



Canteen Window

- 8.15am** Count float and ensure it balances to \$20.00 in coins and notes
- 8.15am** Open the counter window
- 8.15am to 8.45am** Serve students, parents and staff, checking all lunch bags for
- Total on bag matches items ordered
 - Correct money tendered
 - Items ordered are relevant for the day
 - Student name, class and date are supplied
- 8.45am** Close counter window
- 8.45am** Collect money from lock boxes in school office and outside canteen
- 8.45am to 9.00am** Count and bag all money collected from the window leaving out the \$20 float in coins and notes. Tally and sign (2 volunteers) total amount received on tally sheet provided. Hand both money and tally sheet to Canteen Manager for placing in the safe



Canteen Duty

Duties you may be asked to undertake

- Cut all fresh salad items for the sandwiches, wraps and rolls
- Prepare bean bombs and homemade hawaiian pizza and place them in the ovens ready for recess
- Place yummy drummys and nuggets in the pie warmers ready for recess
- Place pies, sausage rolls, gluten free pizza and chicken strips in the pie warmer ready for lunch
- Cut up fresh fruit for jelly cups
- Prepare corn cups ready for recess
- Place drinks and recess items into class baskets
- Serve students and staff during recess at the canteen window
- Clean up after recess is complete
- Place pasta into boiling water ready for pasta bolognaise
- Place bolognaise sauce and pasta into containers, seal and place in pie warmers to keep warm
- Prepare chicken & vegetable risotto from a recipe then place into containers, seal and place in pie warmer to keep warm
- Prepare sandwiches, wraps, rolls and burgers
- Prepare jaffles ready for toasting
- Place drinks and lunch items into class baskets
- Serve students and staff during lunch at the canteen window
- Count and bag all money collected from the window at recess and lunch leaving out a \$30.00 float in coins and notes. Tally and sign (Volunteer and Canteen Manager) total amount received on tally sheet provided.