

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

## Classroom Lunch Service Protocol SY'2017-2018

Tobin Educators and staff will execute the protocol below to sustain healthy and timely lunch service in accordance with the Tobin K-8 lunch schedule for SY'2017-2018:

### Protocol:

1. HR educators will complete the *Café Lunch Request Form* and deliver to Café Manager Ms. Santana, by 10:00AM.
2. HR educators will identify student(s) to pick-up *Lunch Carry bags* (1 bag for meals, 1 bag for cold milks) from the café and deliver to classroom. Note, students must pick-up lunch bags 3 minutes prior to lunch start time.
3. Lunch monitors and/or staff assigned to supervise lunch service will serve meals for students containing at least 1 fruit or veg and 2 other components provided by our Café manager. Lunch monitors and staff will wear clean rubber gloves during service delivery.
4. Lunch monitors and/or staff will account for meals using the *BPS Daily Meal Count Form*. The Meal Count form must include, the date, the classroom, the meal being counted, the total number of meals served, a signature of the counter and the date.
5. Lunch monitors and/or staff will supervise students to clean-up after lunch with unused food items being placed back in the *Lunch Carry bags* AND students will place trash in the large hallway barrels.
6. Lunch monitors will deliver completed *BPS Daily Meal Count Forms* to Café Manager Santana for processing after lunch periods.
7. Lunch monitor will identify student(s) to return *Lunch Carry bags* (1 bag for meals, 1 bag for cold milks) from the classroom to café.

**BPS Food and Nutrition Services (FNS) Department will continue to provide new meal cards to assist students in learning their student identification (ID) numbers. The Tobin K-8 Meal Cards are scheduled for delivery by Thursday, September 14<sup>th</sup>. We will deliver cards to HR educators upon receipt.**