# Ordering Lunch as Staff Member in FACTS SIS

1. From **FACTS SIS**, click the Menu icon ☰.
2. Click **Classroom.**
3. Select a class.
4. From the **Classroom** menu, click **Lunch.**
5. From the **Lunch** screen, click the People icon 👥**Staff Lunch.**
   A new window displays **Confirm Cafeteria Orders**. All employee names display if you have the **Use** permission for the **Staff List - All** security item.
6. Select your name.
   - To view cafeteria items not scheduled, select the **View All Items** toggle.
   - To filter cafeteria items, type an item name in the **Search Cafeteria Items** field.
7. Click the Minus icon — or the Plus Sign icon + to change the quantity of an item.
8. Click the X icon ✕ to remove items.
9. Click **Save.**
10. Close the **Confirm Cafeteria Orders** window.