



BUNDANOON PUBLIC SCHOOL
P & C ASSOCIATION

PO BOX 66 BUNDANOON NSW 2578

ABN 78 367 958 201

Policy and Procedure No. 4

Snack Shack Role

Procedure Objective: Ensure the smooth running of Snack Shack weekly operations.

Procedure:

Preparation

Liaise with Inventory Manager and Head Muffin Maker by Wednesday and discuss initial inventory requirements for the Friday operation.

Count Snackula (Money Counter) to pick up lunch order bags from School Office any time between 9:30am – 2:00pm on Thursday and take to Snack Shack to count the money and complete the Snack Shack Weekly Money Tally Sheet. Money to be returned to the School Office and placed in the safe ready for Assistant Treasurer to bank.

Snack Shack Co-ordinator to go to Snack Shack at 2pm on Thursday, co-sign the Weekly Money Tally Sheet and prepare the food tally sheets for Friday.

Take out meat pies and sausage rolls for defrosting overnight.

Communicate the final order tally to Inventory Manager and Head Muffin Maker so they can purchase / make items required for Friday operations.

Place bakery order with Jumping Rock (white loaf, white round flat rolls for pizza, white burger rolls – no seeds – for burgers).

Day of Operation: Friday

- 0830 Pick up bread order from Jumping Rock.
Turn on pie warmer (maximum heat).
Turn on oven (pilot switch is behind the filing cabinet) to 150 degrees.
Run popcorn through the microwave (3 minutes for each bag) and place in large bowl.
Get required amount of fruit and veggies out of fridge ready for cutting
- 0900 Prepare required amount of CCC (Cheese, Cucumber & Carrot bags), fruit salad and watermelon and place in fridge.
Wrap individual muffins in greaseproof paper, count and place in basket on centre shelf.
Place popcorn into individual snap lock bags, count and place in basket on centre shelf.
Prepare salads for chicken nuggets and place in fridge.
- 0930 Place chicken for chicken wraps in pie warmer to defrost.

- Count and place frozen chicken nuggets, chicken burger patties and meat patties into oven.
Cover with greaseproof paper to prevent these items drying out in the oven.
- 1000 Label drinks for lunch (name, class & drink of choice), stick onto drink of choice and place in fridge in white basket. NB: Drink orders for recess are not required to label but make sure there is enough in the fridge.
Put out recess orders (with spoons for yoghurt and fruit salad) from fridge on to the centre shelf ready to pack.
Prepare apple slinkys and wrap in greaseproof paper.
Put out the recess Class Baskets.
Pack recess orders and place in baskets.
- 1020 Class representatives will pick up recess orders.
- 1030 Recess break for the school.
Put the kettle on and have a cuppa.
- 1100 Prepare and count any 'snack' items going with lunch orders eg muffins / yoghurt etc.
Turn toasted sandwich press on.
Make sandwiches and wraps, wrap in greaseproof paper and store in fridge.
Prepare toasted sandwiches and store in fridge ready for toasting at 11:40am.
Prepare rolls for burgers.
Prepare pizzas and place on alfoil on baking trays.
Cover burgers and pizzas with tea towels.
Put lunch Class Baskets out.
Put labelled drinks into Class Baskets.
Count out snacks to go into lunch order bags and place on centre shelf ready to pack.
Put sauces as required into lunch bags.
Place all cold food (sandwiches / wraps / salads) into order bags.
- 1130 Take burgers out of oven and complete burgers, wrap in large greaseproof paper and place into order bags and baskets.
Place pizzas into oven.
Place toasted sandwiches into sandwich press and place into order bags and baskets.
Take meat pies and sausage rolls out of pie warmer, place into order bags and baskets.
If snacks haven't been placed into order bags, do this now.
- 1140 Take chicken nuggets out of oven and place into nugget bags (for orders requesting no salad) and the chicken nugget and salad containers. Pack into order bags and baskets.
Take pizzas out, wrap in large greaseproof paper and pack into order bags and baskets.
- 1150 Class representatives collect Class Baskets.
- 1200 Lunch break.
Wash up.
Wipe down all benches.
Turn off pie warmer, sandwich press and oven (including at the pilot switch on the wall)
Distribute any perishable leftover food between volunteers.
Receive Class Baskets back from students and place in corner.
Lights out.
Lock up.

APPENDIX

Item Descriptions:

Cheese, Carrot & Cucumber

3 x carrot sticks, 3 x cucumber sticks (cut to match length of snap lock bag) and one cheese stick in snap lock bag.

Fruit Salad

Selection of seasonal fruit

Watermelon

Cut watermelon into triangles. Two triangles per snap lock bag.

Chicken Burger

Chicken patty, iceberg lettuce, mayonnaise on white burger roll.

Meat Hamburger

Meat patty, iceberg lettuce, two slices of tomato, slice of cheese and tomato sauce.

Veggie Burger

Vegetable patty, iceberg lettuce, two slices of tomato, slice of cheese and tomato sauce.

Chicken and salad wrap

Mission wrap, chicken, lettuce, 2 – 3 carrot sticks, 2-3 cucumber sticks, mayonnaise.

Ham and salad wrap

Mission wrap, two slices of ham, lettuce, 2-3 carrot sticks, 2-3 cucumber sticks, mayonnaise.

Chicken nuggets salad

Lettuce, carrot, cucumber, cherry tomatoes, plastic fork.

Salad Bowl

Lettuce, carrot, cucumber, cherry tomatoes, cheese slice split into 8 pieces, plastic fork.

Pizza

Half a flat round white roll, tomato paste, slice of ham, 5-6 pineapple pieces, slice of cheese.

Toasted sandwich

Unless otherwise specified, a toasted sandwich includes a slice of ham, slice of cheese and two slices of tomato.

Effective (date): 10/4/2018

Written by: Penny Webb

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