

Monthly Checklist for Hot Lunch Program
*** Run reports after the 15th of the month ***

Task	Points to Remember	Distribution	Complete
Multi-Menu Delivery Report - Milk	Paper size - legal Row height - wide Print 2 copies: - All classes - K to 6 only	Lunch Room copy Place Summary Page on top	
		Classroom copy K-6 only	
		E-mail to Team Leaders and school	
Multi-Menu Delivery Report - Hot Lunch	Row height - wide Print 2 copies: - All classes - K to 6 only	Lunch Room copy Place Summary Page on top	
		Classroom copy K-6 only	
		E-mail to Team Leaders and school	
Multi-Menu Delivery Report - Hot Lunch Run report for each individual hot lunch date	Do not print	E-mail to Team Leaders and school	
Schedule Supplier Order - Milk Run the report for each week individually	Do not print	E-mail to Team Leader for Milk Orders (Pauline)	
Schedule Supplier Order - Hot Lunch Dates	Do not print	E-mail to Team Leaders and school	
Item Labels Sort labels by: class sequence, item, student All classes: Panago/Edo Japan/Subway/Booster Juice 7 to 12 only: All other hot lunch menu items	Confirm correct date. Confirm correct # of labels.	Post on bulletin board in Lunch Room Note: Subway labels are done by Tara Mazur	

Take Lunch Room and Classroom Copies to the school before the start of the month