

Henry Anderson Elementary PAC Hot Lunch Committee

Mandate: To fundraise for PAC funds through hot lunch offerings.

Chair: TBD

Committee members: PAC Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To review and recommend/change vendors for hot lunch
- To propose menu items from vendors to PAC members
- To analyze and propose price of menu items
- To analyze cost, profit and expense of menu items
- To vet, set up schedule and submit orders/changes to vendors
- To liaison with school staff for waste management and schedule
- To recommend hot lunch schedule
- To recruit and organize with volunteers to ensure lunch orders are distributed efficiently
- To present updates and feedback at PAC meetings
- To discuss hot lunch dates with school admin
- Ensure munch-a-lunch, the online purchase platform is up to date with correct schedule, lunch menus, pricing and order placed

Reporting and Timeline:

- The Chair or committee member will report applicable updates to the PAC members at PAC monthly general meetings and,
- Chair and committee members will host a brief meeting with volunteers after each hot lunch to resolve any gaps or challenges. All major incidents will be reported to PAC general meeting.

The committee will make every effort to meet the following timeline:

- To propose fall schedule in September, date TBD
- To propose winter schedule in Nov PAC meeting
- To propose spring schedule in Feb PAC meeting
- Unless under extenuating circumstances, hot lunch schedule shall not be altered after aforementioned timeline.

Financial Responsibilities:

Submit receipts/invoices to the PAC treasurer.

Decision-making:

PAC members that attend meetings will decide on recommendations submitted by this committee through motions and votes