

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: [dl.1017.info@schools.sa.edu.au](mailto:dl.1017.info@schools.sa.edu.au)

W: [www.glenelgps.sa.edu.au](http://www.glenelgps.sa.edu.au)



## Volunteer role description

Your role

### Canteen volunteer

Location

In the school canteen.

Start date (and end date if known)

May 2019

Your role

- Help the canteen manager provide food to students.

Key skills

- The ability to relate well with children and communicate in a positive and encouraging way with team members.
- Experience in working effectively with children.
- Basic cleaning and food preparation skills.
- Good customer service.
- Cash handling skills.

Main duties

- To organise the preparation of lunches and the serving of children for snacks.
- Prepare food and clean up in the canteen.
- Make sure fridges are stocked and ready to go at break times.
- Sell food at break times.
- Make sure all food handling and food safety rules are met.
- Store chemicals and kitchen utensils safely.
- Make sure the canteen is a friendly and positive place.
- To communicate effectively with children when working out what they would like to buy.

Aim of the role

- To support the canteen manager to effectively provide a canteen service to the students of Glenelg Primary.
- To help each student understand healthy eating.

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## What you need before you start

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- role-specific training
- skills and knowledge in food safety and food hygiene (see the department canteen page for more information [www.education.sa.gov.au/sites-and-facilities/canteens](http://www.education.sa.gov.au/sites-and-facilities/canteens))
- an understanding of the department Right Bite and healthy eating policies (see [www.education.sa.gov.au/teaching/projects-and-programs/eat-well-sa/developing-healthy-food-policies-schools-and-preschools](http://www.education.sa.gov.au/teaching/projects-and-programs/eat-well-sa/developing-healthy-food-policies-schools-and-preschools) )
- easy access to a first aid kit and relevant medical details of students.
- Name badge

## Supervision and safety

The canteen manager runs the canteen. Your role is to help them. You need to:

- be aware of everyone's food allergies
- make sure you safely put away any cleaning liquids or kitchen utensils you use
- make sure everyone is safe
- follow the department's work health and safety policy.
- sign in and receive your badge from the front office.

## What we expect from you

- Treat everyone fairly and with respect.
- Instead of calling the food 'healthy', refer to it as tasty and colourful.
- Be a good role model for the children and students.
- Show enthusiasm and enjoyment – make it fun.
- Be honest and reliable.

## Reporting and contact details

Volunteer reports to: Caroline Coulter

Contact person: Trea

Role review date: 12/ 4 /2020