KSS Tuckshop

Volunteer Guide
Welcome

Thank you for volunteering at the KSS Tuckshop.

The KSS Tuckshop is committed to Education Queensland’s Smart Choices – the healthy food and drink strategy for Queensland schools. We aim to offer a range of healthy food and drinks that are consistent with the Australian Dietary Guidelines for Children and Adolescents.

For more information on Smart Choices see the Tuckshop Committee or visit the Smart Choices website at http://education.qld.gov.au/schools/healthy/food-drink-strategy.html

This booklet contains information you need to know when volunteering in the KSS Tuckshop.

Tuckshop Committee
kedronsstuckshop@kedronss.eq.edu.au
Before You Start

It is essential that you adhere to safe food and hygiene practices - please make sure that you wash your hands and sanitize them prior to handling any food or food container.

Children under the age of 12 are not allowed within the tuckshop at any time.

Closed in shoes must be worn at all times.

Hair should be tied back and secured away from face.

On Arrival

- Sign the volunteers register in the tuckshop.
- Volunteer or Parent Helper badge needs to be worn at all times.
- Find out who is the leader of your team, introduce yourself and note that this is the person you should go to if you have questions about your task.
- Check that all bins have liners.
- Make sure you know where everything is

Preparing the Food

- Make sure that you wash your hands and sanitize them with the provided sanitizer prior to handling any food or food container.
- Make sure you know how to assemble your part of the order.
- Make sure you follow portion control information.
- Make sure all food is accessible and all the correct utensils for handling food are available.

- Make sure everything is set up. Fresh food items to be out and set up as per plan.

- Make sure all wrappings are available and in the spot that is required.

- Make sure that cooking implements and surrounding benches are clean at all times.

- Be consistent in how food is cooked and prepared and follow recipe/portion control information.

- Organise the baskets/boxes for classes to go out if required.

- Gloves must be worn during raw meal preparation - up until the food is wrapped and in the bag.

FINISHING UP

- Help to pack away all unused items and check how they should be stored.

- Make sure that all fresh items that are to be refrigerated/ frozen have this day’s date clearly marked on the package.

- Wash up all equipment and utensils.

- Clean all benches.

- Mop floor.

- Sign out on the volunteer register and return badge.

THANK YOU FOR YOUR HELP

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