GHS Canteen - Volunteer General Information

Our focus for 2011 is to improve the canteen daily operation and profit. ALL profit from the canteen is transferred to the school P & C Association to ultimately benefit students. The Canteen Committee will meet bi-monthly, the meeting minutes will displayed in the canteen for your information.

The 2011 Canteen Committee Members are -

Mr Peter Macbeth School Representative  Mrs Jacqui Calabretta Treasurer/stationery orders
Mr Paul Alchin President/Chairperson  Mrs Diana Priestley Secretary
Ms Elle Smith SRC Representative

Mrs Annette Morris is continuing as volunteer co-ordinator and canteen food purchases are carried out by Mrs Kerry Frecklington.

Lunch Orders Only 2011

From the start of the 2011 school year ALL lunchtime food will need to be ordered by students.

All lunch orders will need to be placed at the canteen by the end of recess. Lunch bags will be available if required from the canteen. No extra food will be available at lunch time as food will only be prepared to fill lunch orders.

These changes will ensure that all students will receive exactly what they want for lunch from the Canteen price list and that lunches will be ready for pickup as soon as lunch time begins.

This will also give more direction to canteen volunteers in regard to food preparation and will minimise food waste. Drinks and snacks will be available as usual.

Food

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.

Money is not to be taken from till to purchase food by volunteers or school staff, please use accounts at outlets listed above.

Canteen credit accounts cannot be kept for staff, staff will use cash to make any daily canteen purchases. An invoice will be written up for staff milk from the milkman invoices each term by the canteen treasurer.

General Stationery

Stationery is now located in the cupboard next to the drinks fridge. Abstudy and needy students purchases are to be written in the invoice book (see below) as they need to be reimbursed to the canteen account from the school.

The stationery is being closely monitored in 2011 to tidy up and remove items gathering dust on shelves, get competitive pricing from suppliers and stock any new items required by our students.

Year 7 & 8 bookpacks are sold direct from the canteen and the uniform shop. They are located under the serving counter and in the storage cupboard (old stationery cupboard). Sold out 2/2/2011.

Stationery levels will be checked at the end of each term and ordered by the canteen treasurer. If you notice a popular item running out quickly or a special order is required please leave a note on the spike it is cleared weekly.
Abstudy & Needy Students - Stationery

An invoice book is located under the serving counter for abstudy and needy students purchases to be recorded. This will be totalled each month by the canteen treasurer. Staff order stationery supplies via the school.

Abstudy & Needy Students & Staff Function - Food

An invoice book is located under the serving counter for abstudy, needy students and staff function food purchases to be recorded. This will be totalled each month by the canteen treasurer. Please write name of staff member next to food/drink sold.

Receipt Book

A receipt book is located under the serving counter for any students, parents or carers requiring an official tax receipt.

Food Served Daily

The food served daily form has been revised and is hopefully easier for you to complete. No chips or JJ Noodles to be sold to students at recess, water only at 5 minute break.

Roster

If you are unable to volunteer on your rostered day on we would appreciate if you can organise a replacement as early as possible prior to the day. If you have difficulty in securing a replacement can you please contact Annette Morris in the office so another volunteer can be organised.

Forms

All of the new forms, procedures, lists have been necessary to get a better understanding of the canteens operation ie. what sells, improve cash management records, what to remove from menu/pricelist, what new product is needed etc. These lists are not permanent and can be updated or adjusted with written feedback received.

Volunteers

As daily hands-on volunteers we value your input and ideas. The canteen committee always welcomes constructive comments and/or suggestions from the school community. Please put your request in writing and address it to the Canteen Committee Secretary.

We are trying to make your volunteer day at the canteen as enjoyable and hassle free as possible and hope the new forms are working towards this.

GHS - Canteen Committee 2011
V3 - 13.2.11