

Food Worker's List

1. Food worker volunteers should arrive at least by 5:45 – on big bingo nights or high attendance nights, arrive by 5:30.
 - a. One assigned to serve food - this person must wear food gloves when serving. Change gloves if you have touched money.
 - b. One assigned to collect money – hands must be washed after touching money before touching any food.
 - c. Sign the school volunteer form and return it to the bingo person in-charge (forms are sent to Sara at the school).
2. Serving begins any time after your arrival or after 5:45 pm
3. Food set up is completed by Sherry the school cook prior to the volunteer's arrival
4. Set out a bucket of ice if people want it with their pop
5. Set out water dispenser and cups (free)
6. Make popcorn and coffee as necessary
7. Verify the following:
 - a. Menu and prices are listed on the white board.
 - b. Money box is set up
8. Left-over food can be sold at ½ price, and if no one still buys it, give it away or store it back in the refrigerator if it is still usable, or take it home with the permission of the bingo in charge person. If in doubt, throw it away. Left-over deserts can be covered up and left for the school cook to use the next day.
9. Clean-up responsibilities: follow the kitchen guidelines. Do not leave until kitchen is returned to the condition it was in prior to arrival.
 - a. Be sure to turn off the dish washer, and the booster heater.
 - b. Get the food money box to the cashier
10. Workers can typically leave after 8:30 when work is done.