

ESHHS BITES



ESHHS Tuckshop Volunteer Induction Checklist

To ensure your personal safety and workplace health and hygiene standards are maintained, a tuckshop staff member will conduct an orientation/induction checklist with you prior to commencing volunteering duties.

- Sign in/out process at Administration Office
- Sign in/out Volunteer Register Sheet at Tuckshop
- Fire Drill and Lock down procedures
- Student Protection and Standards of Behaviour Factsheet
- Storage of personal belongings eg Handbag, Phone, Wallet
- Toilets for volunteer use
- Handwashing station and procedures for food handling hygiene standards
- Use of personal protective equipment; apron, gloves, hair ties/net, closed in shoes
- Communication with Tuckshop staff; roster changes, illness, reporting
- Children in the Tuckshop – rules and regulations
- Eating in the Tuckshop – rules and regulations

	Name	Signature	Date	
Tuckshop Staff Member				
Volunteer Member				
Do you have a Bluecard?			YES	NO
Would you like a Blue card volunteer application?			YES	NO
Do you have an I'm Alert Food Safety Certificate?			YES	NO
https://www.imalert.com.au/foodsafety/training/welcome.php?sub=chrc				
How do you have your coffee/ tea?				