

Luncheon Overview

The Teacher and Staff Appreciation Luncheon is a time to say “Thank you” to our staff for all their dedication, inspiration, nurturing, educating, and giving our children a wonderful place to learn and grow.

8:00 – 8:30 Drop Off of food in the Staff Lounge. It is good to have someone there to help receive items and get them in the fridge.

10:45 Set up. I recommend two people to set up. Put half of food out but keep half set aside or in fridge. This way the later lunchers do not have only what has been picked over.

11:00 First Lunch. I recommend one person to stay throughout to rotate food from fridge.

1:10 Last Lunch finishes up. I recommend two people to clean up, put leftovers in fridge, and wash serving bowls and utensils. Serving items should be cleaned and left out for parents to pick up at the end of day.

How to Plan

1. Keep in mind that you need to prepare for at least 60 people.
2. Pick Lunch or Breakfast and a Theme (Holiday, Soup and Salad, Spring Picnic, International, Salad & Sandwich Bar). If you choose Breakfast let me know, different schedule.
3. Prepare a Sign Up Genius at www.signupgenius.com This is super easy!
4. In Sign Up Genius be sure to break up items. Instead of one line item being “60 Finger Sandwiches” make three line items of “20 Finger Sandwiches”.
5. LABEL LABEL LABEL! Ask parents to label their food for example: “Tuna Salad” or “Chicken Salad”. And LABEL their serving plates & utensils with their last name.
6. Items to remember to include: tablecloths, centerpieces or decorations on theme, plates, bowls (if needed), utensils, napkins, saran wrap, several bags of chips, several desserts, COLD beverages.
7. Ask Parents to split their dish into TWO serving dishes. This will make it easy for you to keep half aside so that the 11:00 lunch has fresh food as well as the 12:00 lunch.

Please contact me with any questions!
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