The Black Watch Café & Prep Tuckshop Volunteer Induction

Legal Duties of Care

- The Scots College has a duty of care to provide a safe workplace under the Work Health & Safety Act 2011 No 10.
- Volunteers also have duties of care to work safely yourself with respect to others.

Personal Protective Equipment & Dress Code

- Shoes must be enclosed, no thongs or ballet pumps.
- Clothing must be suitable to the environment.
- Aprons will be provided.
- Hair to be tied back (if applicable).
- High standard of personal hygiene

Food Safety Requirements

- As a Nut-Free caterer, no food is allowed to be brought into the catering areas that contain any form of nuts.
- No eating or drinking around the food preparation areas.
- Use hand washing facilities before, during and after your shift.
- Remove aprons before going into the bathroom.
- Use disposable gloves if handling food.

Use of Equipment

- Full training will be given on how to operate POS/Computer systems.
- Only trained catering staff are to use kitchen equipment.
- If unsure, ask a manager.

First Aid

- First aids kits are available and you will be made aware of these in your induction.
- All incident’s/near misses/injuries must be reported immediately to the Manager.
General Rules

- Consumption of alcohol is prohibited.
- Smoking is not permitted on College Grounds.
- No pets allowed.
- No children are permitted in the kitchen area.

In Cases of Emergency

- Please notify a Manager immediately.
- Follow instruction from the Manager.
- Do not panic.
- If evacuated, please follow the Manager’s instruction.

Name ........................................ Child’s Year ..............
Sign ........................................ Date ............................