

Online Tutorial: School Staff Meal Service

A great idea that can help you improve your school's meal service is to **track school staff meals**. This idea is especially important because:

1. Tracking meals enables schools to notify staff members if they owe the school meal money.
2. Tracking meals helps the school better determine the quantity of staff meals to order.
3. Using barcodes & scanners always makes the line move faster.
4. Even if the barcode scanner breaks, you can still use PowerSchool to ring up receipts by typing in the staff member's ID number.

To get a list of staff ID #s and barcodes...

Step 1: From the start page, click on "Staff" under the "Setup" heading in the left navigation bar.

Setup
District
Personalize
Staff
System
Dashboard
Administrator
PT Administrator
ReportWorks

Search Staff

[View Field List](#) [How to Search](#)

Step 2: Click on the search box, and without typing anything, click your Enter or Return button to select all staff at the site.

Step 3: At the bottom of the next screen, click the "Functions" button.

Functions

Export Using Template
List Staff Members
Print Mailing Labels
Print a Report

Step 4: In the middle of the screen, click "Print Mailing Labels."

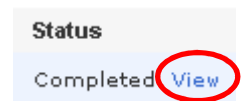
Step 5: In the drop-down menu, select “Lunch Barcodes Staff.”



Step 6: Click the “Submit” button.



Step 7: Click “View” next to “Completed” to access your report.



Note: The document will open as a PDF.

Step 8: Print off the report and bring the printout to the lunch line, as most staff members probably won’t know their lunch ID. You’re done!

To record transactions for staff members...

Once you know the ID numbers for staff members, you can record transactions for them exactly as you would for students.

Scenario A: When a staff member gives money to the office for meals, record these funds exactly as you would for a student, via the “Take Deposits” screen on the PowerLunch menu.

Scenario B: When a staff member takes a meal, enter the ID number or scan a copy of his/her barcode in the same screen you use to record student meals – the “Serve Lunch” or “Serve Breakfast” screen on the PowerLunch menu.