

Hello,

Welcome back! It is time to start thinking about volunteering in the cafeteria. It is fun, and the children love to see their family members working during their lunch. It is a great way to get involved in the school, as well as a good way to make new friends.

Feel free to contact me with any questions or concerns at lsepalmer@outlook.com or 412-973-7511. I promise to do my best to work with everyone to help the cafeteria run smoothly for our children.

Thank you,
Laura Palmer

VOLUNTEER REQUIREMENTS

- **All cafeteria volunteers need to have their clearances completed before working in the cafeteria. Please make sure your clearances are up to date BEFORE you sign up. Here is the link to get started: <https://school.stgregzelie.org/protecting-gods-children>**
- Each family is required to volunteer in the cafeteria a minimum of 7 times during the year. If you are not able to work your 7 days then you will be charged a \$70.00 fee toward the end of the school year. Although each family needs to work 7 days, all are encouraged to work more often if possible. This service is appreciated and necessary to make the cafeteria run smoothly all year.
- Your time working in the cafeteria is separate from the Family Share volunteer hours that are required.
- Cafeteria volunteers can range from parents, grandparents, relatives, or family friends who have met the clearance requirements as stated in bold above. Credit for the day worked will only be given to the family when the volunteer signs in at the cafeteria (in the kitchen) on the day worked. **If you do not sign in on the sheet in the cafeteria on the day you work, we will have no way of knowing that you were there.** If the volunteer has a different last name than the school family, they must note which family they are working for in the book.
- **If you need to cancel for a previously scheduled day, please try to find a replacement. If a replacement can't be found please reach out to myself or **Andy Harmer at 724-437-2290**, so that we can try to find a replacement worker. If you are interested in being on the "On Call" list, please email me so you can be added to the list.**
- When scheduled for lunch, please plan to arrive at 11:20 a.m., and plan to stay until around 1:15 p.m. Cafeteria duties include setup, food staging, serving, loading/unloading the dishwasher, and table cleanup.
- Cafeteria scheduling will be done through Sign-Up Genius Website and you will get emails for this on a monthly basis. There will also be a link in the "Week Ahead" email weekly. When you sign up or make any changes, I will get an automated email. Changes can easily be made until the schedule is posted on the school website. Once that is posted changes will take a longer to post. If you have made a change and do not see it within 2-3 days, please reach out to me.
- The completed schedule will be posted directly on the school website - stgregzelie.org/cafeteria-schedule. Please check the website to see when you've been scheduled each month. This will also be included in the weekly email from the school office.