**XXXX** *(insert school name)* **Daily procedures XXXX** *(insert date)*

*This resource is a great resource for canteen staff, especially those new to the canteen environment.*

*It provides guidance on the sorts of processes and procedures that occur on a daily basis in a school canteen.*

*Please be aware timeframes given are meant to act as an example, each school will operate according to its own schedule, depending on its specific context.*

*This is an editable template allowing you to adjust as required. This text box should be removed when editing.*

**Day at a Glance**

|  |  |  |
| --- | --- | --- |
| **Morning set-up**  (8:00 – 8:25am) | Tasks | Completed  (Yes/No) |
| Open canteen |  |
| Unlock all drawers, cupboards, fridges and freezers |  |
| Check fridge and freezer temperatures and record on food safety charts |  |
| Put away early morning deliveries, check against invoices |  |
| Wipe down all food preparation surfaces |  |
| Volunteers and staff to sign attendance book as they arrive |  |
| Complete all food safety and hygiene in readiness for working with food e.g. wash hands etc |  |
| Ready till/s with daily float, prepare petty cash if required |  |
| Turn on ovens |  |
| Open service area, wipe down front counter and set up with lunch bags, lunch basket, pens, menu etc |  |
| Begin recess preparation (changes daily depending on weather and lunch menu)  \*Make pikelets, fruit cups, yoghurt cups, etc |  |
| **Collect and collate lunch orders**  (8.25 – 9.00am) | Automatic close of online system if applicable |  |
| Collect staff orders from staffroom if applicable |  |
| Collate front counter orders if applicable |  |
| Print online recess and lunch order list |  |
| **Morning prep**  (9.00 – 10.55am) | Prepare recess food ready for service e.g., put aside in the fridge/pie warmer until required |  |
| Make sandwiches and cold orders (as per lunch orders), store in fridge until required |  |
| Receive, check and store any deliveries |  |
| Restock drinks fridge (if time) |  |
| Prepare fresh hot food |  |
| Clean preparation surfaces and do dishes if time |  |
| **Set-up for recess**  (10.45 – 11.00) | Bag up recess orders and plate excess for counter service |  |

|  |  |  |
| --- | --- | --- |
| **Recess time service**  (11.00 – 11.30am)   * Supervised Eating: 11.00am – 11:10am * Play: 11:10am – 11:30am | Serve recess |  |
| Clean up and do dishes, sweep floors etc |  |
| **Lunch prep**  **(11.30 – 12.00)** | Heat hot food (as per lunch orders), store in pie warmers until required |  |
| Prepare meal deals, daily and online specials |  |
| Cook toasted sandwiches, store in pie warmers until required |  |
| Check pie warmer temperatures and record on food safety charts |  |
| Sort lunches into lunch baskets - take into consideration food safety requirements, as close as possible to service time |  |
| **Lunch time service**  (12.00 - 12.40) | Hand out lunch baskets to classroom monitors as they arrive |  |
| Prep for next day if time, take in to consideration food safety requirements |  |
| Provide basic lunches to late comers |  |
| Serve after lunch lines, i.e., ice creams, drinks etc |  |
| Wipe out and sanitise all lunch baskets as they are returned and restack |  |
| Wipe down and sanitise all food preparation surfaces, taking extra care if lunch baskets had been placed on them for collating lunch orders and for sanitizing upon return |  |
| **Afternoon closing**  (12.40 – 2.00) | Clean all dishes and surfaces |  |
| Close canteen roller doors/doors/windows |  |
| Count out daily float and store securely |  |
| Rotate and restock all stock in fridge, freezers and pantries as required |  |
| Make frozen treats |  |
| Check school events calendar before ordering stock for next day, prepare/follow up on marketing and promotion material/resources for upcoming events |  |
| Order stock |  |
| Prepare banking |  |
| Paperwork – daily meal count, wastage charts, injury charts, food safe charts, petty cash, stocktake when required |  |
| Put away all benchtop stock |  |
| Lock all drawers and cupboards, fridges and freezers |  |
| Empty bins, prepare canteen for cleaners if applicable, i.e., final sweep of floors, wipe down surfaces |  |
| Complete banking to agreed requirements |  |
| **All day, every day** | Clean up and dishes |  |
|  |

**Canteen Supervisors Only**

**Each week at a glance:**

* Prepare creditors payments – give to Business/Finance Manager each week (e.g., Monday morning)
* Invoice Debtors – give to Business/Finance Manager each Monday morning (e.g., Monday morning)
* Hours worked for self and staff to Treasurer, if casual terms apply

**Each month at a glance:**

* I owe you reminder notes to students and staff
* Income and expenditure statement
* Bank statement reconciliation

**Each term at a glance:**

* Compare supplier pricing
* Contact reps for new products
* Menu planning
* Meal deal and specials planning
* Review recipes

**As required:**

* Canteen meetings with the Western Australian School Canteen Association and other schools
* Contact local Environmental Health Officer for audit if overdue
* Canteen mentoring