



GREENFIELD PUBLIC SCHOOLS

CENTRAL OFFICE

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Greta Shwachman, Director of Food Services

"The Greenfield Public School District is a place where every child is supported on their path to success."

MEMO

To: All GPS Staff
From: Food Service Department
Date: September 28, 2023
Subject: Staff Lunch Program for SY 2023-2024

The GPS district-wide staff lunch program will resume operation on Monday, October 2, 2023. This program is open to all GPS staff members. Thank you in advance for your participation.

Menu Options: Staff can choose from the options listed below. Vegetarian, vegan and gluten-free options are available. Additional a la carte items will be available for purchase.

- Custom Salad, Custom Sandwich, **OR** Bowl of Soup & Breadstick
- Pick 2: Soup & Salad, Soup & Sandwich, **OR** Salad & Sandwich
- Adult portion of the main lunch (see student [Middle / High menu](#)). Occasionally we will offer a weekly special that will be listed on our [Lunch Specials](#) document.

Ordering: Our preference is that staff members order via this [online order form](#). Staff can also call the GMS Kitchen at 413-772-1360 ext. 2412. All orders **must** be placed by **9:00 AM** daily. The order form should also allow you to place an order the night before.

Payment: The cost of staff lunch is **\$5.35** (w/ tax). Accepted forms of payment include:

- Cash (please give to your school kitchen staff). Exact change or online payment is preferred, however all schools should have cash on hand to make change this year.
- Check (made out to "Greenfield Public Schools Food Services"; can be given to your school kitchen staff or mailed to GPS Food Services, 195 Federal St, Suite 100)
- Credit Card via [MySchoolBucks](#). There is a small fee to add funds to your account, so we recommend loading a balance to avoid paying frequent fees. You will need to create an account and add yourself as a "student." You will need an ID# for this process, which can be obtained by calling or emailing [Joan Bitters](#) at 413-772-1334.

You are welcome to pre-pay using any of these methods and we will draw down from your balance until it is low (we will notify you). Staff **must** have a positive account balance or provide payment on the day of their order. Thank you for understanding.

Pick-Up: Meals will be delivered to schools by 10:30 AM, and will be available for pick-up in your school kitchen until 1:00 PM. Central Office staff will need to pick up meals in the GMS kitchen.

Questions? Contact Greta Shwachman, 413-772-1335, greshw1@gpsk12.org.