



SYDNEY BOYS HIGH SCHOOL P & C ASSOCIATION

CANTEEN VOLUNTEER INFORMATION

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Canteen Managers: Karen Barry and Eirini Kalia

Sydney Boys High School Canteen Information

Welcome, and thank you for joining our Sydney Boys High School (SBHS) Canteen team. We really appreciate your help. The canteen is run by the SBHS Parents and Citizen Association (P&C). It is the largest contributor to the P&C's fundraising activities, with all profits going back to the school to help fund school facilities, various equipment and learning resources. In recent years, the canteen has contributed funds for the purchase of a new school bus, maths and science textbooks, interactive technology for the classrooms and staff professional development.

Whilst the canteen is managed and run by paid staff, volunteers from our wonderful parent community assist them. It would be impossible for the canteen to operate as a healthy and affordable service for students and staff without your time and help.

There are many benefits to volunteering in our school canteen, such as:

- Meeting parents across all year groups
- Interacting with students and teachers and experiencing the day-to-day school environment
- Helping to raise funds for the school
- Contributing to the school community

We hope this booklet provides you with information to get started; however, if you have any questions, feel free to contact our Canteen Managers (Karen and Eirini): at canteen@sbhs.nsw.edu.au or telephone: 9662 9350.

Canteen Operating Hours

Our canteen is open Monday to Friday, during term time, from 8:30 am – 2:15 pm, serving breakfast, recess, and lunch.

Volunteer Roster

We need three to four volunteers daily for the canteen to function smoothly. We also have an "on-call" list in case a volunteer cannot attend their allocated shift.

Most volunteers sign up for regular monthly canteen duty. However, if you have work or other commitments that make this difficult, please volunteer when you can.

If you would like to sign up to be a canteen volunteer and have not already done so, the canteen sign-up form can be found on the school website at <https://www.sydneyboyshigh.com/school/canteen/volunteering>

Shifts

We would appreciate your help between 8:30 am and 2:00 pm.

Due to limited staff resources in the canteen, volunteers are an essential part of the team. If you cannot attend your allocated shift, need to leave early or will be arriving late, please let us know, as it may be necessary to organise an extra volunteer for the day.

Our Volunteer Roster Co-ordinator, **Cecilia Chan**, and our Canteen Managers can be contacted through the Canteen WhatsApp group. This is also a great forum to reach out to other volunteers, share information and swap shifts.

If you would prefer, **Cecilia** can be contacted via text message at **0403-877-088** or email the Canteen Managers at canteen@sbhs.nsw.edu.au

Free Lunch

Lunch is provided to volunteers during their shift. Tea and coffee-making facilities are available at any time.

School Map and Parking

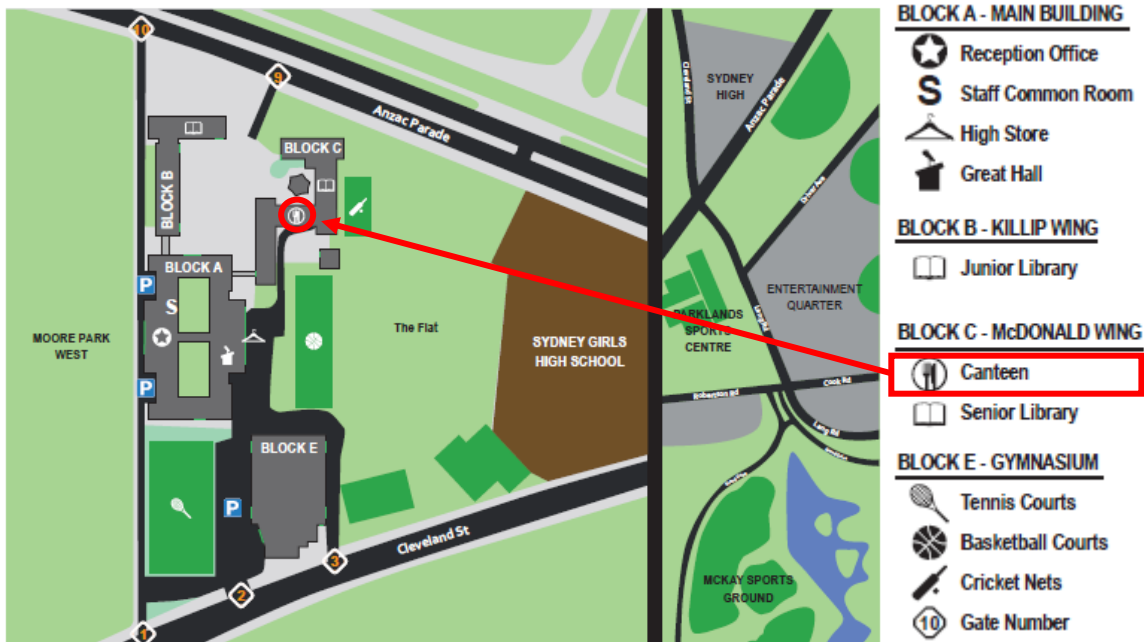
The canteen is in the lower courtyard area of the Charles McDonald Building (Block C).

Parking is available on the school grounds when you are volunteering in the canteen.



SYDNEY BOYS HIGH SCHOOL

Campus Map



Canteen Menu

Our canteen is an accredited "Healthy School Canteen". It serves a variety of hot meals, sandwiches and salads made on the premises daily.

The canteen will cater to special dietary needs, where possible.

A copy of the Canteen Menu can be found on the school website at <https://www.sydneyboyshigh.com/school/canteen>

Description of Duties

When you arrive for your shift, the Canteen Managers will guide you through what needs to be done and show you where everything is.

Volunteer duties generally include:

- Making sandwiches and burgers
- Packaging freshly made pasta, curry, and noodle dishes
- Making sushi
- Making fruit salad
- Restocking fridges

- Serving students and staff at recess and lunch and other times as required
Monday and Tuesday: Recess -11:10 am and Lunch – 1:30 pm
Wednesday and Thursday: Recess – 11:10 am and Lunch – 12:30 pm
Friday: Recess – 11:25 am and Lunch – 12:40 pm
- Handling cash and processing cashless sales through the school TaG system (Student ID) and EFTPOS

When you arrive for canteen duty

Please:

- Sign in using the provided QR Code at the canteen

Record your son's name (as shown on the school roll), class, and car registration details if you parked on the school grounds.

This is required so we have an accurate record of who is working in the canteen for child protection purposes and should there be a need for an insurance claim.

- Tie your hair back if you have long hair
- Store bags and valuables in the designated area
- Wash your hands
- Wear an apron
- Use the ingredient cards provided when making sandwiches, burgers/wraps, and sushi
- Adhere to the policies of the canteen, including Work Health and Safety and Food Handling Procedures
- Ask the Canteen Managers if you are unsure of anything!

The Canteen Managers will allocate tasks to you throughout your shift.

Work Health and Safety

Work Health and Safety is the responsibility of everyone. We strive to create a safe environment for all workers in the canteen.

COVID-19

During the COVID-19 pandemic, we are taking additional steps to ensure everyone stays healthy and safe.

Please do not attend the canteen if:

- you or anyone in your household is unwell with respiratory symptoms,
- you have tested positive for COVID-19,
- you have been tested for COVID-19 and are awaiting test results.

Please inform the volunteer roster co-ordinator, before your scheduled shift, if you cannot attend.

As it is not always possible to socially distance in the canteen, we provide masks (optional) and gloves for volunteers to wear while preparing food and serving the students.

Gloves should be changed regularly, particularly after handling money.

Masks should be changed at least once during the shift.

Handwashing

Always wash hands thoroughly with warm soapy water before and after touching food and money. Hand sanitiser is also available.

Footwear

Enclosed shoes must be worn at all times. Heels or thongs can be unsafe and are not permitted in the canteen.

Spillages on the Floor

Ensure any spillage on the floor is cleaned immediately, and avoid the work area until it is dry.

Equipment

Please report any equipment that appears to be damaged to the Canteen Managers.

Lifting and Bending

Please use caution when lifting any item. When lifting, ensure you have a good grip and keep the load close to your body. Bend your knees and lift with your legs, not your hips or back. When lowering your load, ensure you bend the knees again. Avoid lifting with a fully bent back when your back is twisted or bent sideways.

You will not be required to do any heavy lifting.

If at any time you have concerns regarding health and safety, please talk to the Canteen Managers.

Volunteer Expenses

We will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur; for example, volunteers may sometimes purchase food items at the request of the Canteen Committee / Canteen Managers.

Please get prior approval before purchasing any goods. You will need to produce receipts for any reimbursements.

Insurance

You are covered by P&C Insurance whilst carrying out the roles approved and authorised by our Canteen Managers.

To ensure our insurance covers you for any incident that may occur whilst you are working in the canteen, you need to **report the incident as soon as it happens**.

Our insurance will not cover the following:

- any actions that are beyond the scope of your volunteer role or that occur without appropriate authority or permission from the canteen managers
- criminal activity
- dishonest or reckless activities

Child Protection

You do not need a Working with Children Check (WWCC) to volunteer at the school if your son is attending Sydney Boys High School.

You are required, by the Department of Education, to complete a Declaration for Volunteers.

Before your first shift in the canteen, you must visit the school office and complete the **WWCC – Declaration for Child-Related Workers** form. In addition, the school administrative staff will need to sight one original government-issued photo identity document with your full name, date of birth and current residential address and, if relevant, one change of name document. This can be your current (hard copy) Drivers Licence or NSW Photo Card.

P&C Policies

As the canteen is a sub-committee of the P&C, you are protected by and subject to the following P&C Policies: Code of Conduct, Discrimination and Harassment Policy, Grievance, Complaints and Disputes Policy, and Principles for the Recognition of Volunteers. These are available in the parent portal under P&C Association>Governance, Policy and Jobs folder.

Canteen Management Committee

The Canteen Management Committee meets on the 2nd Wednesday of the month, commencing at 6 pm, via zoom. Meetings run for no more than 1 hour.

The Canteen Committee is responsible for monitoring the operations of the canteen and implementing and reviewing canteen policy. The Committee is also responsible for employing staff, authorising major purchases for the canteen and authorising changes to the menu.

If you would like to join the Canteen Management Committee or attend the meetings, please email canteen@sbhs.nsw.edu.au. Meeting details are also published in *High Notes*.

Feedback

We are always interested in new food ideas for the menu; please speak to the Canteen Managers if you would like to:

- suggest new menu items, or
- make one of your favourite recipes.

Feedback about any aspect of your canteen experience is always welcome and can be provided directly to the Managers or by email at canteen@sbhs.nsw.edu.au