

Lunchtime Leader Checklist

Lunchtime Leaders will be expected to be reliable:

- ✓ Show up on your assigned days, and be sure to wash your hands before beginning your shift.
- ✓ Come on time, people are depending on you.
- ✓ Find a sub if you can't make it.

Lunchtime Leaders can:

- ✓ Set a good example for others and take your job seriously. This is not time for you to pal around with other Fourth Graders.
- ✓ Be accountable for your words, actions, and attitudes in front of the younger children.
- ✓ Be patient and kind with the first and second grade students.

Lunchtime Leaders:

- ✓ Please do not discipline children.
- ✓ If you are having trouble directing a student, ask a grown-up for help.
- ✓ Please do not use your body to guide children physically.
- ✓ Please let the grown-up supervisors discipline. You may not put students in a time out.
- ✓ Guide students with a gentle voice and positive attitude. Try not to be bossy.
- ✓ First and second grade children ask adult supervisors for permission to go to the bathroom. You are not responsible for taking them.

Lunchtime Leaders are responsible for cleanup duty, you can help by:

- ✓ Rolling the garbage cans around so the students can dispose of waste.
- ✓ Reminding students to bring home leftovers that are not used and still edible.
- ✓ Helping students place recyclables and compostables in the proper bins.

Tips for working with first and second grade students:

- ✓ Be cordial and friendly. Try and learn their names. Tell them your name.
- ✓ Be positive, the children will feel comfortable around you.
- ✓ Compliment kids when they are making good choices.
- ✓ Watch and see if anybody needs help. They may feel shy and be afraid to ask.
- ✓ You can teach them to ask for help by saying, "Raise your pinky radar. A pinky radar is when you put your pinky in the air to signal that you need help. When I see it I can come help you."
- ✓ Try and teach them to open their milk or packaging independently.
- ✓ Guide the younger children when recycling and composting lunch items and disposing of waste so they eventually can do it themselves.

Lunchtime Leaders that are not taking their job seriously will get warnings. If you get three serious warnings, we will ask you to resign. Complaints might be:

- not being on time
- not coming when you are assigned
- not being a positive role model
- not doing your duties

Thank you for volunteering to be a Lunchtime Leader. We are confident you will represent yourself well and do an excellent job guiding students at lunch. The younger students will learn so much from you and appreciate your help. We look forward to getting to know you all.

Lunchtime Mamas,
Annie Dwyer & Dee Dee Carr