

St Cecilia's canteen

Parent volunteers have provided a canteen service on Fridays during terms 2 and 3, giving students a hot food choice (with healthy alternatives) during the winter months, and parents a day off preparing lunch.

In 2025 we average 165-170 orders a week (in 2019 it was 120, in 2021 it was 140).

Ordering is via the CDF pay app or website. Orders close 9.15am on the Thursday, enabling us to place orders with Nicole for the choc patty cakes, Coles for the hot dog rolls and to defrost the frozen items.

Summary of tasks (see later for detail) with estimated time:

Pre-term:

Obtain volunteers and prepare roster

Obtain non-food items for the term (bags, cups, foil, etc)

Weekly:

Stocktake and order items. (This can be done on Fridays after food has gone out). [30mins]

Take delivery of perishables (ie ensure they are promptly put in freezer/fridge). [30 mins]

Thursdays – after orders have closed:

- defrost items according to order numbers (this can be done at school pick up) [15 mins]
- print labels and place on bags. (I have more than once done this Friday morning after collecting Coles items). [30 mins]

Fridays – [9.30am – 1.30pm]

- purchase fresh food items
- clean and sanitise kitchen surfaces
- prepare fresh food menu items (fruit salad cups, carrot sticks, hot dog buns)
- heat/cook hot food
- pack bags

Currently volunteers attend from 12pm – 1.30pm for packing of bags and helping. (Currently we have 3 volunteers each week, ie 4 people in total, in the kitchen for this period).

Attendance time on Friday is restricted by the need to have 3 shifts of items heated through the oven. Currently this starts at 10.30am, but could be pushed back slightly.

Currently cut-off time for orders is limited by the need to have choc patty cake orders to Nicole. If she ceases to provide these then the cut-off time can be extended to later in the day if desired.

In 2025 one person has done all the canteen tasks. Previously it was shared between two people. In recent years the two people attended each week but split the weekly tasks – one person attended Coles Friday morning to purchase fresh items and prepared those items, the other person did the other weekly items, with labelling of bags shared at Thursday pick up.

Prior to that the two people had a system where one did all tasks one week (including attending Friday) and then had the next week off. This model can lend itself to more than two people involved – eg 3 people only heavily involved once every third week.

Whoever is in charge each Friday will need to hold a Food Safety Supervisor qualification. This can be obtained via an online course, involving 3-4 hours.