8:30 Collect float tin and keys from office
Collect bread/rolls from box at back door
Turn on lights - switch near back door
Turn on heater / cooler
Turn on pie warmers to high
Place some of float into the change drawer
Have lunch bags & pens ready for orders
Open counter doors closest to the drinks fridge
One person to serve at the counter
One person to check previous days sales/comments in Canteen folder on island bench and put pies, sausage rolls and roundas into warmers for recess

9:15 Close counter doors
Divide lunch orders into "like groups" & write a list of amounts for quick reference
Put 40 chickadees in warmers for recess
Defrost enough chicken meat for recess
Using previous days sales make up similar sandwiches & rolls for recess

9:30 Check pies etc. If they are heating to slow use microwaves to speed the process and return to pie warmers
If muffin mix has been thawed and in fridge cook 24 in oven

10:00 Wrap 2 slices of bread in paper ready for chickadee sandwiches one loaf - half buttered
Check food in pie warmers

10:25 Place chickadees on trays on bench for easy serving
Open counter doors closest to the drinks fridge

10:30 Both people to serve and take lunch orders

END OF RECESS - close counter doors

Divide lunch orders and update amounts of each on list
Put on enough pies, sausage rolls and roundas for lunch orders
Defrost enough chicken meat for lunch orders
Make up sandwiches, rolls and salads for lunch orders and put in fridge

12:05 Open counter doors closes to the drinks fridge for 5 minute break
ONLY water can be sold during this break
NO lunch orders to be taken

12:10 Close counter doors

12:15 Put on chickadees for lunch orders

12:30 Check food in warmers
Have your own lunch

1:15 Take food from warmers and put in order bags
Take orders from the fridge

1:25 Open both counter doors
One person to give out lunch orders - counter at other end
One person to serve at the counter
**GHs - Canteen Guidelines (cont.)**

After lunch
- Close counter doors
- Re-stock ice block baskets in freezer
- Re-stock fridges with bottled water and tidy up drinks
- Refill sauce containers - if required
- Wash up
- Wipe down benches and equipment
- Put away all dishes, trays and utensils
- Count out float
- Count remaining money for banking put into plastic change bags and calico bag
- Record money total in Canteen folder on island bench
- Update Food Served Daily list for type and amount of food sold on the day
- Sweep and wash the floor
- Turn off lights, heaters/coolers
- Return float tin and keys to office
- Take banking to Westpac bank

Monday - Please take out muffin mixture tub from freezer
Milkman delivers Mon, Wed & Fri
Food orders are placed by Kerry Frecklington

If you require any general food items we have Canteen accounts at; IGA Supermarket, Johnson’s Family Store, 3D’s Butchery, Gil Fruit Mart and 5 Star Supermarket. Please contact the office staff for account numbers or if you are unable to drive to the shops to collect items.

<table>
<thead>
<tr>
<th>Sandwiches/rolls to be made daily (check orders before using the rolls)</th>
<th>Chicken Chilli Wrap</th>
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</table>
| **Sandwiches;**  
2 chicken & salad / 2 ham and salad / 2 plain salad  
**Rolls;**  
2 chicken & salad / 2 salad / 2 chicken, mayo & lettuce  
Salad in containers consists of lettuce, tomato, boiled egg, spanish onion & carrot - beetroot if requested | Grated cheese, sour cream, sweet chilli sauce, 1 chicken chilli tender & tortilla;  
1. Defrost chicken tenders in microwave.  
2. Spread 1 dob of sour cream on tortilla.  
3. Place 1 tender in the middle of tortilla.  
4. Sprinkle grated cheese.  
5. Put sweet chilli sauce on top.  
6. Fold wrap and wrap in foil.  
7. Wrap toasted in sandwich press for approx. 5 mins each then place in warmer. |
| **Muffins;** Preheat oven to 180°C spoon defrosted mixture into patty cases, cook in oven for approx. 15 mins or until lightly brown |

The guidelines above are a basic guide only and may assist you with the daily operation of the canteen. We value your input, if you have any comments on improving the daily operation of the canteen or have any food suggestions please put your constructive ideas to paper and put on the spike next to the phone.

*On behalf of Gilgandra High School and the P&C Association we appreciate your time volunteered in the canteen today!*