

# **TUCKSHOP FORMAT - 2020**

## **ORDERING**

- Children are given a small note, to be taken home one week prior to Tuckshop, with their choice of lunch order (sample below)

<b>TUCKSHOP LUNCH ORDER</b>	
Name _____	Year _____
<b><u>Thursday</u></b> is Tuckshop!	
Please order me _____	
Cost \$ _____	
Return order with correct money (in envelope with child's name clearly marked) to class teacher by <b><u>Monday</u></b>	

- Orders are to be placed into an envelope along with the correct money and given to the class teacher by Monday morning.
- Please include name, year, order and amount enclosed.
- **Orders will be picked up from the school on Monday afternoon by the rostered Tuckshop Leader.**

## **FOOD DONATIONS (NUT & NUT PRODUCT FREE)**

- Donations of cakes, slices, biscuits, muffins, jelly, fruit, etc are encouraged and should be delivered to the school hall prior to school on Tuckshop day. Please label all containers so we can return them to the correct family.
- Please remember to give your child some small change to be able to purchase the goodies. Most items are between 30c and 50c.

## **PARENTS ON ROSTER**

- There are 3 parents allocated to help with each tuckshop - 1 Leader and 2 Helpers.
- If you are unable to help out on the day you are rostered for Tuckshop or have any queries please contact Belynda Mills on 0402716872.
- We now have a chest freezer in the tuckshop with all the food required for Tuckshop, except for the bread rolls for the hotdogs and vegemite rolls.
- The Leader is responsible for collecting the Tuckshop orders from the school on Monday afternoon and counting the number of orders for each menu item.
- Leaders will need check there is enough food in the chest freezer and collect some paper bags from the drawers. Please write the child's name, class and order on a paper bag ready for Thursday.
- Leaders will need to purchase fresh bread rolls for the hotdogs and vegemite rolls and any additional food not in the freezer. Please keep your receipts to be reimbursed.
- Tuckshop Helpers are responsible for preparing the food and helping out on the day.
- Attached is a tuckshop format to be used as a guide if you are rostered on. There is also a copy in the Tuckshop.

# TUCKSHOP GUIDE

Arrive at 11am (ish)

- Turn on pie warmer to 180 degrees (just keep an eye on it so it doesn't get too hot)
- Put hotdogs in water and cook
- Defrost sausage rolls in microwave and place in a paper bag and into pie warmer.
- Cut and butter hotdog rolls, make hotdogs and place in paper bags and into pie warmer. Sauce is in the cupboard.
- Take pizzas out of their box and place 2-3 pizzas on a plate and cook in the microwave for approx. 2 minutes. Wrap in grease proof/baking paper and place back into box and into the pie warmer.
- Make vegemite rolls – butter and vegemite in the fridge.
- Check what needs to be done with sweets (cut slices etc)
- Place orders into paper bags labelled with child's name, year etc. Add squeezezy sauces with sausage rolls.
- Put the orders into large baskets (one for each class) at 12.20pm and hand out to classrooms.
- Turn off pie warmer
- Clean up after lunch prep and prepare sweets for mad rush
- Each child can purchase 2 sweets each to start, after they have eaten their lunch, if there are left overs they are welcome to more.
- Do the dishes and tidy up
- Return all containers to student's bag
- Make note of any supplies needed for refilling eg: pizzas, hotdogs, sausage rolls, lunch bags etc.
- Spray all bench tops and place back in cupboard
- Take money to front office and any receipts for supplies you have purchased to be reimbursed.