

PWC Hot Lunch and Playground Coordinator

PWC Bylaws Description

“The Hot Lunch Chair will be responsible for the Hot Lunch Program, In-N-Out Burger Day, the Playground Volunteer Program, and any other special lunch options offered throughout the school year and will coordinate these events with the school and Parish calendars.”

Overview

Coordinate the hot lunch program, In and Out Burger Day and other special lunch days; coordinate the Playground Volunteer Program.

Responsibilities

- FreshLunches: provide school calendar and update with all changes, stay on top of families to ensure they are abiding by St. Paul’s trash free program, follow up with “emergency meal” families to ensure FreshLunches is paid, liaison between families and FreshLunches for all communication.
- Hot Lunches Volunteers: create monthly calendar by grade, send sign-up reminders to Head Room Parents as necessary.
- Jersey Mike’s: create trimester ordering announcements and reminders based on school calendar, liaison between Jersey Mike’s and families for all issues including cost, mistakes made, etc.
- In-N-Out Burger Day: plan and execute the one-day fundraiser by selling tickets, hanging up posters, planning the timing to ensure all grades can participate, enlist volunteers.
- Playground Volunteers: create monthly calendar by grade, send sign-up reminders to Head Room Parents as necessary.

Important to Know

- You should enjoy planning events, getting to know other families, and being on campus.