**Volunteer Role Description**

**Your role**

**Canteen volunteer**

**Location**

In the school canteen

**Start date**

February 2021

**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 food.
* Prepare food and clean up in the canteen
* Make sure fridges are stocked and ready to go at break times
* See 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 St Leonards Primary School
* To help each student understand healthy eating

**What you need before you start**

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

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE
* Name badge
* 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-health-food-policies-schools-and-preschool](http://www.education.sa.gov.au/teaching/projects-and-programs/eat-well-sa/developing-health-food-policies-schools-and-preschool))
* Easy access to a first aid kit and relevant medical details of students

**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 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: Katrina James

Contact person: Mel Worden, Office Manager

Role review date: February 2022