
Volunteer's Work Schedule

This is Fact Sheet 7.3 from Series 7 *Volunteers*



Overview

The phrase “Volunteer Work Schedule” may sound a bit severe, but, (whatever you choose to call it) it is a very useful document to display in your canteen. It is a list of the tasks that need to be done and the order in which they should be done. There are always a few milestone times – certain things **have** to happen **at** recess, for example. Other things need to happen within a certain time range.

Volunteers are more likely to come again if they feel competent and useful in your canteen. One way of helping them is to have a work schedule which they can refer to. Work schedules should not go into infinite detail. They do not replace the guidance and leadership of the canteen manager. They are a prompt. (Note: they are also a great idea to help new staff find their feet).

Overleaf is a real-life sample from a local Canberra canteen to give you the idea. This canteen chose to call theirs a “Running Sheet”.

Fact Sheets in this series:

- 7.1 Catching, Keeping & Caring for Volunteers
- 7.2 Induction for Volunteers
- 7.3 Volunteer Work Schedule

ACTSCA's Fact Sheet Series:

- 1. Food Choices & Menu Design
- 2. Food Safety
- 3. Profitability & Costing
- 4. Occupational Health & Safety
- 5. Opening a New Canteen
- 6. Employment Matters
- 7. Volunteers
- 8. Canteen Administration
- 9. Canteens In Trouble
- 10. Accreditation & Training
- 11. On-line Ordering
- 12. Useful Sources of Information
- 13. About ACTSCA

Acknowledgement:

ACTSCA

Disclaimer:

Every canteen is different and all advice and information should be carefully considered in light of your specific circumstances.

Contacting ACTSCA Representative:

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RUNNING SHEET FOR CANTEEN DAILY OPERATIONS

Please note – the tasks and times listed are *indicative only*.
Please refer to the Canteen Manager for guidance and confirmation.

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|-------------------|---|
| 9am | <ul style="list-style-type: none">• Turn on the two pie warmers (120° and high). Turn on oven (160°)• Fill dishwasher and add detergent |
| 9am to 9.30am | <ul style="list-style-type: none">• If necessary remove pikelets, muffins and tortillas from freezer to defrost.• Cut lettuce, tomato, carrot sticks, cucumbers, orange wedges, watermelon slices, rockmelon slices. Grate carrot. Always check to see how much is left over from previous day.• Make pikelets (not on Fridays) |
| 9.30 to 10.45am | <ul style="list-style-type: none">• Continue with above tasks• Commence “bagging up” |
| 10.30am | <ul style="list-style-type: none">• Set up counter for recess• Put water on to boil for pasta• Put potatoes in oven• Get out frozen foods as per count sheet. |
| 10.45 to 11.15 | <ul style="list-style-type: none">• Recess – assist at counter if needed. |
| 11.15 to 11.45 am | <ul style="list-style-type: none">• Make sandwiches and prepare toasted sandwiches• Make chicken and salad wraps. Prepare lamb wraps (will be finished later).• Prepare hamburgers• Make meatballs• Cook corn• Finish whatever is outstanding. |
| 11.55am | <ul style="list-style-type: none">• Pre-heat Sandwich Grill |
| 12.00 to 12.10pm | <ul style="list-style-type: none">• Cook toasted sandwiches• Finish lamb kebabs• Cook hamburger patties and finish hamburgers• Make apple slinkies• Get out drinks and other items needed for packing lunches |
| 12.15 pm | <ul style="list-style-type: none">• Commence final packing of lunch orders. Do not include frozen items. |
| 12.30 pm | <ul style="list-style-type: none">• Lunch – assist at counter if needed. |
| 12.30 – 1pm | <ul style="list-style-type: none">• Clean up, whilst assisting at counter. |