

HOW OUR AUSTRALIND SENIOR HIGH SCHOOL CANTEEN OPERATES:

5. HOW OFTEN ARE VOLUNTEERS EXPECTED TO HELP:

If we get a pool of 40 parents you would only have to help in our canteen once a month. You can help more often of course!

6. THE ROLE OF THE P&C:

The P&C is responsible for ensuring the canteen is run smoothly and that staff and volunteers are supported.

The P&C is responsible for hiring and reviewing all staff.

The P&C is also responsible for authorising expenditure, paying accounts and ensuring there is sufficient funding to maintain the canteen. At the beginning of each year the P&C approaches the school staff asks them to submit requests using criteria for funding of items for students. The P&C Executive then meets and goes through the requests, works out how much money was raised by the canteen in the previous year to allocate and prioritises how the funding will be distributed. We take into consideration the amount requested, the number of students to benefit, how recently a previous request was made, the rationale of the funding, evidence of quotes and work gone into the request, the durability of the items to be supplied. This is why it is important for our canteen to operate effectively.

A designated member/s of the P&C is responsible for completing the contracts of employment with the canteen staff, offering support and reviewing performance, preparing pays and superannuation payments etc.

A designated member/s of the P&C will meet with staff at least twice a year to seek their feedback and review the operations. This is then feedback to the P&C Executive Committee.

The P&C President will liaise with the Canteen Manager if there are issues that may affect the opening and operations of the canteen (eg Industrial action).

The Canteen Manager is required to present a report to each P&C meeting during the year.

7. COMPLAINTS PROCEDURE:

If you are not happy with an aspect of the canteen you will be expected to discuss the matter with the Canteen Manager.

If you or the Canteen Manager feel that resolution is not reached then either you or the Canteen Manager can write to the President of the P&C "in confidence" who will work with all parties involved to help solve the problem.

At any time the Canteen Manager can feedback to the P&C at our regular meetings any concerns and ideas parents may have about the canteen.