

2018 Discovery Site Procedures

Runs M-F 11am-12:30 Begins Monday 6/18/18 thru 8/10/18

10:45am Set Up

Monday- Jennifer will be at site

Gather SOWAC materials from the garage: Food/drink, supply bin, ball bag, crafts, games, etc. and take to the pavilion. Garage locks automatically when shut. Warning make sure you have keys before you shut the door.

Clean pavilion of any trash, glass and/or various rubbish, if needed. The supplies are in the garages.

Set up for food service. The large table makes up the receiving line. The order of food should be hot box, carrot/applesauce bin, milk cooler, condiments. The end of the table should be labeled SHARE TABLE and have the GVCS supplemental food and drink.

Bring over the large trash and recycle bins that are located beside the pool entrance.

11:00 Food arrives

FCAA will deliver food and log book that is used to record for distribution. Record first full meal only for kids 18 and under. Transfer meal info into GVCS log.

Kids, 18 and under, line up, apply had sanitizer, and receive one of everything offered by FCAA. The meal usually consists of the hot lunch, milk, carrots and fruits cups/applesauce. Anything they do not want they can place on Share table for others to eat.

Kids must eat their lunch on site but leftovers can be taken off site. Kids cannot receive a meal to take off site.

Adults and volunteers may be offered a meal once all kids have been served. Sit and eat with the kids!!

11:30

Offer second meal don't record into the log book.

Set up any crafts, games and sports and have fun with the kids! This is the time most activities and visitors will be scheduled.

Offer a bathroom break. Two volunteers MUST escort kids to the bathroom in the Rec Center and make sure bathroom is tidy before leaving. Lock both locks to Rec Center every time you exit if the office is closed.

12:00-12:30 FCAA Food Pickup

FCAA will pick up their hot box, milk coolers, and food bin. Make sure all items are placed back in the bin for pickup.

FCAA will also collect the log book that will have been filled out and signed by the site coordinator.

Reminder please log meals counts into the GVCS log sheet before the FCAA take their log book.

12:15 Clean up

Collect all food, drinks, supplies, games, crafts, balls, various toys, etc. and put away in garage.

Clean all trash from pavilion and surrounding area. Return trash/recycle bins. Empty and replace trash bag next to bench, if needed.

Check condition of bathroom in Rec Center and clean up as needed.

Lock upper and lower locks on Rec center and garage doors.

Friday – Give key to Jennifer Goodman to hand to next Site Coordinator.

12:30 GO HOME!!!