

SORT2save Kit - Details for Steps 4 & 5

STEP 4 - Cafeteria Ranger Schedule - Here's how the system works:

- One class in each lunch period is assigned as the Cafeteria Ranger class for one month. Cafeteria Ranger classes rotate month by month. Every student will have the chance to be a leader.¹
- One adult needs to be the Ranger Coordinator (it can be any adult) in charge of scheduling, **Sign-up Sheets** and **Badges**. Once a month, she/he distributes **Sign-up Sheets** to the teachers of the next Cafeteria Ranger classes.
- The teachers assign their students to weekly shifts, filling in 2 copies of the **Sign-up Sheet**.
- One copy of the **Sign-up Sheet** stays in the classroom and the other copy gets posted in the cafeteria.
- Before a class becomes a Ranger class for the first time, the classroom teacher explains the **Ranger Jobs** and **Ranger Etiquette** to the entire class.
- Teachers continue to review **Job Descriptions** and assignments regularly during the entire month of Class Ranger Duty.
- During the lunch period, the Rangers get to be first on the food line so that they have enough time to eat before starting their jobs.
- It helps to remind the Rangers to focus on eating during the week they are on Ranger Duty. You want to be sure that they finish up their lunch!
- The Rangers work the last 5-7 minutes of their own lunch period. When the lunch period is over, the Rangers take off their gloves and head back to the classroom.²
- Be sure to say “thank you” to the Cafeteria Rangers every day. This positive reinforcement goes a long way!

STEP 5 - Choosing a date for the LAUNCH DAY:

- Work with your administration and key players to collectively decide upon an the perfect Launch Day for your Cafeteria Ranger Program.
- Plan ahead. Pick a day that will allow you time the day before the launch to to get all the preparation work done.
- Check out the school food menu and choose a day with as little packaging as possible. This helps to make the first day as easy as possible.
- Do not launch on a Monday! Our experience has shown that we need the first day of the week to be sure that all is in order and to remind everyone about the Launch the day before.

¹ Depending on the number of students and lunch periods, and classes in the cafeteria per lunch period, you may decide on a variation of the month-to-month schedule for your school, such as assigning new Rangers every 3 weeks to be sure all students have a chance to be a Ranger at some point during the school year.

² Some schools arrange for the Cafeteria Rangers to stay a few minutes after the end of the lunch period to allow the Rangers to help with tidying up the Sorting Station and the cafeteria tables after all the students have left.