

Volunteer role description – canteen helper

Your role

- <remove any roles that don't apply>
- help the canteen manager provide food to students.

Location

In our canteen at <insert location of your site>.

Start date (and end date if known)

<insert start date> to <insert end date>

Why we do this

We want our students to enjoy food and their break times. We need our canteens to be clean and safe. We want students to see it is a welcoming and valued place.

Key skills

- Basic cleaning and food preparation skills.
- Good customer service.
- Cash handling skills.

Main duties

- <add or remove specific duties>
- 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.
- Help once a month to restock the canteen.
- Make sure the canteen is a friendly and positive place.

Aims of the role

To help each student understand:

- <add or remove specific aims>
- healthy eating.

What you need before you start

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

- <add anything else needed>
- 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)
- an understanding of the department Right Bite and healthy eating policies (see <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/school-administration/school-and-preschool-canteens>)
- 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:

- <add anything else needed>
- 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.

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: <insert name of site leader or their delegate>

Contact person: <insert name and number of contact person>

Role review date: / /

Use the role review for the volunteer and staff member to give each other feedback about performance and the role.