**POSITION DESCRIPTION**

**School Canteen Volunteers**

Volunteers are a vital part of our school canteen team and the canteen cannot operate without them. We appreciate the time and effort our volunteers devote to the canteen, and in return we do our best to ensure it is a fun and rewarding experience for them.

We endeavour to make the canteen an enjoyable and safe place for our volunteers. If you have any feedback or queries, please do not hesitate to contact us at [email address].

**HOURS**

Volunteers will be rostered according to their preferred day/frequency where possible. We will do our best to accommodate requested days, however, occasionally it may be difficult to accommodate everyone’s individual preferences.

Shifts are [00:00 to 00:00] during the school term. We understand that it may be difficult to adhere to these times exactly, so please let us know if you need to come in late or leave early. Due to limited staff resources in the canteen, volunteers are an essential part of the team and every minute counts.

**VOLUNTEER DUTIES**

Volunteer duties vary depending on the day and the requirements of that particular day. The canteen manager is responsible for assigning duties to each volunteer. Volunteer duties generally include but are not limited to:

* Serving students at recess [00:00 to 00:00] and lunchtime [00:00 to 00:00]
* Preparation of sandwiches and salads
* Labelling and sorting lunch bags
* Toasting sandwiches
* Packaging of hot foods
* Restocking fridges and freezers
* Making up popcorn, jelly cups, veggie sticks and other snacks as required
* Washing, drying and putting away equipment
* Adhering to the policies of the canteen, including work health and safety and food handling procedures, as outlined by the canteen manager.