

## Popcorn

**Days:** Monday, Wednesday, Friday

**Times:** On Days 1, 3, 4, 6 & 7, lunches are scheduled from 10:46 to 12:06; On Days 2 & 5 (advisory days), lunches are scheduled from 10:34 to 11:49. **Please arrive at least 15 minutes early** to allow time to set up, preheat the kettle for **10** minutes and make at least one batch before first lunch begins.

### Procedure:

1. Sign in at the front office and ask for the change tin.
2. Move the popcorn machine from the teacher's room to the foyer outside the cafeteria.
3. Plug in the machine and check the kettle for debris before turning on the heat. Wipe out any debris if necessary.
4. Turn on all three switches (kettle heat, agitator, and heat lamp). Let the kettle preheat for **at least 10 minutes**.
5. Cut open premeasured one bag of popcorn, oil and salt. Add to kettle.
6. When the popping stops, dump and bag the popcorn. Keep the bags of popcorn either in the machine under the heat lamp or in a box.
7. Turn kettle heat off between batches. There is no need to preheat the kettle after the first batch.
8. Popcorn is \$0.50 per bag.
9. When third lunch ends, please wipe out the bottom and sides of the popcorn machine with a paper towel. You may use the spray. Empty the drawer on the machine. Leftover popcorn may be placed in brown paper lunch bags and left in the machine after it has been cleaned.
10. Please let someone in the main office know if the popcorn or bags are running low. Call or email the Popcorn Committee Chairperson, Melissa Phillips at 433-5809 or [mwphillips90@cox.net](mailto:mwphillips90@cox.net), to sign up for more popcorn days or for questions or general feedback.
11. Consider signing up for one day per month, preferably the same day each month, since this will make coordinating the schedule easier.

### Tips:

- No free refills or half bags.
- Encourage the kids to smile, look at you and say "please" and "thank you".
- If possible, wear a food service glove on one hand and handle money with the other.
- Take the lid off the change tin and set up piles of two quarters on the lid to make finding change easier.
- Ask the kids to make their own change to avoid handling money and then food.
- There is a large bottle of hand sanitizer on the cart for your use.
- Mr. Faria is very helpful and usually nearby if you need something.