



## **Tuckshop Volunteers – Role Statement**

### **Before you come to tuckshop**

1. Volunteers must hold a current Blue Card if they are not a parent or primary caregiver of a child at the school (school administration or OSHC can assist in the application process).
2. Volunteers are rostered, mostly once in 4 weeks, and will be reminded via e-mail about their duty days.
3. Please sign in and out at School Administration as well as the Volunteer Register in tuckshop (located near the entrance), noting arrival and departure times. Please follow any other instructions regarding attendance on school premises (for insurance and safety purposes).

### **Hygiene and Food Safety**

The McDowall State School P&C Association seek the co-operation of all workers (including all volunteers) and other persons involved in the running of the tuckshop in adhering to the Workplace Health and Safety Act 2012, and the Food Act 2007, and ask in particular that:

1. Please wear closed in shoes and tie back long hair. This is a food safety and hygiene requirement in all food production areas.
2. Please ensure the clothes you are wearing is free from contaminants such as pet hair and soil
3. Wash hands upon entering, after touching your hair or face, handling money, between handling cooked and raw food and visiting the toilet.
4. An apron should be worn at all times while preparing food. Tuckshop will provide you with one
5. Please do not come in if you are not well
6. Children under the age of 11 years are not allowed in the tuckshop area for any reason

### **Personal Safety**

1. Please familiarise yourself with the Emergency Procedures for Evacuation and Lock Down as displayed on the premises.
2. Volunteers may be covered by the Association's Volunteer Workers Insurance for accidental injury.
3. Ensure that all personal belongings are secure and that large amounts of cash or precious items are not brought onto the premises.
4. The Convenor and School Principal be advised immediately of any injuries or incidents (including near misses) which occur while in the tuckshop.

### **Tasks in Tuckshop**

1. Volunteers are encouraged and supported to assist with the work of the tuckshop under the supervision of the Convenor.



2. Volunteers will be allocated specific tasks by the Convenor on the day and instructed in the correct use of equipment and the effective methods for food safety and hygiene. If you're unsure about anything, please ask for guidance or assistance.
3. Tasks may include:
  - basic food preparation
  - receiving, sorting and cleaning crates
  - labeling drinks and bags
  - packing and preparing orders to be sent to classes
  - counter sales \*please do not serve your own children. Keep payment for your child's food transparent

### Food and Refreshments

1. Volunteers are entitled, free of charge, to one menu item for lunch. Tea, coffee and cordial is also provided free.
2. Drinks from the sales fridge or treats may be purchase through the Convenor or assistants if required.
3. Volunteers are to PAY for all food and drinks issued to their children\*.

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### *Volunteer acknowledgement*

I \_\_\_\_\_ have read and understand the terms and conditions of volunteering in the McDowall State School P&C Association Tartan Tuckerbox (Tuckshop).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

P&C Delegate: \_\_\_\_\_

Date: \_\_\_\_\_