



Head Volunteer:

1. Be available to answer questions and train new volunteers.
2. Check in with kitchen manager and/ or custodial staff.
3. Identify yourself as head volunteer.
4. Check bin and signage order on the wall and on the bins.
5. Check stock and availability of (as needed):
 - a. Gloves
 - b. Grabber
 - c. Extra bags: plastic and compostable
 - d. A second bucket
 - e. Squirt bottle
 - f. Paper towels
 - g. Broom and dust-bin
 - h. Clipboard with Lunch Room Operations forms; Compost Helper Sign-Up form; Compost Helper list.
6. Make sure lid of compost bin is open and a bucket is under the sink.
7. Check in periodically with kitchen staff, TAs, and volunteers.
8. Notify staff when you are signing out.

Volunteers:

1. Signup online.
2. Sign in at Main Office.
3. Head to the cafeteria, find head volunteer or kitchen manager.
4. Understand what you are responsible for in your lunch room.
5. Know the order of the bins.
6. Assist kids in line.
7. Provide positive reinforcement to the students.
8. Follow the "When in doubt, Throw it out" model.
9. Sweep if needed, ALWAYS place dust-bin waste in the trash.
10. Before leaving check that everything is in good order.
11. Notify staff when you are signing out.
12. Sign out at Main Office.

STUDENTS, STAFF AND VOLUNTEERS WORKING TOGETHER:

At Table:

Students:

1. Follow the tray diagram, if available, or follow the liquids, trash, compost, and tray format.
2. Straw out of the carton.
3. Open sauce containers, if time. Separate into trash and compost.

Staff and Volunteers:

1. Remind and guide students to follow tray set up. Remind students that they cannot change their tray sorting after they leave the table.
2. Give a 3 minute heads up to sort items on tray.

In Line:

Students:

1. Pour only liquids in liquid bin, no sauces or fruits.
2. Monitor the compost- remove non-compostables from the compost bin by using the grabbers.
3. Make sure trays are stacked correctly on the table.

Staff and Volunteers:

1. Don't fill the trash and carton bins too full as kitchen staff has to raise the bags over their heads to put in dumpster.
2. Fill the food waste (compost) bin as full as possible for best financial results.

Kitchen or School Staff Guidelines:

1. Notify volunteers of their responsibilities if necessary.
2. Watch for spills.
3. Monitor bucket throughout the lunch period and replace it if necessary.
4. Monitor bins and replace when full.
5. At the end of the lunch period:
 - a. Bag the trays and place in the compost bin.
 - b. Grabber is cleaned and put away.
 - c. Sink and buckets are rinsed.