

TUCKSHOP PROCESS – TERM 1 2012

The children break for lunch at 10.45 am. The aim is to have everything done by 10.35 am.

Remember - smaller portions for prep, year 1 and year 2. Afternoon tea for all years is to be packaged and placed in baskets to be taken to the classrooms. Lunch orders for Prep, Year 1 and Year 2 are to be packed in their blue insulated bags – cold drinks and food in one bag and hot food and drinks in another. Years 3, 4, MSB and MSD will come to the tuckshop, line up and individually pick up their lunch orders.

TIME	VOLUNTEER 1 – Lead volunteer	VOLUNTEER 2	VOLUNTEER 3	VOLUNTEER 4
8.30 – 8.45	<ul style="list-style-type: none"> • Organise and prepare kitchen spaces • Turn on large pie warmers to preheat to 180 degrees Celsius (pizzas) • Turn on small pie warmers to preheat to 80 degrees Celsius • Turn on oven to preheat to 180 degrees Celsius 			
8.45 – 9.00	Cut onion, tomatoes, parsley, bacon and mushrooms for risotto and spaghetti bolognese	Pop corn	Prepare burger mince	<ul style="list-style-type: none"> • Pizza assembly
9.00 – 9.30	<ul style="list-style-type: none"> • Cook spaghetti and risotto and co-ordinate volunteers as necessary • Cook chicken for thai noodle salad • Put together any snack plates required – remember hard boiled egg and cheese 	Prepare Thai noodle salad	<ul style="list-style-type: none"> • Put burger patties in oven to cook • Start assembling pizzas ready to go into pie warmer to cook 	<ul style="list-style-type: none"> • Pizza assembly • Package afternoon tea items and pack orders in baskets ready for delivery to school rooms

	cubes required for each			• Help out as needed
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TIME	VOLUNTEER 1 - Lead volunteer	VOLUNTEER 2	VOLUNTEER 3	VOLUNTEER 4
9.30 – 10.00	<ul style="list-style-type: none"> • Cook spaghetti and risotto and co-ordinate volunteers as necessary • Cook chicken for thai noodle salad • Put together any snack plates required – remember hard boiled egg and cheese cubes required for each 	<ul style="list-style-type: none"> • Preparation for burger assembly – including cutting up tomatoes, lettuce, buttering bread rolls • Burger assembly 	<ul style="list-style-type: none"> • Put pizzas in pie warmer to cook • Keep cooking burger patties if necessary and help out with burger assembly 	<ul style="list-style-type: none"> • Pack afternoon teas in baskets ready for delivery to school rooms • Help out as needed
10.15 – 11.00	<p>Order assembly and packaging (hot food)</p> <p>Service of lunch orders to Yr 3 and MSB</p>	<p>Order assembly and packaging (hot food)</p> <p>Service of lunch orders to Yr 4 and MSD</p>	<p>Order assembly and packaging (cold drinks)</p>	<p>Washing and tidying up</p>
10.45 – 11.15	<ul style="list-style-type: none"> • Make an inventory list of what supplies are left in the tuckshop for next week • Put together any birthday ice block orders, label them for collection and leave in freezer • Cleaning and tidying up 	<p>Cleaning and tidying up</p>	<p>Cleaning and tidying up</p>	<p>Cleaning and tidying up</p>
11.15	<p>Thank you, go home and enjoy the rest of</p>	<p>Thank you, go home and</p>	<p>Thank you, go home and</p>	<p>Thank you, go home and enjoy</p>

	your day	enjoy the rest of your day	enjoy the rest of your day	the rest of your day
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