purchase. Place the form and receipt in the Treasurer's folder, which is located in the Front Office.

Plan for pizza sales during Finals week (first two days of Finals) and the third day of Finals sell only snack/drink items. Recruit a total of four volunteers to work during those three days in coordination with the students break times.