

A photograph of two young children, a girl on the left and a boy on the right, both wearing dark blue school uniforms with light blue collars and wide-brimmed hats. They are sitting at a table with two red bowls of spaghetti in front of them. The girl is smiling and looking towards the camera, while the boy is looking slightly to the side. The background is blurred, showing what appears to be a school setting.

St Finbarr's School

Parent/Volunteer Information on Tuckshop Operating Procedures & Principles

2025



General Procedures

1. Parents are to be aware of when they are on tuckshop according to the roster organised by the school's office at the start of the year.

If you are unable to fulfil your tuckshop duties at any time and cannot find an alternate family to swap with please contact the office so alternative arrangements can be made ahead of time.

2. Parents are to organise a menu including fruit for snack attack, morning tea and lunch. Once the menu has been planned it must be submitted to the office during the week prior.

Please keep in mind when planning your menu

- No foods that contain artificial sweeteners such as Diet cordials, jellies etc.
- **No Peanuts**
- Healthy options and well-balanced meals are essential. (please ensure that there are healthy items provided for morning tea and lunch)

The office will send home the menu and tuckshop envelopes with students.

3. On tuckshop day the school Admin Officer will check off students who have paid and do the required banking.
4. Families can charge \$50 of fruit and vegetables for fruit platters to the **PPF account NOT the schools account** at Paulsen's and \$50 of dry goods to help offset costs to families while doing tuckshop if they wish.

All purchase receipts must be obtained and handed in to the office.

5. Have 3 small fruit platters for snack attack ready for **10am**
(When not being supplied by the Councils Health Promotion Officer)
6. Have Morning Tea ready for **11am**. Approx 32 Students and 4 Staff
7. Have lunch ready for **1pm**. Once children are finished their lunch, they can be offered dessert.

*All food is to be served from the tuckshop counter, to ensure that each student is served. **ONLY** after all students and teachers have been served are students to be offered seconds if available.*

8. All washing up is to be done and dishes to be put away in the cupboards.
9. Clean any equipment that may have been used (e.g., Pie warmer, stove top/ oven, electric frypans etc)

All cleaning materials, washing detergents etc can be found under the sink. Please let the office know if any of these have run out.

10. Empty the bin.

11. Sweep out the tuckshop and mop. The mop bucket and mop are in the cleaner's cupboard outside the Girls toilets, **please use the Green Mop to mop tuckshop floor.**

Please ensure that the above cleaning duties are completed before leaving, as this is a health and safety issue, and our tuckshop is also used for other school purposes.

12. Any leftover food may be shared out between the two people rostered on and taken home.

No leftover food is to be put in the refrigerator or freezer except for items such as cheese slices, butter, etc which has a used by / expiry date that can be used next tuckshop. Any food to be placed in the pantry must be enclosed in a container. Please do not leave meat including cooked mince in the freezer. **NO EXCEPTIONS.**

Volunteering at Tuckshop

Our Tuckshop has several essential functions. These include:

- Fundraising for the PPF committee
- Promoting a healthy School Community
- Assisting in promoting healthy eating habits in Students
- Providing a variety of nutritious and well-presented food at a reasonable price
- Reinforcing the principles of classroom nutrition education
- Providing an opportunity for parents to participate in their children's educational environment.

Encouraging and demonstrating healthy food habits:

The school, together with parents, has a key role to play in helping children learn about nutrition. As part of the school environment, the tuckshop is in a unique position to make a positive worthwhile contribution to student's health and welfare.

The Tuckshop can provide students with practical learning experiences to support and reinforce the positive nutritional ideas that they learn at home and in the classroom. Learning about nutrition does not necessarily ensure healthy eating. Knowledge must be put into practice.

The Tuckshop can assist students to learn from experience that healthy foods look and taste good and are a pleasure to eat.

In this way the Tuckshop acts as an extension of the classroom teaching of nutrition. Therefore, it is important that the message from the classroom and the tuckshop complement each other.

Food safety:

All Volunteers to Tuckshop who are engaged in the handling of food for sale, have an obligation under the **Food Safety Standards** to have adequate skills and knowledge in Food Safety and Hygiene to be able to conduct their food handling activities. The skills and knowledge for Volunteers and St. Finbarr's Tuckshop will be met by In House Training conducted by a Staff Member or knowledgeable Volunteer. Information in this booklet will form part of the In-House Training.

The relationship between a Volunteer and the School is bound by certain rights. You have the right to-

- Work in a healthy and safe environment
- Be adequately covered by insurance while volunteering at Tuckshop.
- Be valued and treated as a co-worker and not just free help.
- Have a clear understanding of what is expected while volunteering at Tuckshop and receive adequate training.
- Have your suggestions and contributions acknowledged.

Volunteers are expected to behave in a manner that demonstrates commitment to the school's values by:

- Treating each other fairly, with courtesy and respect.
- Recognising individual differences and the contributions of everyone.
- Work in cooperation with others.
- Abiding by State and Federal Laws governing the workplace.
- Demonstrate stewardship of resources and avoid unnecessary waste or extravagance.
- Being caring and accepting.
- Being committed to the safety and wellbeing of Children and Young people
- Immediately notifying school staff if there are any unsafe conditions, unwell people, or concerns of any nature.
- Not introducing any foodstuff to the school, without the prior approval of the principal, so that we do not inadvertently introduce food allergens.

Food Hygiene

When working at Tuckshop it is important to use effective food and personal hygiene practices-

- **Do not come to Tuckshop if you are sick.**
- Wash hands regularly and thoroughly with warm water and soap and dry hands on paper towel. Do not use a tea towel for drying hands.
- Avoid handling food with your hands- use disposable gloves and or tongs.
- Ensure hot food is kept steaming hot.
- Ensure cold food is kept refrigerated.
- Cook food properly.
- Separate raw and cooked foods.
- Keep kitchen and utensils clean.
- Preparing all foods on the stainless-steel bench.

Manual Handling

Manual handling includes activities involving lifting, pushing, pulling, carrying, and lowering. These movements have the potential to cause injury to muscles, the spine, and other bones.

By following the correct lifting principles injury can be avoided-

Plan your lift.

- Size up the load.
- Ensure a clear path when moving with a load.
- Lighten loads to be lifted.
- Get help if necessary.
- Do not carry a load you cannot see over or around.

Make the lift.

- Position yourself close to the load and balance the body.
- Get a firm grip with your palms.
- Bend your knees, not your back, getting your leg muscles to do the work.
- Lift smoothly without jerking or twisting.

Reduce bending, twisting, and reaching movements.

- Re arrange work layout
- Benches should be waist height.
- Keep tools and equipment within easy reach.

Workplace Health and Safety

The Workplace Health and Safety Act 2012 places a duty of care on the Roman Catholic Diocese of Toowoomba Catholic Education Office as an employer to ensure the health and safety of all employees and non-employees (i.e. students, visitors, volunteers, and members of the public) who use Schools/workplaces. The Act also places an obligation on employees and non-employees to act responsibly and perform duties associated with their work in accordance with instructions and standards applied by the Catholic Education Office and the relevant regulations or codes of practice. As a result, your responsibilities are below.

All Volunteers are responsible for the implementation and maintenance of the School's OHS requirements in the Tuckshop.

Areas of activity will include-

- Maintaining healthy and safe working procedures and practices
- Assessing with the Principal, P&F and OHS coordinator any hazards and eliminating or reducing the associated risks as required.
- Ensuring that users of the Tuckshop record all work injuries, work related illness or dangerous occurrences at the workplace.
- Take responsibility for the correct use of personal protective equipment that is provided for safety purposes.

Evacuation Procedures

- Evacuation Procedures are available on the notice board inside the Tuckshop and fixed to the outside wall near the servery window. Please take time to familiarise yourself with the procedures.
- Regular volunteers must undergo Fire Safety Instructions, which will be coordinated by the office.
- ***In an emergency proceed via the safest route to the nearest exit to the assembly area at the front of school near padded pole***
- Make yourself aware of fire equipment available in the Tuckshop and familiarise yourself on the way the equipment works.

