



Christ the King School
GRACEVILLE
Life, Love and Learning

Information for Tuckshop Volunteers

Overview

The Tuckshop is an important and much-loved part of life at CTK School, providing fresh and nutritious food options for our children and a valuable service for the benefit of our families.

Who can volunteer in the CTK School Tuckshop?

All CTK parents and caregivers (mothers and fathers) are welcome and warmly invited to volunteer in the Tuckshop. Adult volunteers who are not current CTK parents or caregivers (e.g. grandparents) are also welcome. In addition to undertaking the training and induction requirements outlined below, non-CTK parents or caregivers must also comply with Queensland Government Working with Children Blue Card requirements.

Benefits of being a Tuckshop volunteer

There are many positives to be had from volunteering your time in the Tuckshop, including:

- ✓ Flexible opportunities
- ✓ Contributing to the school community
- ✓ Contributing to the health of CTK School students
- ✓ Meeting new people (and making new friends) within the wider school community
- ✓ Seeing the smile on your child's face when they see you lending a hand
- ✓ Learning new skills and expertise
- ✓ A great introduction to getting back into work
- ✓ A fun, fulfilling and rewarding volunteer experience!

For CTK School and the Tuckshop, volunteer support means:

- ✓ The continuation of this valuable service within our school community
- ✓ Increased efficiency and volume of orders filled
- ✓ Wider range of menu items and affordable menu prices
- ✓ An extra set of hands to help deliver a high-quality and valuable food service.

Time commitment and ways to lend a hand

The opportunities to lend a helping hand in the Tuckshop are many and varied and any amount of time that parents and caregivers can give is extremely helpful and sincerely appreciated.

CTK School's Tuckshop offers a range of tasks for its volunteers, including:

- ✓ **Administrative** tasks (e.g. labelling and sorting lunch bags, counting drinks)
- ✓ **Food preparation** tasks (e.g. cutting fruit, making sandwiches)
- ✓ **Service** tasks (e.g. packing orders, handing out ice blocks)
- ✓ **Cleaning** tasks (e.g. washing up)

The Tuckshop Volunteer Roster allows you to sign up for a day and time that suits your availability.

You can volunteer for:

- **Morning 'Helping Hand' shift** for labelling and sorting bags (8:30am-9am)
(Can be done outside the Tuckshop with small children)
- **Morning Tea** shift (8:30am-11am)
- **Lunch** shift (11am-1:30pm)
- **A full tuckshop day** (8:30am-1:30pm)
- **Clean up** shift (1:30pm-2:30pm) (Friday only)
- **A shorter time** to do smaller jobs (e.g. 30 mins/60 mins)

Volunteers may choose to sign-up for one or many volunteer shifts as regularly as they are able to assist (e.g. one shift a term/month/week).

Tuckshop baking

Parents and caregivers interested in baking (which must be done on-site in the Tuckshop) are encouraged to contact the Tuckshop Convenor directly to arrange a suitable day/time.

Tuckshop Volunteer Roster

Signing up to volunteer in the CTK School Tuckshop is a quick and easy process.

1. Open the current Tuckshop Volunteer Roster.
2. Choose a day/date/time and complete your details.
3. Write the details of the date/shift in your diary or calendar.
4. A confirmation email will also be sent to you from pgratuckshop@bne.catholic.edu.au outlining the details of your rostered shift and required inductions and trainings.

We understand that circumstances change and sometimes, you may no longer be available for your rostered shift. Please let us know as soon as possible so that a replacement can be arranged.

Training and induction

The CTK School Tuckshop is required to operate in accordance with a range of important food standards and workplace health and safety legislation. Prior to volunteering in the CTK School Tuckshop, Tuckshop volunteers are required to undertake:

1. BCE Training for Volunteers (online – approx. 30 minutes)

Before commencing your role as a volunteer in a Brisbane Catholic Education (BCE) school, you are required to:

- ✓ Complete the [Volunteer Training](#)
- ✓ Read the [Volunteer Code of Conduct](#)
- ✓ Complete a Volunteer Registration and Declaration Form (accessed at the end of the training)
- ✓ Print and provide a copy of the Volunteer Registration and Declaration Form to the CTK School Office via email pgraceville@bne.catholic.edu.au or in person.

This short and simple online compliance module must be completed annually (ie. each new calendar year).

2. BCE Tuckshop Volunteer WHS Induction (documents to review – approx. 30 minutes)

3. Food Safety Training (online – approx. 1.5-2 hours)

4. CTK School Tuckshop Induction and Training (on-site - as part of first shift)

Links to the inductions and trainings outlined above are sent to parents/caregivers once they have signed up to the Tuckshop Volunteer Roster.

Contact details

For further information about volunteering in the CTK School Tuckshop, please contact the Tuckshop Team, Renee Hyland and Kim Lyons via pgratuckshop@bne.catholic.edu.au.

"Volunteers do not necessarily have the time; they have the heart."

Elizabeth Andrew