

# Inside Lunch Worker (for HUB) Instructions

## Master's Monday Co-op

Scheduled work time: 12:15 – 1:45 (approx. 1 ½ hours)

### 12:15

Check in with MIC in Study Hall (Room 303) for any special instructions.

Help outside workers take snacks, drinks, and money box from Study Hall to HUB.

### 12:20

#### Prepare lunch area for students

Walk around the inside area of the HUB to make sure that everything is in order before students arrive. Straighten chairs, check bathrooms for cleanliness and problems, collect items left behind from church (set on top of 1<sup>st</sup> metal desk at the front of the HUB), and close HUB Auditorium door.

#### During lunch

- Be responsible for the sale of concessions during the lunch hour.  
(See list of prices in cash box)
- Help maintain acceptable noise levels - students should be using their inside voices during lunch. There are offices in the HUB and we need to be respectful.
- Students may play the foosball game, air hockey, or billiards but they must be respectful of the equipment. No throwing equipment or playing roughly.
- Students may eat in the HUB café area (the clear tables with white chairs), outside on the patio, or in the shade on the sidewalk behind the HUB. They may not go into the HUB Auditorium to eat or hang out.
- Monitor the students to ensure they are being courteous and respectful to each other and to the church facility.
- Remind students to throw trash away.

**1:15 END OF LUNCH**

**Remind students to wrap it up - class starts in 5 minutes!!! (1:20)**

**1:20**

At the end of the lunch break, please patrol the area inside the HUB where students were playing and eating. Pick up and throw away any garbage that has been left.

Outside workers will come into the HUB and together you will:

1. Tidy up the women's and men's restrooms
2. Straighten chairs in the Café
3. Pick up garbage and take to the dumpster behind the church gym in the back parking lot (as needed)
4. If needed, please wipe off the tables in the café - do not leave food or spilled drinks for someone else to clean up.
5. Sweep food off the floors ONLY if there is a big lunch mess.
6. Collect any student items that have been left behind and bring to the MIC in Study Hall (Room 303).

**1:40**

- Bring snacks, drinks, and money box to the Study Hall Room (Rm. 303).
- Bring any found student items to MIC in Study Hall (Rm. 303)

\*\* If there are any problems, go to the Mom-In-Charge for assistance.\*\*

**Please check in with the Mom-in-Charge before leaving.**

**Thank you for your assistance!!**