



VOLUNTEER INFORMATION SHEET 2015



Firstly let me thank you for giving up your valuable free time to volunteer in our canteen, your help is very much appreciated and needed to help keep the canteen open.

Volunteering in the canteen should be a fun experience and also a great way to get to know the other parents and teachers in the school. 'Never' should you feel pressured to do anything you are not comfortable with in our canteen. If there are any concerns, preferences or questions you have please let me know asap. We want to make your volunteering experience in our canteen a wonderful one 😊

What are the canteen opening hours?

The canteen is open Wednesday and Friday from 8.50am to 1.30pm

What are the volunteer shifts?

Volunteers can do as much or as little time as they would like in the canteen, any help is welcome, even if you would like to drop in for a chat or a cuppa, your more than welcome to. However the usual rostered shifts are:

Morning: 9:30am to 11:30am

Afternoon: 11:30am to 1:30pm

Can I bring my young child/children with me on a shift?

Yes of course, however please remember there are hot appliances in the canteen so young children will need be watched very carefully and remain in the safe area at all times. Children can be set up just outside the canteen window. If your child has favorite toys or games please feel free to bring them with you.

What should I wear on my shift?

To abide by WHS rules and regulations, all volunteers need to wear closed shoes, eg runners, if you have long hair it will need to be pinned back. Aprons and gloves etc will be provided on your shift. There will be WHS posters up in the canteen so please take the time to familiarise yourself with them.

Hygiene in the canteen?

Our canteen and canteens across Australia have very strict hygiene policies that must be adhered to, there will be posters up in the canteen, please take the time to familiarise yourself with them and feel free to ask any questions.

Is it documented who has access to the canteen?

Yes. Most importantly when you are at the school for any reason you must sign in the visitor's book. The canteen has its own visitors sign in book for our volunteers and you must have a WWVP card on you at all times.

Do I need any kitchen experience to volunteer in the canteen?

No not at all, the only thing you will need is a smile 😊.

What if I can't do a shift that I'm rostered on for?

Sometimes these things happen. Please let the canteen know asap. If you would like to swap your shift for another day please try to contact one of the other volunteers first. You will be given a copy of the roster and a list of the other volunteers contact details.

Thank you and we look forward to seeing you in our canteen 😊
Jackie Thornton Canteen Manager