



St. Augustine Catholic School Lunch Volunteer Procedures

Lunchroom Volunteer

All volunteers report at 12:10PM; sign in at the office and get an ID badge. All volunteers go to the hall to help set up and distribute hot lunch. Re-fill fork/napkin bins etc. as guided. Volunteers must **ALWAYS** wear gloves in the hall.

After the last lunch session, the students will return to class and we ask volunteers to report to kitchen management team for hall cleanup direction. Wash tables and push them and the chairs against the wall. We ask all lunch volunteers to sign-out at the school office no later than 1:10PM and return the ID badge.

Lunch/Recess Volunteer

Each teacher has a rainy-day recess policy that will be posted for rainy-day recess procedures. Please familiarize yourself with this upon reporting to volunteer duty. Students are never to run indoors, visit other classrooms, or congregate in the halls. Children are encouraged to use the restroom (no more than one at a time) during indoor recess.

Volunteer Hours Earned

Lunch and recess monitors earn 1 hour toward the 20-hour requirement every time they serve. Volunteers who are scheduled to work and are unable to attend are encouraged to contact the school office as soon as possible. The role of a Lunch/Recess Volunteer is critical to a safe and efficient lunch/recess time for our students. Thank you for partnering with us on ensuring we have the best volunteer team working on our students' behalf. Volunteering through the end of the school year is greatly appreciated and valued.

Shield the Vulnerable Training is a MUST

All volunteers are required to be in compliance with the Archdiocese of Baltimore **Shield the Vulnerable program**. This included lunch and recess volunteers. Please visit the AOB website at

<https://www.archbalt.org/shield-the-vulnerable-training/> for more information.