

## **Cafeteria Monitor Instructions**

Upon entering the cafeteria, please pick up a clipboard (A,B,C, or D). Your clipboard will give you specific responsibilities for your duty, arrival and dismissal information and a time table for each grades arrival, cleanup and dismissal.

Following is a condensed version of what you will find on each clipboard so that you can review this information before reporting to duty. Thank you for volunteering your time in this capacity.

### **CLIPBOARD A**

#### **Responsible for:**

- **monitoring Tables 1, 2, 3, and no nuts**
- **line up of tables 1-11 along stage at dismissal; walk them to hallway outside of gym**
- **For grades 1 & 2, assist the left-side hot lunch line in finding lunch cards.**

### **CLIPBOARD B**

#### **Responsible for:**

- **monitoring Tables 4 – 11**
- **keeping track of time to signal clean-up for tables 1 – 11**
- **dismissing tables 4-11 to line up for recess**

### **CLIPBOARD C**

#### **Responsible for:**

- **monitoring Tables 12 – 18**
- **keeping track of time to signal clean-up for tables 12 - 20**
- **dismissing tables 12-18 to line up for recess**

### **CLIPBOARD D**

#### **Responsible for**

- **monitoring Tables 19 & 20**
- **line up of tables 12-20 along windows at dismissal; walk them to hallway outside of gym**
- **For grades 1 & 2, assist the right-side hot lunch line in finding lunch cards**

#### **Arrival Procedures (All grades)**

Students enter cafeteria and either proceed to the hot lunch line or to their assigned table. Tables are assigned by class. Hot lunch lines are divided into left and right sides by class. Prepaid lunch cards are located inside the kitchen and are sorted by class.

#### **Dismissal Procedures:**

##### **1<sup>st</sup> and 2<sup>nd</sup> Grades**

- Students stay seated during clean up. Monitors push trash bins up and down rows so that students may throw away trash. Please monitor floors to make sure ALL trash is disposed of.
- After assessing cleanup, monitors dismiss students, 2 tables at a time, to line up by either the windows or stage for recess. When line is quiet, monitor will walk students into the gym hallway for pickup by the recess teacher.
- During line-up, student helpers are to wipe tables and sweep floors.

### **3<sup>rd</sup> and 4<sup>th</sup> Grades**

- Students are dismissed one table at a time to dispose of trash. After disposing of trash, students line up by either the windows or stage for recess. When line is quiet, monitor will walk students into the gym hallway for pickup by the recess teacher.
- During line-up, student helpers are to wipe tables and sweep floors.

### **5<sup>th</sup> and 6<sup>th</sup> Grades**

- Students are dismissed one table at a time to dispose of trash and then return to their seat. After tables and floors are free or trash, monitor dismisses by table to line up by either the windows or stage for recess. When line is quiet, monitor will walk students into the gym hallway for pickup by the recess teacher.
- During line-up, student helpers are to wipe tables and sweep floors.

### **Time Table**

|                 | <b>3rd</b> | <b>1st</b> | <b>2nd</b> | <b>5th</b> | <b>4th</b> | <b>6th</b> |
|-----------------|------------|------------|------------|------------|------------|------------|
| <b>Start</b>    | 11:25      | 11:45      | 12:00      | 12:15      | 12:30      | 12:45      |
| <b>Clean-up</b> | 11:50      | 12:05      | 12:25      | 12:40      | 12:55      | 1:10       |
| <b>Exit</b>     | 11:55      | 12:15      | 12:30      | 12:45      | 1:00       | 1:15       |