

# Volunteer Role Description – Canteen Helper



## Your role

- Help the canteen manager provide food to students.

## Why we do this

We want our students to enjoy food and their break times. We need our canteen to be clean and safe. We want students to see the canteen as a welcoming and valued place.

## Key skills

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

## Main 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.
- Make sure the canteen is a friendly and positive place.

## Aims of the role

To help each student understand 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:

- 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](http://www.education.sa.gov.au/sites-and-facilities/canteens))
- easy access to a first aid kit and ability to contact the front office in case of student medical issues.

## Supervision and safety

The canteen manager runs the canteen. Your role is to help them. You need to:

- ensure you sign-in at the front office before you begin
- be aware of 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

- Uphold Highgate School values of Respect, Honesty & Integrity and Kindness towards all students and staff at all times. 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: Canteen manager or delegate

Volunteer Coordinator: Emily Roberts, [Emily.roberts772@schools.sa.edu.au](mailto:Emily.roberts772@schools.sa.edu.au)