



# CANTEEN VOLUNTEER FORM

*To all our Mums and Dads*

Each year we need volunteers to work in our Canteen to prepare hot and cold lunches for our hungry growing children (and staff as requested) and to serve over the counter at recess and lunch. As a canteen volunteer you can help out either for a full day, 9.00am to 2.00pm or part day to cover either the morning collation of lunch orders and recess, 9.00am-11.20am, or the lunch period, 12.00pm – 2.00pm.

You will only be rostered on one day per month.

### Canteen Volunteer Duties

- assisting with preparation of foods
- serving children over the counter at recess and lunch
- general canteen tidy up after lunch

Please indicate below your preferred day and time frame, even if you have been on the roster in previous years. If you are able to replace a volunteer at short notice due to illness, etc could you please indicate this also. Thank you for your willingness to help out. Parent support is vital to providing an ongoing canteen service within the school.

The children really LOVE to see a familiar face on the other side of the counter. You can choose to be rostered on with parents you are friends with or it is a great way to get to know other parents within the school.

(Please note, due to OH&S regulations children under 12 years are not permitted in the canteen)

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### CANTEEN VOLUNTEER

MONDAY

WEDNESDAY

THURSDAY

FRIDAY

*(Please circle your preferred day)*

FULL DAY (9.00am – 2.00pm)

PART DAY (9.00am – 11.20am)

(12.00pm – 2.00pm)

*(Please circle to indicate your available time)*

*(If you are unable to come on a particular day you will need to notify the canteen co-ordinator no later than 48 hours before with a substitute or swap and let the office know of changes).*

YOUR NAME: \_\_\_\_\_ CHILD'S NAME & CLASS: \_\_\_\_\_

I would like to be rostered on with \_\_\_\_\_

I am available to fill in at short notice on a \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (home) \_\_\_\_\_ (work/mobile)

*Donna Falzon*  
Canteen Co-ordinator

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE AT YOUR EARLIEST

**\*\*PLEASE NOTE** – If you are able to help out for the full day, 9am-2pm it would be really appreciated as in recent years it has proved difficult to have enough people to cover the busy periods during the day. The operation of the canteen depends upon your volunteer support. Thank You.