**Raymer Elementary**

**HOT LUNCH Coordinator**



The Hot Lunch provides the hot lunches our children enjoy every week

*(aren’t they a nice change to sandwiches?!)*

**Specific responsibilities of the Hot Lunch Coordinator include:**

1. Confirm lunch options, selling prices, start and end dates, timelines, forms and photocopying with the local businesses. Confirm purchase prices with all suppliers and inform the Treasurer.
2. Creating a Hot Lunch form, photocopying and distributing to every student. Then collecting Hot Lunch forms and money on return due date.
3. ~~Once per month input all the Hot Lunch orders into database~~ *~~(Cassandra, PAC Secretary, will teach initially how to use the online system)~~* ***We no longer have this Database***
4. Place Hot Lunch orders with the local businesses
5. Recruit volunteers to help with both the delivery of Hot Lunches and with the Hot Lunch Committee (e.g., for data entry and verification).
6. Coordinate all volunteers.
7. Process payment verification.

**Hot Lunch Coordinator is responsible for the following duties on Hot Lunch Day** (which can be delegated):

1. Print off the students hot lunch order form for the week
2. Get student absent list, in the case of a student being absent that ordered food, it is to be placed in fridge for the next day
3. Organizing food upon delivery.
4. Supervising and coordinating volunteers for food distribution to each classroom.
5. Washing and cleaning all bins or supplies that were used in organizing food.
6. Paying all invoices *(this may not always be possible on Hot Lunch Day).*
7. Follow up with any concerns or questions from students, teachers and parents.

***Estimated Time Commitment***

Weekly Duties on Wednesdays: 1hr

Monthly Duties: 15-20hrs

**This position would benefit from a person who is organized, gives attention to detail, is good with people, and has the availability to be at the school every Wednesday.**