

PTO Lunch Program 2021-2022

The Closter PTO



Dear PTO Lunch Program Day Co-Chair,

We would like to thank you for supporting the PTO Lunch Program!

Your participation and commitment are vital for keeping the program successful and viable.

Due to the unique circumstances of this school year, the PTO Lunch Program had been modified to adhere to Covid-19 policies. Please carefully review the Co-Chair's role description:

The day before your Lunch Day:

- Confirm all your volunteers are available the night before your Lunch Day
- Make sure you have an updated lunch report

On your Lunch Day:

- Both Co-Chairs must be present on their respective day, no alternating days
- Notify the office of any change in volunteers for the day by 10:30am
- Upon arrival, collect the daily absentee list from the main office
- Count all meals and report missing meals to the restaurant + update Lunch Co-VPs
- Make sure hot meals are placed in insulated containers as soon as possible
- Distribute volunteer responsibilities among co-chairs and volunteers
- Monitor utensils and napkins inventory
- Document any issue with any meal / contact restaurant as needed
- At HES:
 - Make sure you have stickers to label individual students meals
- Extra meals:
 - Confirm and document number of extra meals available (from absentees or reserves orders)
 - Feel free to sell extra meals and collect money (cash only) for each meal
 - Keep track of extra meals that were sold on your day
 - HES: put money collected in envelope and put in PTO box in the office
 - TMS: TBD