



## **WELCOME TO THE P&C SNACK SHACK CANTEEN**

Welcome and thank you for volunteering. The following information should help you understand:

- 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 Parents & Citizens Association (P&C). Currently, the sub-committee comprises:

<b>Position</b>	<b>Name</b>
Convenor	Bec O’Brien
Treasurer	Louise Birbeck
Coordinator	Karen Wilson
Coordinator	Lucy Stone

Contact details [fppscanteen@gmail.com](mailto:fppscanteen@gmail.com)  
0417 384 866

The Canteen is open 5 days per week from 8:30am – 2:00pm.

Recess            11:00am – 11:20am  
Lunch            12:50pm – 1:30pm.

### **2 HEALTHY FOOD AND DRINK POLICY**

The school board 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 ratified, it will be made available to parents.

### **3 THE VOLUNTEER ROSTER**

Monday, Tuesday, Wednesday, Thursday and Friday

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

Go to <http://signup.com/go/Rm6mNb> to sign up as a volunteer.

If you are unable to access the online roster, please contact the Snack Shack at [fppscanteen@gmail.com](mailto: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 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 in at the school reception desk before and after your shift.
  - 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 and rolls, salads, fruit and vegetable tubs;
- ii Serving food at the counter at recess and lunch, which will require cash handling
- ii Sorting the lunches into lunch tubs
- iii General cleaning up

### **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](http://www.floreatparkps.wa.edu.au) - go to “quicklinks”

- ii Online ordering system – [www.quickcliq.com.au](http://www.quickcliq.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.

Recess items are prepared freshly each day from scratch and are priced between 20c and \$2.00.

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.

