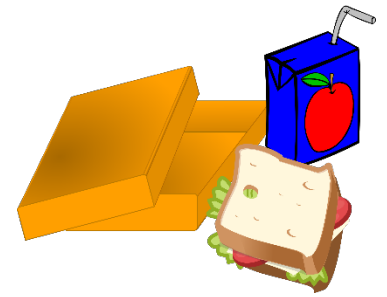


# SEEKING HOT LUNCH COORDINATOR

(2023-24)



Dear LEH Parents,

As this school year draws to a close, we are already planning for next year and transitioning some key roles in our parent fundraising group to prepared. We are currently seeking a Hot Lunch Coordinator for next year. Until we find one, the program cannot start in September.

Did you know that our hot lunch program is our biggest single fundraiser of the year? In 2022-23, we brought in over \$14,000 for the school. This fundraising goes to many different things: playground improvements, technology updates for the classrooms, supporting school and community initiatives like the year end party and the Monster Mash. Without the hot lunch program, our fundraising amounts would be much lower and we would have to seek out alternative fundraisers to replace the deficit.

We have a dedicated team of volunteers that assist with this program twice a week. We are seeking a person who can fulfill the following role:

1. Using our current template, update and co-ordinate the volunteer sign up sheet (template provided through Google sheets).
2. Send out "volunteer required" emails if any lunch dates are very short of volunteers.
3. Check and respond to emails in our LEH hot lunch email on the day of the lunch for any changes/parent requests (e.g. family is picking up lunch, or lunch is going to a sibling). Ensure requests are noted on labels/sheets at the lunch.
4. Coordinate lunches that are left over (or not cancelled due to field trips) to determine best place for use (donation, families in need etc.).
5. Maintain stock items (e.g. bags, juice etc.).
6. Communicate with vendors if issues with the hot lunch (late, quality issues)
7. Attend lunches regularly between September to June (Tuesdays, Thursdays from approx. 10:30-1:00 PM) or coordinate a designate. Set up and take down of tables and baskets in coordination with other volunteers.

We believe in the strength of our hot lunch program and our amazing team of volunteers. Along with the valuable fundraising dollars, we are proud of the service we are able to provide to the parent community. Please reach out to the team (via the email below) if you would like more information or are considering taking on a role.

-The LEH Fun Lunch Team

lehhotlunchcoordinator@gmail.com