

Variety School Breakfast Club



Checklist – Daily Running Sheet

Set up

- Get chairs and tables ready
- Bring food out and set up in kitchen
- Prepare dishes and cutlery
- Get student counters ready
- Get volunteer sign-in sheets ready
- Deliver volunteer welcome and brief

Service

Ask students to help with preparation and/or be responsible for cleaning where appropriate

Encourage students to use appropriate table manners when eating and in their social interaction

Pack up

- Spray chairs and tables with antiseptic and wipe down
- Spray kitchen benches with antiseptic and wipe down
- Wash and dry dishes
- Obtain feedback from Breakfast Club team (at coordinator's discretion)
- Pack away unused items
- Store open food items such as cereals in airtight containers
- Compost or dispose of perishable food items

