

Volunteer Orientation Checklist – *Tuckshop Convenor to complete*

This checklist has been designed to ensure you have given your volunteers all the information and forms before they start work in your tuckshop. Please check off each item once you are confident it has been covered in orientation and understood by your volunteer.

To be completed prior to first day in the tuckshop

- Completed and returned the required paperwork
 - Volunteer Personal Information form
 - Volunteer Position Description
 - Volunteer Confidentiality Agreement
 - Blue Card (required if not a parent of children at the school)
- Read or been explained the relevant policies
 - Workplace Health & Safety
 - School Code of Conduct
 - Student Behaviour Policy
 - School Smoking Policy
 - Privacy policy
 - Volunteer dress code

Orientation session

It's a good idea to have a group orientation session one afternoon at the start of term or another time when the tuckshop is not too busy.

- Sign in and out procedures
- Storage of personal belongings
- Tour of facilities, including;
 - Key equipment & safe usage
 - Work areas (i.e. snacks station, hot meals station, cold meals station, and service area)
 - Toilets
 - First Aid Kit
 - Fire Extinguisher & Fire Blanket
 - Hand washing sink & signage
- Emergency procedures & emergency meeting location
- Introduction to other staff and volunteers
- Dress code reminder
- Date of first volunteer day

Volunteer Name: _____

Volunteer Signature: _____

Date: __/__/__

Orientation Completed by: _____

Signature: _____

Date: __/__/__

Volunteers First Tuckshop Day

Remember that most new volunteers will be feeling a little anxious on their first day. Be welcoming and provide reassurance and reminder of what they have previously learnt. It's a good idea to allocate less difficult jobs until you are both confident of their skills. However be aware of what their motivation for volunteering is, and if there is a specific skill they might like to learn (i.e. making a sandwich or sharing traditional meals with yourself and students).

- Reminder of facilities
 - Work areas (i.e. snacks station, hot meals station, cold meals station, and service area)
 - Toilets
 - First Aid Kit
 - Fire Extinguisher & Fire Blanket
 - Hand washing sink & signage
- Reminder of food safety procedures for your tuckshop
 - Hand washing or replacement of gloves
 - Use of sanitiser
- Introduction to allocated work station
 - Station tally sheet
 - Visual recipe cards
 - Station buddy
 - Location of fridges/freezers/pantry for ingredients

Easy volunteer tasks to start with

- Online ordering schools – put stickers onto brown bags
- Restock fridges or snack counters from storage
- Prepare snacks at snacks station
- Arrange class boxes on benchtops ready for orders
- Place filled tuckshop bags into corresponding class box for collection (primary schools)
- Transfer hot meals into display warmers for service (high schools)
- Washing up!

End of the day

Be sure to take the time to have a chat to your volunteer at the end of the first day. Some ideas to start the conversation;

- How was their day? What did they like or dislike doing?
- Did they understand tasks? Is there anything you can do to make jobs easier?
- Would they like to do the same or different jobs next time?
- Thank them for their contribution (be as specific as possible about how they have helped)
- Book in a date for them to come back!