



WELCOME TO THE P&C SNACK SHACK CANTEEN

Welcome and thank you for volunteering your time to work in the P&C Snack Shack Canteen (Canteen). As we know your time is precious, we hope the following information will assist you in understanding:

- 1 The “who” and “how” of the Canteen
- 2 The Canteen Policy
- 3 The Volunteer Roster
- 4 Requirements for volunteers
 - a. What to wear
 - b. Health and safety
 - c. Tasks to be done by volunteers
- 5 The menu and the online ordering system

Please take the time to read this information, as it will make your life much easier on the day that you volunteer.

1 THE “WHO” AND “HOW” OF THE CANTEEN

The Canteen is a business operated by the P&C Canteen sub-committee on behalf of the P&C Association (P&C). The following table lists the members of the Canteen sub-committee, together with contact details.

Position	Name	Email address	Mobile
Convenor	Bec O’Brien	fppscanteen@gmail.com	0413 619 294
Treasurer	Louise Birbeck	fppscanteen@gmail.com	0421 310 310
Coordinator	Fran Cockerill	fppscanteen@gmail.com	0419 043 974
Coordinator	Karen Wilson	fppscanteen@gmail.com	0404 456 948

The Canteen is open 5 days per week from 8:15am – 2:00pm. Recess is served between 10:30am – 11:am for pre-primary students and 11:00am – 11:30am for the rest of the school and lunch from 12:50pm – 1:30pm.

2 THE CANTEEN POLICY

The P&C is in the process of collating a Healthy Food and Drink Policy (“HFD”) for the school, which aligns with the Department of Education’s *Healthy Food and Drink Policy*. Once this is ratified, it will be made available to parents.

3 THE VOLUNTEER ROSTER

Karen Wilson manages the volunteer roster, which comprises two shifts per day.

Shift 1 9:30am – 11:30am
Shift 2 11:30am – 1:30pm

The roster is now online and you can go to <http://signup.com/go/Rm6mNb> to select the day and shift that best suits you and sign up. It is very easy and NO PASSWORD required – all you need is an email address.

If you are unable to access the online roster, please contact the Snack Shack at fppscanteen@gmail.com and nominate your preferred day and shift and we will sign you up.

4 REQUIREMENTS FOR VOLUNTEERS

- a What to wear
 - i Tie back long hair – a hair net or cap is available, if preferred
 - ii CLOSED shoes
 - iii Protective gloves and an apron will be provided

- b Health and Safety
 - i Please wash your hands at the designated basin as soon as you enter the Canteen and at any time after handling raw meat and money and as necessary. The coordinator will prompt you to do this.
 - ii Please sign the attendance register, noting the date and time of your arrival and departure.
 - iii The Canteen has a first aid kit and fire extinguisher in the unlikely event of a fire. The coordinators will point these out to you.

- c Your tasks for the day

During your shift, the coordinator will allocate you duties with clear instruction and will include, among others:

- i Making sandwiches, toasties, wraps, salads, fruit and vegetable tubs, rolls
- ii Serving food at the counter at recess and lunch, which will require cash handling
- ii Sorting the lunches into the lunch tubs during Shift 2 prior to lunch.
- iii Washing dishes and wiping benches

5 THE MENU AND ONLINE ORDERING SYSTEM

The Canteen lunch menu comprises 60% green and 40% amber food items and can be found at:

- i Floreat Park Primary School website at www.floreatparkps.wa.edu.au - go to "quicklinks"
- ii Online ordering system - www.ouronlinecanteen.com.au - all lunch orders are to be made using the online ordering system. Details for registering for this service are available on the school website as per the steps set out in "i" above.
- iii Hard copies of the lunch menu are also available in the Canteen

Recess items are prepared freshly each day from scratch and are priced between 20c and \$1.50.

Thank you once again for volunteering to work in the Canteen. We hope that you enjoy the experience as well as the look on your child's face when he/she sees you serving behind the counter.

