

CANTEEN HELPER INSTRUCTIONS

LUNCH DUTY: 12.30pm – 1.10pm(ish)

- SIGN IN and COLLECT THE KEY from the school office. Check for any lunch tubs that need to be returned to the canteen.
- OPEN THE CANTEEN WINDOWS from the inside, please make sure you latch them on the outside and close them before you leave.
- LUNCH TUBS are stacked on the bench to the left of the canteen window. LABELS and pens are provided in the drawer next to the oven.
- LUNCH DELIVERY may occur before you arrive for duty, lunches are delivered in large plastic bakery crates with a Summary Report on top. Please stack empty crates under the bench before you leave.
- Using the Summary Report, write the CLASS NAME on a label and stick it on ANY tub (place over existing label). SORT THE LUNCHES by placing the items into the tubs according to the labels. Using the Summary Report, do a quick count to ensure that all lunches have been delivered.

MISSING LUNCHES: The Delivery Sheet shows all the orders processed through flexischools. If a student believes that they are missing their lunch order, check the Summary Report if they ARE NOT listed, they need to go to the office who will contact their parents or make them a lunch. If they ARE listed but their lunch is missing, contact Brad at Sweet Temptations on 0431 371 185.

- DISTRIBUTE THE LUNCHES to the lunch monitors who will come to collect the tubs for their class. Eating time is 12.45pm – 1pm. Please remind lunch monitors that the tubs must be returned TODAY.
- ALL EMPTY TUBS SHOULD BE RETURNED AT PLAYTIME – 1pm.
- STACK THE EMPTY TUBS back in their original location.
- Before you leave, close and latch the canteen window. Lock the canteen external door and return the key to the office.

Thank you!



managed by the
Mowbray Public School P&C Assoc.
www.mowbraypandc.org.au/canteen/
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