Canteen Volunteers
Welcome Kit
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Introduction

Thank you for choosing to become an active member of our school community by volunteering in our canteen.

Our canteen runs solely on the support and generosity of people, just like you, who volunteer to provide this important service to teachers and students.

Our Canteen Supervisor is here to help you and answer any questions you may have. The Canteen Supervisor will be responsible for your initial training and will introduce you to the other members of the Canteen Team.

The aim of this Welcome Kit is to provide you with all the information you will need to walk in the canteen door and fit right in. There is a wealth of information in this kit so please take your time to read it and if you have questions your Canteen Supervisor is only too happy to answer them for you.

If you are unable to make a rostered day, in the first instance please try to find a replacement yourself from the Canteen Team List and let your Canteen Supervisor know as soon as possible. Of course, if you are unable to find a replacement the Canteen Supervisor will be able to assist you.

Canteen Supervisor Contact Details:

Mobile:

School Phone:

Email:

Please, if you need any help just ask.

We appreciate your help and hope you will enjoy being part of our Canteen Team.

Thank you and welcome.
Why Volunteer?

There are many benefits to volunteering!

You’ll make new friends, improve or learn new skills that may help with future employment, spend time with a great group of people, share a laugh and enrich someone else’s life by being a part of it.

Most importantly, you will be doing something vital for your school community.

THANK YOU!

Our volunteers are not paid — not because they are worthless, but because they are priceless.
Canteen Volunteer Role

Volunteers are the canteen’s most precious resource. With plenty of volunteers plus effective management, the canteen has a good recipe for producing a healthy profit.

Canteen Volunteers report to the Canteen Supervisor, who reports to the Principal and the Canteen Committee.

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**JOB DESCRIPTION**

**Reporting to**
Canteen Supervisor

**Conditions of Employment**
Volunteer

**Working Hours**
As per canteen roster

**Location**
[Your school details]

**Job Requirements**
The Canteen Worker assists and supports the Canteen Supervisor for the efficient and professional operation of a Healthy School Canteen and
uphold the School’s values and Catholic ethos. This includes the following job requirements:

- Providing high quality, healthy food in a professional manner to our customers who are primarily students but also include staff and parents.
- Assisting the Canteen Supervisor to maintain canteen profitably.
- Helping students to improve their life skills, especially in interacting with adults in a safe environment.

Responsibilities and Duties

This position has the following responsibilities and duties:

- Assisting with the operation of the Canteen.
- Policies and procedures compliance.
- Ensuring canteen security.
- Supporting Other Volunteers
- Children’s Life Skills
- Miscellaneous duties.

Assisting with the operation of the canteen

- Preparing and selling menu items as per the canteen menu.
- Serving students, staff and parents (as required) during recess and lunch.
- Please check rosters and provide sufficient notice if you are not be available for your shift.
- When commencing a shift please ensure that you sign on in the Attendance Register.
- When leaving please ensure that you sign off in the Attendance Register.
- Preparation of sandwiches and salads.
- Labelling and sorting lunch bags.
- Toasting sandwiches.
- Packing of hot food.
- Restocking fridges and freezers.
- Making up popcorn, jelly cups, veggie sticks and other snacks s required.
- Washing drying and putting away equipment.
Policies and Procedures Compliance
You must adhere to the policies of the canteen, including Work Health and Safety and Food Handling Procedures, and money handling policies as outlined by the Canteen Supervisor.

Ensuring Canteen Security
- Ensuring security of cash and keys
- Assist with locking up at the end of the working day and switching off certain appliances if required.
- Ensuring that only authorised personnel enter the canteen.

Supporting Volunteers
Develop ongoing positive relationships with all volunteers.

Children’s Life Skills
- Assist students with lunch orders and canteen purchases by providing a safe and respectful environment where children can learn to interact with adults by effectively communicating requests, handling money, making timely decisions, good choices.
- Displaying appropriate manners.

Miscellaneous Duties
Any other duties that may be requested by the Canteen Supervisor from time to time.

Volunteer Induction Checklist
This checklist should be completed by the Canteen Volunteer with the Canteen Supervisor prior to starting in the canteen.

The Principal or their delegate must have already completed the WWCC checklist and signed off on it to allow the Canteen Volunteer to commence.

All Canteen Volunteers must also complete the School Volunteer Induction Course.
## Volunteer Induction Checklist

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION TO THE CANTEEN</strong></td>
<td></td>
</tr>
<tr>
<td>Sign-in and sign-out procedure and the need for a Visitor Pass</td>
<td>✓</td>
</tr>
<tr>
<td>Office Staff have emergency contacts details for Canteen Volunteer</td>
<td></td>
</tr>
<tr>
<td>Canteen Volunteer has advised how name and contact details should appear on the Canteen Roster</td>
<td></td>
</tr>
<tr>
<td>Provide Canteen Volunteers Welcome Kit and Resource Manual for School Canteens; answer any questions</td>
<td></td>
</tr>
<tr>
<td>Complete a tour of school site and show Evacuation Points, classrooms, toilets (student toilets are not for the use of adults), etc.</td>
<td></td>
</tr>
<tr>
<td>Ask if Canteen Volunteer has any questions regarding the Canteen Policy or procedures</td>
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</tr>
<tr>
<td>Locate the photos of the food allergy students and explain what their allergies are and the procedures involved</td>
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<tr>
<td>Discuss current menu and Food Colour Groups</td>
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<tr>
<td>Explain location of cash drawer</td>
<td></td>
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<tr>
<td>Explain location of fridges, dry store etc.</td>
<td></td>
</tr>
<tr>
<td><strong>DAILY TASKS</strong></td>
<td></td>
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<tr>
<td>Locate appropriate and secure place for handbags/mobiles etc.</td>
<td></td>
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<tr>
<td>Ensure footwear is appropriate</td>
<td></td>
</tr>
<tr>
<td>Ensure hair is tied back</td>
<td></td>
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<tr>
<td>Perform correct pre-food-handling hand-washing procedure</td>
<td></td>
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<tr>
<td>Put on apron and hat</td>
<td></td>
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<tr>
<td>How student orders are collated (bags and online orders)</td>
<td></td>
</tr>
<tr>
<td>Various food preparation areas and the tasks that need to be completed, including timing for recess and lunch foods</td>
<td></td>
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<tr>
<td>Timing and products available for recess and preparation of lunch products</td>
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<tr>
<td>Timing and collection procedures for lunch orders</td>
<td></td>
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<tr>
<td>Timing and products available for lunch service</td>
<td></td>
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<tr>
<td>Clean-up requirements for utensils, benches, fridges, sinks floors etc.</td>
<td></td>
</tr>
<tr>
<td>Restocking of fridges from freezers, counter displays, plastic utensils, serviettes etc.</td>
<td></td>
</tr>
<tr>
<td>How to notify Canteen Supervisor of items that need to be reordered</td>
<td></td>
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<tr>
<td>Process for counting, recording and banking daily cash takings</td>
<td></td>
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<tr>
<td>Closing-up procedures</td>
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</tr>
</tbody>
</table>

Signature of Volunteer: ________________________________

Signature of Canteen Supervisor: ________________________________

Date:
Canteen Opening Hours

Our canteen is open [number of] days per week.

Open for recess: 11:00am to 11:30 am
Open for lunch: 1:00 pm to 2:00 pm

We would appreciate your help between [hours, e.g. 9:30am and 3:00pm].

LUNCH AND MORNING TEA

- Tea and coffee making facilities are available at any time.
- We would like to provide you with a complimentary lunch to the value of $10.
- Please note the contents of your lunch in the wastage column of the daily tally sheet.
- Please pay for your child’s lunch in the normal manner.

VALUABLES

- All valuables should be placed in a safe place away from food preparation areas [location e.g. manager’s office].
- Please avoid bringing large amounts of cash and valuables to the canteen.

VISITING CHILDREN

- NSW regulations do not allow children in the food preparation area unless they have been asked to assist by the Canteen Supervisor.

NO SMOKING

No smoking is permitted on school premises.
Contact Numbers

Please find below our school contact numbers. These are current as at [date].

[include contact list below]

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Principal</td>
<td></td>
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<tr>
<td>Deputy Principal</td>
<td></td>
<td></td>
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<tr>
<td>Front Office</td>
<td></td>
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<tr>
<td>Register</td>
<td></td>
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<tr>
<td>School Nurse</td>
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<tr>
<td>Library</td>
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<tr>
<td>Music Room</td>
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<tr>
<td>Art Room</td>
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<tr>
<td>Canteen</td>
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<td></td>
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<tr>
<td>Canteen Supervisor</td>
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</tr>
</tbody>
</table>
# Canteen Policy

The Diocese of Maitland-Newcastle’s Canteen Policy is available on MNWorks – Policy Documents or the Catholic Schools Office on the following link:


Schools are responsible for developing and writing a local procedures document for their canteen using the policy as a guide.

## APPLICABLE TO
School Canteen Committee, Canteen Supervisor, Volunteers

## DOCUMENT OWNER
Principal

## APPROVAL DATE
5 July 2017

## APPROVED BY
Catholic Schools Office

## SCHOOL ACTIONS
System Policy – Schools are to ensure their practices are consistent with this policy. A local policy is not required but schools must write specific procedures based on this policy.

## LAST REVIEW DATE/S
2008

## NEXT REVIEW DATE
2018

## RELATED DOCUMENTS
- Code of Conduct 2017
- Resource Manual for School Canteens 2017
Purpose
This policy outlines how the school canteen is overseen and operates.

Scope
This policy applies to all persons who work for or in the school canteen and includes persons who have entered into a relationship with the school for a specified period of time, including volunteers, contractors and consultants.

Guiding Principles
- The canteen reflects the value the school puts on healthy eating practices to students.
- In addition to providing nutritious foods, the canteen has an important health-promoting role within our school.
- For students who use our canteen regularly, the food purchased makes a significant contribution to their total daily food intake and nutrition. Nutrition is important to health through life and it is particularly important to young growing minds and bodies.
- The canteen needs to function as an efficient business enterprise.

Responsibilities

Canteen Committee
The role of the Canteen Committee is to:

- Uphold the healthy eating practices rationale, which is in line with state and diocesan policies and initiatives.
- Support the Canteen Supervisor by advising and recommending strategies for the betterment of the canteen.
- Be responsible for the decision-making and activities of the Canteen Supervisor around operations, price setting, menu selection, promotions and other relevant issues pertaining to the canteen.
- Audit the number of hours work by the Canteen Supervisor through relevant work program documentation.
- Assist the Canteen Supervisor to develop and induct a procedure manual outlining canteen functions and routines, including hygiene requirements, as well as safe operating procedures for equipment, with daily/weekly/occasional cleaning and maintenance procedures.
The committee is at the discretion of the Principal and may include:

- Principal or delegate
- Canteen Treasurer
- P & F executive representative
- Staff member
- At least one parent representative

These representatives are elected by their respective organisations.

The Canteen Supervisor will occupy an ex-officio position, invited to report to the Canteen Committee meeting and to answer any questions.

All parent representatives will average one day a term assisting in the school canteen.

Should any member be absent for more than three consecutive meetings, without reasonable cause, their position will be declared vacant. Such a vacancy is to be filled at the next meeting of the absentee’s representative body.

**Election of Office Bearers**
Office bearers will be elected at the committee meeting following the sponsoring body’s annual general meeting.

Office bearers will be limited to a three (3) year consecutive term in the one office.

**Committee Meetings**
The committee will:

- Meet on a convenient day, at least once a term or when deemed necessary
- Have a quorum of at least three (3) members at each meeting.

The committee, at the written request of at least three members, can be called to a special meeting. Seven (7) days notice of any such meeting (stating the business of the meeting) will be given to all members of the committee.
Canteen Supervisor

The Canteen Supervisor is employed by the Catholic Schools Office. Conditions and salary is in accordance with the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015, and will be subject to review.

The Canteen Supervisor of a school:

- Occupies an ex-officio position on the Canteen Committee.
- Executes their job description and work on conferral with the Canteen Committee.
- Attends canteen networking meeting on a regular basis run by Community Health where possible.
- Reports on canteen activities to each Canteen Committee meeting and on the management of the canteen.
- Reports to the school executive any equipment malfunction or safety issue that arises.
- Reports to the school executive immediately any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.
- Must have a Working With Children Clearance.
- Ensures all volunteers comply with WHS and child protection legislation, including having a Working With Children Clearance.
- Ensures all volunteers receive the CSO Induction for Volunteers and Volunteer Handbook.

Principal

The responsibilities of a Principal are to:

- Oversee the general operation of the canteen.
- Be responsible for ensuring, in conjunction with the Canteen Committee and Supervisor, that the school has a healthy, safe and hygienic canteen.
- Approve duties of canteen personnel.
- Approve expenditure for the canteen.
- Approve any outgoing correspondence for the canteen.
Voluntary Workers

All volunteers are required to complete a ‘Prohibited Employment Declaration Form’ available at the school office.

Volunteers will need to follow the operating and procedure manual in the canteen.

New volunteers will be given an orientation program covering hygiene, routines, WH&S procedures, insurance and food prices. This will also be provided in a written format.

On a rostered day each volunteer worker will:

- Sign the school volunteer attendance book located at the front office.
- Be provided free lunch.
- Work as part of a team.

Guiding Practices

PRICING POLICY

The canteen menu will be reviewed each term by the Canteen Committee, the Canteen Supervisor and the Principal (or their delegate).

The pricing of products will be reviewed bi-annually

TRADING HOURS

The canteen will offer a recess and/or lunch service on a number of days per week to be determined by the Principal and Canteen Supervisor.

WORK HEALTH AND SAFETY

The Principal, in conjunction with the Canteen Committee, will provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.

The canteen will comply with NSW Food Handling procedures.

The Canteen Supervisor/Committee will report to the Principal any structural defect/s within the canteen.

Further information can be found in the section Legislation, WHS, COSI and Local Government Authorities in the Resource Manual for School Canteens.
PROMOTING THE CANTEEN AND MENU

New foods will be advertised to students, staff and primary school parents. Taste tests, menu boards, competitions, VIP cards and displays will be used to promote the choice and sale of healthy foods.

Health theme 'days' and/or 'weeks' will be used to promote certain healthy foods.

Take advantage of special days (e.g. Grandparents Day) and cater for these.

Further information can be found in the section Promoting Your Healthy Canteen and Menu in the Resource Manual for School Canteens.

INSURANCE

As an employee of the CSO, the Canteen Supervisor is covered by the diocese's employee insurance; volunteers are covered by the general cover provided by the diocese when they are partaking in school-sanctioned activities.

SPECIAL ACTIVITIES

The Canteen Supervisor, Canteen Committee and Principal will decide when the canteen should cater for school functions and determine the arrangements (e.g. Grandparents Day, athletics carnival).

Canteen stock should not be sold during these functions, unless it is sold at the regular price and all money raised is kept by the canteen.

If the canteen is used a Canteen Committee member or the Canteen Supervisor will be present during opening hours.

FOOD SAFETY AND HYGIENE

A copy of the Food Safety Standard (3.2.2 Division 4) will be on permanent display in the school canteen (available for download from www.healthy-kids.com.au).

According to the legislation:

- The Canteen Supervisor will provide evidence of appropriate safe food and personal hygiene skills and knowledge.
- The canteen as a food business in NSW will notify its details to the NSW Food Authority.
- The canteen will have food handling procedures consistent with the Food Safety Standard.
- Volunteers and staff will have appropriate training commensurate with their duties. Canteen Supervisor to provide an induction day/s for training in ‘daily routine’ run-through.

- The above will be monitored by the Canteen Committee and reviewed by the Principal.

Information relating to promoting the canteen can be found in the section Promoting Your Healthy Canteen and Menu in the Resource Manual for School Canteens.

*Further information can be found in the section Legislation, WHS, COSI and Local Government Authorities in the Resource Manual for School Canteens.*

**MONIES**

All money from the canteen will be deposited in the name of at the designated bank.

All accounts are to be paid by cheque, either from separate account or P&F account.

The Canteen Supervisor will have access to a store account when required to purchase goods for the canteen.

Cash purchases may be accepted under the value of twenty dollars, with a signed receipt, and voucher.

Cheques are to be signed by the Treasurer and any one of the following: P&F President, Vice-President, Secretary, Principal.

Two persons – the Canteen Supervisor or a volunteer and a member of front office staff – will count the money at the end of each working day.

A float of $200 will be counted and retained in a secure location. The same float will be maintained each day.

Monies will be taken daily to the school office or banked.

Accurate records will be kept of the monies received and expended.

The canteen Treasurer will present a written report at each P&F committee meeting.

All surplus funds will be transferred to the school P&F Association.

A budget with recommendations for future improvements and equipment will be tabled and reviewed annually.
Templates for financial recording can be found in the section Financial Management in the Resource Manual for School Canteens.

AUDITING

An auditor will be appointed at the annual general meeting of the P&F Association (or in the case of a Principal-run canteen, by the Principal).

The auditor will not be a member of the P&F Association or the committee or the Principal.

The auditor will at all times have reasonable access to the books, accounting records and other documents of the committee.

The auditor will be supplied with all the following items relating to the financial period being audited at least twenty-one (21) days prior to the canteen sponsoring body's annual general meeting:

- Income and expenditure ledgers
- Cheque vouchers and accompanying invoices
- Petty cash vouchers and the petty cash record
- Cheque book stubs and any current cheque books that contain stubs relating to the financial period being audited
- Stocktake records
- Bank reconciliation
- All bank statements from the period and the canteens bank deposit book
- Investment accounts (passbooks or statements) if relevant
- Equipment depreciation record
- Mark-up schedules
- Financial reconciliation showing all the money that is owed to and by the canteen

Templates for financial recording can be found in the section Financial Management in the Resource Manual for School Canteens.

REPORTING

Report and recommendations will be forwarded to the P&F For their monthly meetings.

Auditors Report and Annual Report will be presented at the AGM of the P&F Association.

Templates for financial recording can be found in the section Financial Management in the Resource Manual for School Canteens.
Legislative/Professional Guidelines

Information relating to relevant legislation can be found in the section Legislation, WHS, COSI and Local Government Authorities in the Resource Manual for School Canteens.

Definitions

Working with Children Check: The Working With Children Check (WWCC) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

The WWCC is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

For more information and how to apply for clearance please refer to the Office of the Children’s Guardian (http://www.kidsguardian.nsw.gov.au).
Canteen Procedures

[Include a copy of your school’s Canteen Procedures here]
Current Menu

[include a copy of the current menu]
Food Colours

Foods in our canteen are colour coded:

GREEN FOODS

AMBER FOODS

RED FOODS
Food Allergies

Many children have allergic reactions to various foods. **Some of these can be fatal.**

We need to be aware of these children. Don’t worry; we will go through this when you come in. We have photos posted in the canteen of our food allergy students showing which allergy they have.

**FOOD ADDITIVES**

Chemicals are added to food to enhance flavour or colour. They can affect a person’s behaviour. Foods that contain these additives are RED foods in our canteen and served only occasionally.

**ANAPHYLAXIS**

Some people are allergic to the protein in common foods. Contact with the food can be life threatening and induce what is called an anaphylactic reaction, usually within minutes of exposure.

The most common food triggers of anaphylaxis are:

- Peanuts and tree nuts (cashews, walnuts etc.)
- Cow’s milk
- Egg
- Wheat
- Soy
- Fish and shellfish

Go to [www.allergyfacts.org.au](http://www.allergyfacts.org.au) to find out more about allergy and anaphylaxis.

**FOOD INTOLERANCE**

Some people are intolerant to some of the chemicals found in foods (e.g. salicylates, amines, glutamate, preservatives and artificial colours). These can be naturally occurring in food or additives. Most common of these is MSG.

**COELIAC DISEASE**

Is a medically diagnosed condition of intolerance to gluten in the diet. Gluten is the protein component of wheat, rye, oats and barley. In people with coeliac disease, after consuming gluten the small intestine becomes inflamed and they can suffer from a range of gastrointestinal symptoms.
Volunteer Roster

The Canteen Supervisor will give you written notification of rostered dates. Your name will also appear in the school newsletter.

Volunteers will be rostered according to their preferred day/frequency where possible.

We understand that it may be difficult to adhere to the roster but if you are unable to make it on time, need to leave early, cannot make it at all or are unwell, please try to find a replacement yourself. If this is not possible, please let the Canteen Supervisor know. Due to the limited staff resources in the canteen, volunteers are an essential part of the team and every minute counts.

### CANTEEN VOLUNTEER ROSTER

<table>
<thead>
<tr>
<th>Day</th>
<th>Name</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Volunteer 1</td>
<td>8:30</td>
<td>15:30</td>
<td>0578963482</td>
</tr>
<tr>
<td>1/05/2017</td>
<td>Volunteer 2</td>
<td>8:30</td>
<td>15:30</td>
<td>0156198981</td>
</tr>
<tr>
<td></td>
<td>Volunteer 3</td>
<td>8:30</td>
<td>15:30</td>
<td>0578963482</td>
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<tr>
<td></td>
<td>Volunteer 4</td>
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<td></td>
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<td>Volunteer 6</td>
<td>8:30</td>
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<td>Tuesday</td>
<td>Volunteer 1</td>
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<tr>
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<td>Wednesday</td>
<td>Volunteer 1</td>
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<td>3/05/2017</td>
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Food Hygiene

Safe food handling is perhaps the most important aspect to consider when working in the canteen. Please take the time to read through these sections in the Resource Manual for School Canteens carefully.

The school canteen is classified by law as a food business. This is regardless of the method of operating ‘for profit’, or ‘not for profit’ – conducted by volunteers or paid staff.

National food laws, called Food Safety Standards, apply throughout Australia and provide the minimum requirements to handle food safely.

As a volunteer, you must be able to demonstrate the skills and knowledge appropriate for preparing safe food.

The following is an outline of the most important aspects of handling food as they apply to you.

- You must wear enclosed footwear. Any open-toed shoes, shoes with heels or thongs are not acceptable. Unfortunately, we will have to ask you to leave if you arrive for a shift wearing inappropriate footwear as we are obligated by law to do so.
- You must wear neat casual clothing.
- Sleeveless tops are not permitted.
- You must tie long hair back.
- You must wear protective clothing at all times.
- A hat and/or hairnet and apron will be supplied by the canteen.

PLEASE NOTE: You MUST remove your hair covering and apron BEFORE leaving the canteen. Upon return, you MUST wash your hands BEFORE you put your apron and hat back on. This may sound over the top, but it is very important to avoid bringing outside contaminants into the kitchen.
Work Health and Safety

The Principal, in conjunction with the Canteen Supervisor and Committee, will provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.

The canteen will comply with NSW Food Handling procedures.

The Canteen Supervisor/Committee will report to the Principal any structural defect/s within the canteen.

Further information relating to WH&S can be found in the section Legislation, WHS, COSI and Inspections in the Resource Manual for School Canteens.

ATTENDANCE REGISTER

You must fill in the attendance register book. The canteen supervisor needs to know who is working in the canteen at any given time. Government work health and safety regulations reinforce this by requiring that all canteen workers sign on and off their shifts. This register is important evidence should an insurance claim need to be made.

As previously noted, children are not permitted in the canteen unless it is a part of a supervised curriculum activity. Therefore, if your child wishes to visit you, you will need to go outside the canteen.

Child Protection

STUDENT BATHROOMS

Please note that for Child Protection reasons student toilets MAY NOT be used by volunteers.

WORKING WITH CHILDREN CHECK FOR VOLUNTEERS

To work with children, you are now required to obtain a Working with Children Check. The Working with Children Check (WWCC) is a comprehensive criminal record check. The WWCC aims to increase the safety of children in our community by identifying and reducing the likelihood of people who have a criminal history that indicates they may harm children from gaining access to children.

Please visit www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check to apply for a clearance. You don’t have to wait for a WWCC Card to start or continue volunteering in the canteen. Just show your receipt to your Canteen Supervisor. Your card should take between 3–12 weeks to come to you. If you have any questions, please ask the Canteen Supervisor for assistance.
School Map

Insert a map of your school, showing locations of:

- Classrooms
- Library
- Office
- Toilets (student and adult)
- Sick bay
- Art room
- Staff room
- Etc.....................
Evacuation Procedures

Insert a map of your school showing Evacuation Points and Emergency procedures including a brief description of various alerts:
- Lockdown
- Evacuation
Thank you very much for taking the time to read this Canteen Volunteers Welcome Kit.

We look forward to welcoming you as member of our Canteen Team.
Links and Resources

Fresh Tastes @ School NSW Healthy School Canteen Strategies

The Fresh Tastes @ School NSW Healthy School Canteen Strategies came into effect in 2005 and since then has been mandatory for all NSW Government Schools and strongly supported and endorsed by the Catholic and Independent Education Sectors. The Strategy is all about giving students across NSW a taste for healthy foods. It heralded a move beyond nutrition guidelines for school canteens to a government-endorsed approach that helps schools determine the healthier types and frequency of foods that are available for sale in their canteens.

Information on the Fresh Tastes Strategy including resources can be found at: https://www.healthykids.nsw.gov.au/campaigns-programs/nsw-healthy-school-canteen-strategy.aspx

Fresh taste resources include:

- Canteen Menu Planning Guide
- Sugar Sweetened Drink Ban for NSW School flyer
- Fresh Tastes Tool Kit
- Fresh Ideas Folder
- Fresh tastes newsletter
- Parent Information Flyer

The Coeliac Society of NSW

Australian Guide to Healthy Eating

NSW Government Food Authority

Australian Society of Clinical Immunology & Allergy
www.allergy.org.au