**Latham Primary Canteen Volunteer Induction letters**

(with thanks to Bonnie R)

**Year 6 students:**

Thank you for volunteering for the canteen student roster. We really appreciate your help and hope that you enjoy your time serving your community.

Working in the canteen is a very big responsibility and there are a few basic rules you need to follow.

Cleanliness is most important. Long hair must be tied back, clothes need to be clean and wear closed toe shoes only. When you arrive for your shift you must thoroughly wash your hand with soap & warm water and dry them fully with paper towel and put on an apron (provided).

*You must not work a shift if you feel sick, have a cold, cough or sore throat that day or have had stomach issues anytime in the 3 days before your shift.*

We need you to be reliable. Your shift starts at 11:15, depending on how busy it is the shift is 30 to 45 minutes. Please be self reliant and check the roster on the wall, outside the canteen to know when you are rostered on. If you cannot do your shift please let the canteen manager know as soon as possible and try to arrange another student to cover you (the must have permission from home). If you are aware that someone else on the roster is away, please let the canteen know. If you ever want to stop doing the canteen let the canteen manager know so you can be removed from the roster.

You need to be honest. It is expected that you won’t take money but giving your friends free food or deliberately selling food for cheaper than its price or deliberately give too much change is just as bad. If you are unsure of prices or what change to give, ask the canteen manager or adult volunteer. If you have money of your own to spend, please let the canteen manager know at the start of your shift and only buy something at the beginning (if you’re early enough) or end of your shift. This saves any confusion.

If you ever have any questions or concerns, you are always welcome to talk to the canteen manager.

Thank You

**Parent volunteers:**

Thank you for choosing to become an active member of our school community by volunteering in our canteen.  
  
Our canteen relies on the support and generosity of people, just like you, who volunteer to help provide this important service to students and staff.  
  
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!  
  
  
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**Canteen Volunteer Role**  
Volunteers are the canteen’s most precious resource. Plenty of volunteers plus effective management, is a good recipe for producing a healthy profit. Canteen Volunteers report to the Canteen Manager, who reports to the P&C committee.  
  
The Canteen volunteers assist and supports the Canteen Manager for the efficient and professional operation of a Healthy School Canteen  
  
Assisting with the operation of the canteen  
• Preparing and selling menu items as per the canteen menu.  
• Preparation of pizzas, sandwiches and salads.  
• Toasting sandwiches.  
• Packing lunch bags.  
• Restocking fridges and freezers.  
• Making up popcorn, juice cups, veggie sticks, the famous ANZAC biscuits and other snacks  
• Washing, drying and putting away equipment  
  
If you are unable to make a rostered day, in the first instance please Canteen Manager know you need to be removed from your shift as soon as possible. Secondly find another day you can help out instead and grab that shift on the roster. Thirdly please try to find a replacement yourself and ask them to fill the spot on the roster, volunteers are the best people to recruit more volunteers.

***You must not work a shift if you feel sick, have a cold, cough or sore throat that day or have had stomach issues anytime in the 3 days before your shift.***

When arriving for a shift please ensure that you sign the Volunteer Attendance Register at the front office and scan the covid QR code at the front door.  
  
Canteen Manager Contact Details:  
Mobile: (Message only please)  
Canteen Phone:   
Email:   
  
Please, if you need any help just ask.

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