

## Volunteer role description – Canteen Helper

**Your role:** help the canteen parent helpers and student helpers to provide food and drink to students

**Location:** School Canteen at 71 Stradbroke Rd Athelstone, in the Bradman Gym

**Start date:**

**Days:**

**Times:**

We want our students to understand healthy eating and to enjoy food in their break times. We need our canteen to be a welcoming and valued place and play areas to be clean and safe.

### Key skills

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

### Main duties

- Prepare food and clean up in the canteen as the kitchen is a shared space with OSHC.
- 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 clean, tidy, friendly and positive place.

**What you need:** Department for Education volunteer policy and procedure requirements and:

- role-specific induction and training
- skills and knowledge in food safety and food hygiene [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
- easy access to a first aid kit and relevant medical details of students.

### Supervision and safety

- be aware of everyone's food allergies and the reasonable spending amounts per student
- make sure you safely put away any cleaning liquids or kitchen utensils you use
- follow the Department's work health and safety policy to make sure everyone is safe

### What we expect from you

- Treat everyone fairly and with respect.
- 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:**

**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.