DENISTONE EAST PUBLIC SCHOOL CANTEEN
VOLUNTEER'S DUTIES

Thank you so much for giving up your valuable time. As the Canteen is a food serving business, we have certain requirements we must follow to ensure food safety and a safe working environment. Please follow Canteen staff instructions as these instructions may relate to compliance with legal obligations.

Please arrive at the Canteen at bell time – if you are running late please let the Canteen know.

If you are sick, or someone at your home has had gastro in the previous 24 hours, we ask you not to come. Please let Anne-Marie know by calling 9858 5286, messages can also be left on that number.

PERSONAL HYGIENE

- ✓ Wear enclosed shoes (no thongs or sandals – this is for work, health and safety reasons).
- ✓ Tie hair back (for food safety reasons)
- ✓ Don't wear perfume or excessive dangly jewellery (for food safety reasons)
- ✓ Wear an apron (provided)
- ✓ Wash hands and wear gloves (provided) for food preparation (repeat for each new task)
- ✓ Store personal items in the canteen office.

BEFORE RECESS

- Sign the 'Sign In Sheet' located in the blue folder under the counter.
- Check the Volunteer notice board to be reminded on evacuation procedure, WHS and food safety procedures.
- Canteen Assistant will guide you through the items to be prepared.
- Please ask either Canteen Assistant or Canteen Manager if you are unsure – there is no such thing as a 'dumb' question or too many questions.
- Use gloves for food preparation – it is essential that you wash your hands and change gloves between each food prep task to reduce food contamination (very important as we have children with severe allergies).
- Use clean utensils for each task (again to reduce food contamination).
- You may be asked to deliver the Kindy recess orders to the relevant Kindy class room.

RECESS

- Serve at the counter.

AFTER RECESS

- Continue food prep as directed (remember to ask if you are unsure – there is no such thing as a 'dumb' question or too many questions).

- Have your lunch.

- Assist with packing cold lunches in class cold bags.
- Assist with packing hot lunches into class boxes

LUNCH

- Lunch monitors from classes with come and collect boxes and bags
- Accept returned boxes and bags.
- Serve at the counter.

AFTER LUNCH

- Tidy Up
- Sign Out

The Denistone East School Canteen aims to provide food in a safe, healthy and timely manner. Your assistance helps us to do that for your children.