

Quarterly Teacher/Staff Luncheon

Responsibilities:

Each quarter a group of classes sponsor a teacher luncheon all except for the Christmas Luncheon. Luncheons are held in Teachers' Mailroom next to the Office. Each class participating is responsible for providing a slow cooker of soup, a salad, and a dessert. A total of 4-6 soups, 3-4 salads, and 4-6 desserts are recommended.

Securing List of Class Watchers for each class. The room parent or another parent that volunteers watches the class while the teacher goes to the luncheon at their normal lunchtime.

Secure soups, salads, desserts, bread/crackers and drinks (Teas, water and sometimes lemonade and soda) from each participating class' room parent. PFA will notify the coordinator of any dietary restrictions to be aware of.

Gather serving supplies from PFA storage area. PFA cabinet and storage shelves are located in the portable where Mrs. Rutherford's class is located. You may borrow the key from Dawn Welch at the front desk. *See attached full list of recommended items.

-ladles, serving dishes, serving cutlery, eating cutlery, napkins, cups, plates, bowls
-other items needed are ice to chill drinks and ice for making drinks

Coordinator and one helper set up room for luncheon by 10:30am. Parents are expected to deliver food by 10:30am to Office. Many families will bring food as they bring their children to school, and it is helpful for the coordinator to be available in the luncheon room to receive food by 8:30am. Make sure to get the name of the soup so it may be labeled.

Coordinator and helper will clean up luncheon room and pack up leftovers around 1:00pm. Leftover are usually dated and stored in the Mail Room refrigerator. Desserts are typically left out on the table for teachers and staff to enjoy the rest of the day.