



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 4, 2024
Subject: Staff Lunch Program for SY 2024-2025

The GPS staff lunch program will resume operation on Monday, September 16, 2024. This program is open to all GPS staff members. ***NEW!*** We have updated our point-of-sale system to [SchoolCafe](#). All existing fund balances have been transferred from MySchoolBucks and should appear in your [SchoolCafe Family Hub](#) account.

Menu Options: Click [here](#) to view our customizable lunch menu. Vegan and gluten-free options are available. Chips, cookies, and flavored seltzer are available to purchase a la carte. Our [student menus](#) are available online if you'd like to purchase an adult portion of the main meal. The weekly soup option and occasional specials can be found on our [lunch specials](#) document.

Ordering: Use our [online order form](#) or call the GMS Kitchen at 413-772-1360 ext. 2412. All orders **must** be placed by **9:00 AM** daily. The order form should allow you to place orders the night before. If you have problems with the form, please call to ensure we have your order.

Payment: The cost of staff lunch is \$5.35 (w/ tax). We encourage staff to pre-pay using any of the methods below. Staff should have a positive account balance or provide payment on the day of their order. Thank you for understanding.

- Cash. Exact change or online payment is preferred, however all schools should have cash on hand to make change. Please refrain from paying with \$50 or \$100 bills.
- 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 the [Family Hub](#). There is a small service fee of \$2.25 to add funds to your account, so we recommend loading a balance to avoid paying frequent fees. You will need your staff ID number to create an account.

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.