Breakfast and Lunch Logistics
Parma Community Middle & High School
2026-2027 School Year

Breakfast Duty

Job Description: Staff members assigned to cafeteria duty are expected to monitor and maintain a safe cafeteria setting where students can enjoy breakfast while engaging in appropriate peer interactions.

- **Breakfast Times**
  - 7:05 am - 7:20 am

Responsibilities

- Staff report to the cafeteria by 7:03 am
- Students proceed to the cafeteria for breakfast at 7:05 am
- During this time, HS students will put their cell phones in their respective lockers.
- MS students will keep their cell phones until they get to their homeroom for collection.
- No restrooms are to be utilized during this time
- At 7:18 am, students are dismissed to their respective HR classrooms to begin the school day.
- Designated staff will remain in the cafeteria for supervision until 7:25 am (this is subject to change based on tardiness)

Lunch Duty

Job Description: Staff members assigned to cafeteria duty are expected to monitor and maintain a safe lunchroom setting where students can enjoy their lunch while engaging in appropriate peer interactions.

- **Lunch times**
  - 4A 10:15-10:40
  - 4B 10:40-11:05
  - 5A 11:09-11:34
  - 5B 11:34-11:59
  - 7th Grade 12:03-12:28
  - 8th Grade 12:28-12:53

Responsibilities

- Arrive prior to the start of the lunch period.
- Unwanted food items may be placed on the “Extras” table and are then available to all students.
- Circulate throughout the cafeteria, monitoring student behavior, including appropriate volume, cleanliness of the lunch tables and floor, and make sure that students remain seated.
- Students are not permitted to move any chairs. No chairs should be on the ends of tables.
- Remind students to clean up any mess associated with their table and floor space by the completion of the lunch period.
- Detentions will be written for any student tardy to lunch, significant behavioral concerns, ongoing disruptions, or not cleaning up after oneself.