

HPISD Cafeteria Volunteer Server and Cashier Procedures

Help us to serve your children safely and efficiently...

1. Follow COVID-19 Protocols upon reporting for your volunteer shift, as outlined by the district for admittance to campus.
 - a. Please report for your shift thru the designated area per the campus guidelines where you're volunteering
 - b. Pre-screening survey form must be completed daily prior to your shift – confirmation that the screening survey has been completed and a temperature check will be administered upon arrival
2. Wear face mask at all times while in the kitchen and serving line as long as COVID-19 protocols are in place – please provide your own.
3. Wash your hands upon arrival to volunteer – before serving and when necessary while serving, touching face or personal items and after using the bathroom. Please follow strict handwashing guidelines.
4. Wear gloves – change them frequently and wash hands between glove changes – after every grade level, if you leave the serving area, handle your cell phone, rub your nose, scratch your head, eating, etc. We do not mind you using several gloves daily!
5. Wear a hair restraint – your choice – baseball cap, visor, hairnet, etc. Hair should be in a ponytail if it is shoulder length or longer
6. Shoes – wear closed toe, rubber sole shoes. Do not wear wedged or heeled shoes while on the serving line or in the kitchen.
7. Wear apron that's provided at the campus. Please take off before entering the restroom, upon leaving the kitchen serving line area, leaving the cafeteria at the end of your shift.
8. No eating or drinking behind serving line, in kitchen, or while cashiering. We encourage you to stay and eat lunch after serving and visit with your fellow volunteers. Your lunch "benefit" is only for you as a volunteer working for the cafeteria on your assigned work day. It is not transferable to your child or another day when you are not volunteering in the cafeteria.
9. If you cannot stay after serving to eat your lunch and would like a "to go" lunch plate, please feel free to wrap your lunch with saran wrap. On occasions there may be some menu items that are "leftover" from lunch service. If you are interested in purchasing these items, feel free to speak to the Cafeteria Manager regarding the pricing and the staff will be happy to package the product for you.
10. No students allowed behind the serving line or "assisting" you with cashiering. Please don't take food to your child in the cafeteria after they have gone through the serving line
11. If you are a cashier, all students (including your child and child's friends) who are going through the line must pay for their food at the assigned rate for each food or beverage item – please do not give special privileges to selected students.
12. If a child cannot pay or does not have enough money, only single-serve manufacturer packaged items may be removed from the tray. The Cafeteria Manager may also give you specific instructions in regards to dealing with students who do not have enough money.
13. No cell phones or personal items behind/below the serving line. Please see the manager for the designated area set aside to properly store these items.
14. Do not force students to purchase food items you believe would make a "healthy" meal.
15. Follow the direction of the manager regarding portion sizes – they are appropriate sizes for the student's age group.
16. The Cafeteria Manager is responsible for the feeding of your children in a timely, efficient and safe manner and has the knowledge to do so – please follow her directions while doing your volunteer duty.
17. Be on time – the first students through the line NEED you and it is a courtesy to your fellow volunteers – don't assume everyone else will be there on time.
18. Find a sub when you are unable to work – again, your children NEED you and your fellow volunteers appreciate it – don't assume everyone else will be present. Volunteer Coordinator!
19. The Cafeteria Staff appreciates all of the volunteer help and assistance you provide us. It makes our job of serving your children healthy and safe food much easier.

Printed Name _____ Signature _____
Date _____