

Tuckshop Volunteer Orientation Checklist

Convenor to check off each item once convenor is confident it has been covered in orientation and understood by the volunteer. Once completed, it should be filed with completed volunteer registers.

General School and P&C Volunteer Information

- Completed Pallara State School Volunteer Induction Training, which includes
 - Confidentiality
 - Code of Conduct
 - Sign in/Sign out Procedure at Office (including visitors badge)
- Blue Card (required if not a parent of children at the school)
- Read or been explained the relevant policies
 - o Pallara P&C Tuckshop Operating Guidelines
 - o Student Behaviour Policy (on school website)
 - o School Smoking Policy (in Pallara State School parent handbook)
 - o Evacuation Procedures (on walls around school, incl. Tuckshop)
 - o Code of Conduct
 - o Student Protection Fact Sheet
 - o P&C Financial Operations Guidelines

Tuckshop Specific Orientation

- Sign in and out procedures in Tuckshop, including storage of personal belongings
- Dress code for Tuckshop (eg. closed in shoes, hair, jewellery etc.)
- Overview of key tasks and process for daily operation of tuckshop
- Food safety training
 - o Brisbane City Council Online Food Safety Training Certificate
 - o Food handler skills and knowledge checklist Signed
 - o Verbal instructions by convenor
- Tour of facilities, including;
 - o Key equipment & safe usage
 - o Work areas
 - o Hand washing sink & signage, Gloves
 - o Toilets
 - o First Aid Kit
 - o Fire Extinguisher & Fire Blanket
 - o Emergency procedures & emergency meeting location
 - o Introduction to other volunteers
 - o Posters with Allergy Information
- Process for Cash Handling / Cash Takings Sheets
- Feedback and communication methods
- Discussed availability and role preferences

Volunteer Name: _____

Volunteer Signature: _____

Date: __/__/__

Orientation Completed by: _____

Signature: _____

Date: __/__/__