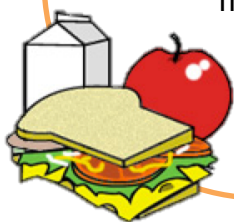


CANTEEN HELPER

LUNCH DUTIES: 12.30pm – 1.05pm (page 1 of 2)

CLASSES						COUNT
KC	KF	KL	KN	KS	KT	6
1BH	1C	1HP	1M	1N	1/2L	6
2B	2F	2M	2S			4
3B	3E	3H				3
4A	4E	4F				3
5T	5V	5/6M				3
6K	6W					2
TOTAL:						27

- The canteen key can be collected for the office. When opening up the canteen window making sure that you've latched them from the outside.
- Spread the baskets out on the bench ready for the afternoon delivery - one long row in front of the canteen windows (please try not to stack them).
- Any staff lunches are marked 'STAFF'. These can be sent across to the office.
- Lunch orders are delivered to the canteen and placed into the class baskets at approximately 12.30pm (if the delivery is running late you will need to place the lunches in the class baskets).



CANTEEN HELPER

LUNCH DUTIES: 12.30pm – 1.05pm (page 2 of 2)

- Double check the basket contents against the Delivery Sheet (a simple count and quick check of the class name should be enough).

***MISSING LUNCHES:** The Delivery Sheet shows all the orders processed through flexischools.com.au, if a student believes that they are missing their lunch order, **check the Delivery Sheet**. 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**.*

- Class lunch monitors will come down to swap their baskets from around 12.45pm. If there are no lunch orders for a class, they return to class with an empty basket. For each class there should always be one basket in the canteen and one in the classroom.
- Empty baskets should be stacked and placed back where you found them.
- Before you leave, close and latch the canteen window. Lock the canteen external door and return the key and Delivery Sheet to the office.



Thank you for your help today!

PLEASE DO NOT REMOVE THIS CARD