

PIZZA LUNCH PROCEDURES

All volunteers should be signed in and ready to go at 10:45 a.m. on the day of their assigned shift.

LEAD VOLUNTEER

- Pick up the weekly pizza packet (in bin labeled PTO Pizza behind front desk) and cash box from the front office safe.
- Pizza will be delivered at 10:55.
- Use a cart from the kitchen to meet delivery person.
- Use that week's pizza order, on the top page of the weekly pizza packet, to confirm pizza count by type. If the numbers do not match please notify Heather Vasilenko (312) 961-8647 or Denisia Anta (312) 352-0136.
- Put the pizza for 7th and 8th grade into the warmers in the kitchen until it is time to serve it. Should you arrive after the delivery, the pizzas may have already been put into the warmers for you.
- Retrieve large plastic bin from top of the fridge- it is marked as the PTO's. This has all the supplies you will need to serve pizza lunch. Extra supplies are located in the backroom of the kitchen. Quest staff members can help you locate these.

SET-UP

Three tables will be set up in front of the stage.

- Serving gloves **must** be used, they are in the bin. Please tie back long hair.
- Put out the signs for pizza on the tables. Cheese (thin and deep dish served from first table), Pepperoni, Sausage and Gluten Free can be served from the remaining tables. Alternate thin and deep dish to make it easy for serving.
- If plates run out, extra supplies are through the kitchen in the back storage.
- Place one serving list (included in the weekly pizza packet) at each station with a pen.
- About 10 minutes before the lunch begins, set out the plates and get the pizzas from the warmer to plate the pizza. **PLEASE MAKE SURE TO HAVE ONE PERSON HANDLE THE GLUTEN FREE SERVING TO PREVENT CROSS CONTAMINATION. THAT PERSON SHOULD ONLY HANDLE GLUTEN FREE.**
 - GLUTEN FREE pizza is pre-cut into 8 slices and served **2** per order.
 - Thin Crust is cut into 8 slices and served **1** per order.
 - Deep Dish is cut into 8 slices and served **1** per order.
- The kids tend to come early so pizza should be on the plates before the lunch begins.

SERVING

- Students should form three lines by pizza type. 1. Cheese 2. Pepperoni & Sausage 3. Gluten Free. One volunteer is needed for cheese. One volunteer can handle the Pepperoni, Sausage and Gluten Free, as long as, the Gluten Free is already on a plate to avoid cross-contamination.
- Ask student their LAST name and then first name. Place a check by their name to show they have picked up pizza.

NAME NOT ON LIST OR WRONG PIZZA (months of August/September & January only)

- Through September and then again through January when new orders are being accepted, students can change their order if they think it is wrong on the sheet. Please note this by their name.
- If they are not on the list at all, please provide a slice of thin crust cheese at no charge and write their name and requested information down on the New Request Sheet. Let the child know to tell their parent that we did not have their order and that they must have an order placed to receive any pizza in future weeks. PTO Pizza coordinator will then follow up with the parent.
- These two rules are valid only during active ordering times (September & January)
- Other months, if a student tells you that they believe that their parent just signed them up, you can give them one slice and note this on the student lists, so we can follow-up with their parents.

- We do not give out leftover slices for free, unless the student believes there was an error and that they are sign-up. If we have a repeat request from the same student week after week, we need to tell them that they cannot have a slice. Let them know that they can buy lunch from Quest that day.

CASH SALES

- There will always be extra slices. The extra number available is available on the summary page of the weekly pizza order in the PTO pizza bin.
- Additional slices may be available for students and teachers who did not pick up their order. The general rule is to wait 10 minutes to sell these.
 - \$3.25 for Thin Crust Cheese
 - \$3.50 for Thin Crust Pepperoni and Sausage
 - \$3.50 for Deep Dish Cheese
 - \$3.75 for Gluten Free Thin Crust Cheese
- Note the sale on the tally list in the Cash Box.

CLEAN-UP

After 8th graders have been served....

- Place extra pizza in the warmers, Quest will distribute this extra pizza to appropriate staff.
- Please return all supplies to bin and place on top of refrigerator.
- Return student lists to the pizza mailbox in the front office.
- Return cash box to the front office.
- Please note on paperwork any dwindling supplies including cash for PTO coordinators.

LEFTOVER PIZZA

- Volunteers are welcome to enjoy a slice of any extra pizza while serving.
- After all grades have been served, 2 full extra pies are placed back in the warmer. Marie from Quest will distribute these pizza's to appropriate onsite staff (Janitors, Bus Drivers, and Teachers etc.)
- One pie should be provided to the front office staff.
- If there are remaining slices after the above pies are given to the staff, volunteers can take up to one pie each home.

PROBLEMS?

Quest is available during lunches at the school. They can help with most issues.

For issues Quest cannot resolve, please contact via text or call:

Heather Vasilenko: (312) 961-8647

Denisia Anta: (312) 352-0136