

St Joseph's Catholic School Bulli Canteen Procedure As at 25 July 2018

Dear Canteen Volunteers

Thank you for volunteering your time.

We greatly appreciate your assistance and hope that you enjoy your canteen experience in return.

Please take the time to read the following documentation to ensure that your time on canteen is enjoyable and relaxed. Please contact Rita Brooks (Ph. 0412 994135) if you have any improvement ideas or concerns.

Purpose

The primary purpose of the canteen is to offer a service for students, parents and staff. Secondly it is a fundraising activity supported by the P&F Committee.

In this procedure manual you will find:

1. Work, Health and Safety
2. Opening times
3. What do I do?
4. What happens if I cannot do my shift?
5. Frequently asked questions
6. Roles and responsibilities

1. Work Health & Safety

Hand Washing

- Hands should be washed in the sink near the door not in the food preparation area.
- Wash your hands with soap and warm water and dry them thoroughly on a single use towel i.e. paper towel provided.
- Hands should be washed:
 - on arrival at the canteen, this reduces new germs being introduced to the environment.
 - before you prepare any foods.
 - after handling raw meat, poultry or raw eggs.
 - after handling known allergenic foods (eg eggs, dairy, fish).
 - after going to the toilet.
 - after blowing your nose.
 - after touching or combing hair.
 - after handling food waste or garbage.
 - after handling money.
- Enclosed non-slip shoes should be worn.
- The school grounds are non-smoking areas.
- Hair should be tied back where possible.
- Gloves should be worn when preparing food.
- Wear one glove only when serving and handling food, collecting money with ungloved hand.

- No school-aged children are allowed in the canteen during school hours.
- Injuries need to be reported to the Office.
- Please keep handbags and personal belongings away from food preparation services (there are chairs and shelves in the back room for items that need to be stored).
- OH&S regulations state that the canteen microwave cannot be used to reheat food brought in by a child due to a possible contamination issue as well as uneven heating of food in the microwave causing hot spots within the food. If a child requests food to be heated, politely decline.
- All food sold at school canteens **MUST** be prepared on premises **UNLESS** the parent is willing for council to do a food inspection at their home. It is extreme but it is what it is.



2. Opening Times

The canteen is opened most Tuesdays to Fridays (if we have enough volunteers we will open Mondays).

The canteen is generally closed the first few days at the beginning and end of term to allow for restocking.

In an event that there are no available volunteers on a specific day the canteen will be closed on that day. A Skoolbag alert will be sent out advising parents of the closure.

Volunteers are required to be at the canteen at 9.30 and typically will finish at approximately 2.30. (For convenience some volunteers remain at school after drop off and stay until school pick up).

Recess - 10.50am – 11.20 (no freezer items are sold at this time)

Lunch - 1.10 – 2.00pm

3. What do I do?

Note: Some experienced volunteers may have a varied method of operating that works well for them.

Some of the following procedures may also vary depending on quantity of orders.

These are guidelines only:

On arrival

All canteen volunteers are to go to the school office and sign in and receive a visitor badge. This needs to be worn throughout the day.

The Secretary will give you the canteen key and the online canteen tally sheet and stickers.

Prior to Recess

- Collect the lunch bags from outside the canteen area.
- Arrange bags in class order. If a bag(s) are missing please go to the relevant classroom and collect.
- All classes have pull in/out storage tubs for the packing of school lunches



- Place the relevant lunch bag in the tub
- At the start of your shift, fold the edges of bags down as needed



- There will be 2 lots of stickers – one for recess and 1 for lunch. Place a sticker on a lunch bag and place in the relevant classroom bag.
- Please note that recess items can either be pre-purchased online or via cash sales

Sushi Wednesday – additional duties

On Wednesdays students/teachers can order sushi. The following steps are to be followed for placing sushi orders:

1. Take photo of tally sheet and text order to Sushi for Joes on 0424138 886 by 9.30am stating that you are from *St Joseph's Bulli*

2. Sushi orders will be delivered by 12.00pm so you can place in lunch order bags.
3. Place invoice in tray for Canteen Buyer to pay

Prior to Recess continued

- If there are large quantities, of hot food, both the pie oven and oven will need to be turned on. If the pie oven is required place a mug of water in the pie oven and turn on. The oven should be placed on fan oven setting at 180 degrees. Cooking instructions are on the back of food items.
- Obtain frozen foods from freezer as per totals on the tally sheet. Place on trays and keep covered until you need to place in oven; alternatively place in pie oven if appropriate.
- Determine if any foods need to be purchased eg bread, apples, salad etc. If items need to be purchased go to the local bakery/Woolworths and purchase. Please refer to poster on fridge for product description on which item to purchase. Standards need to be kept as we have advertised foods that are gluten/dairy/etc. free. Take reimbursement from the daily cash sales.
- Review tally sheet and determine if there are any orders for pizza subs for recess. Prepare required quantity plus some more as they are normally a huge cash sale item. A pizza sub is a slice of bread, with pasta topped with grated cheese. These are placed in the oven for approx. 10 - 15 minutes. Therefore, should go in oven at approx. 10.20am.
- Prepare daily baked item. Recipes are located in "Green Folder". You can choose what you would like to bake. Any leftover items can either be frozen for another day (please label with name and date), or purchased by volunteer (donation would be appreciated) or given to staff.
- Set up apple slinky machine on clear bench space and have paper ready to serve apple slinkies. Please use caution when

operating the apple slicer machine as the blades are sharp and fingers and hands can be easily cut, especially when attempting to extract the core from the prongs.”

- Get stock out and be prepared for cash sales
- Some children will pre-order recess. In these cases, prepare required food and place their name sticker on the item. Depends on how many orders you have whether you want to keep the orders in class or surname order. The children will come up at recess and obtain their recess orders.

Recess to lunch procedure

- Prepare any sandwiches, wraps and burgers. Please note the day of opening on all perishable items and ensure that they are wrapped and stored correctly to ensure that food is not spoiled or wasted.
- As we have some children with egg allergies please prepare eggs separately and ensure all utensils/boards/benches are cleaned thoroughly.
- Place items that require warming in either the pie oven or oven. Depends on the quantity whether you need to use both pieces of equipment. Cooking instructions can be found on individual packets.
- Noodle Cups
Hot Noodle cups can cause serious burns. Prepare as per product instructions. The noodle cup must be allowed to cool for at least 15 minutes. Drain any excess liquid. **DO NOT** give a child a noodle cup with boiling hot water

- If any stock arrives throughout the day please place items in relevant area e.g. storage cupboards, freezer, fridge. When placing items in the upright freezer please take items out of cupboard boxes. Ensure food quantities are checked against the invoice. Give invoice to the secretaries. If there is a discrepancy, please text Canteen Buyer
- Assemble class boxes. Start to fill order bags, placing them in class bags. Leave drink items to last to ensure they are kept cool. Place drink items in drinks bag not lunch bag (if required place child's name on drink). If a child has ordered an ice-cream place ice-cream "slip" in their lunch bag so they can return slip to canteen for the ice-cream.



- Please pack lunch into the blue bag provided for each class Children take the blue bags to class. TUBS REMAIN IN CANTEEN AT ALL TIMES.

- Children will come to canteen door and collect their classroom bag when the bell rings.

After lunch procedure

- Turn off pie warmer and oven.
- Volunteers can take home unsold perishable items (items that will spoil prior to the next time the canteen is opened), in exchange for a token donation).
- Wash, dry up and put away all equipment used. Ensure all traces of food are removed.
- Record on the fridge any items that need to be reordered and message Canteen buyer with details. Canteen buyer details are on the fridge.
- Sweep the floor.
- Count the earnings and place money in bank bag. You can go to the office and use the money counting machine if required. You will also need to complete the P&F Canteen slip and give to office. For further information, ask Secretaries.
- Take rubbish out to Council bin.
- Restock all freezer, fridge and shelf items as required.

- Close shutters and lock store room door.
- Place used tea towels in the hanging bag. These will be washed by one of the canteen committee members.
- Return canteen key to the Secretary and sign out

4. What happens if I cannot do my shift?

In the event you cannot do your shift it is your responsibility to find a replacement. If you cannot find a replacement, please contact the Canteen Roster coordinator.

If no replacement can be found the canteen will be closed for the day.

5. Frequently asked questions?

Q: A student has no money to buy food, is hungry or has no lunch?

A: The student is to speak to their teacher. The teacher will speak with the Secretary who will contact parent to ascertain whether the child should receive food from the canteen. The Secretary will inform canteen volunteer to provide appropriate food. (Only healthy items eg sandwich is given to the student). Canteen Volunteer is to write an invoice (invoice book can be located in tray). The invoice is then given to Secretary to go to the parent for reimbursement.

Q: What do I do if a teacher orders lunch?

A: Teachers need to use canteen on-line to order food.

Q: Do I have to pay for my personal food items when I am on canteen?

A: Canteen Volunteers are entitled to a free lunch for themselves. If you would like to purchase anything else, please give the Office Secretaries the appropriate money.

Q: Can I give away free food

A: No. This includes food for your children or their friends. All food purchased for your children should be paid for. The school has a No Food sharing policy so no food should be purchased for other children outside your family. Left over perishable food can be taken home for a token donation.

7. Roles and Responsibilities

Role	Person	Contact Number
Roster Coordinator	Rita Brooks	0412 994135
Canteen Buyers	Mercedez Hinchcliff	0417 675 823
	Marie Boukolic	0403 923 949
	Sonya Keir	0407 661 519
	Laura Aguilera	