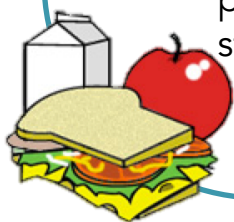


CANTEEN HELPER

LUNCH DUTIES: 12.30pm – 1.15pm (page 1 of 2)

CLASSES (CLASS TAGS)						COUNT
KC	KE	KH	KM	KPE	KT	6
1F	1HL	1J	1T	1/2B		5
2D	2H	2M	2S			4
3A	3M	3T	3V			4
4B	4L	4S	4WV			4
5BF	5T	5/6K				3
6H	6M					2
TOTAL:						28

- The canteen key can be collected from the office. When opening up the canteen window, make sure that you've latched them from the outside.
- Lunch orders are delivered to the canteen at approximately 12.30pm.
- In the canteen you will find a basket labeled "Lunch Orders" which contains cleaning products, disposable gloves, CLASS TAGS and stored DELIVERY SHEETS. If supplies are low, please ask at the office for refills.
- Use the CLASS TAGS to temporarily label the lunch baskets. Using the the DELIVERY SHEET (delivered with the lunches), place the lunches in the class baskets according to the stickers. Any staff lunches are marked 'STAFF'. These can be sent across to the office.



CANTEEN HELPER

LUNCH DUTIES: 12.30pm – 1.15pm (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 IMMEDIATELY**.

DAMAGED LUNCH ITEMS: If lunches have become unwrapped, packaging is broken or you believe there is a food safety risk, **contact Brad at Sweet Temptations on 0431 371 185 IMMEDIATELY**

- Class lunch monitors will come down to collect their lunch baskets from around 12.45pm. Remove the CLASS TAG before handing over the basket and store it back in the Lunch Orders basket.
- Empty baskets should be stacked and placed back where you found them. Uncollected lunches should be taken to the office.
- Before you leave, close and latch the canteen window and place the Delivery Sheet in the basket labeled "Lunch Orders". Lock the canteen external door and return the key.



Thank you for your help today!

PLEASE DO NOT REMOVE THIS CARD