



**Holy Spirit School**  
BRAY PARK

Dear Tuckshop Volunteer,

Welcome to the Holy Spirit School Tuckshop. Without people like you volunteering your valuable time, we could not operate our Tuckshop, so, THANK YOU!

We are open on Thursdays and Fridays and our busiest time is in the morning from 8.30am - 11.30am. So even just an hour or 2 of your time is greatly appreciated! Tuckshop volunteering can be a lot of fun and a great way to meet other parents, families and members of the school community. The students and staff that we serve are very important to us and we pride ourselves on providing them with good quality, nutritious and safe food.

**There are some orientation steps to take before you can commence volunteering in the Tuckshop:**

1. Complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel on the BCE website [LINK HERE](#) and supply checklist of completion
2. Attend an orientation session with the Principal and Tuckshop Convenor and complete the Tuckshop Volunteer Induction Checklist – **please email if you are interested in volunteering this year and we will arrange an orientation session time.**
3. If you are not a student's principal carer or legal guardian (eg. Grandparents, aunts, uncles or family friend) you must register and provide evidence of a Volunteer Working with Children Blue Card [INFORMATION HERE](#)
4. Sign up through the QKR App to indicate availability

**Other important points to consider:**

There are some simple steps we take during food preparation to make sure that the food is safe and won't cause illness. Please take a minute to read the below information before coming to the Tuckshop. Most are common food hygiene and safety practices:

- ✚ Wear clean, comfortable clothes.
- ✚ An apron will be supplied.
- ✚ Long hair must be tied back and keep any loose hair away from your face
- ✚ Please wear fully enclosed, covered shoes.
- ✚ Let the Convenor know as soon as possible if you are sick – via email
- ✚ Jewellery is to be kept to a minimum
- ✚ When you are in the Tuckshop, please remember to wash your hands thoroughly and regularly at the designated hand washing sink.
- ✚ You must wash your hands before handling any food
- ✚ You must wash your hands after: visiting the toilet, using a tissue, coughing or sneezing, eating, touching your hair or other body parts
- ✚ No children, including Holy Spirit students and younger siblings, are allowed in the Tuckshop
- ✚ No negative commentary or complaints is acceptable.

We hope this is a positive experience for you! We cannot wait to welcome you in the Tuckshop.

Patrick Dempsey (*Principal*) and Rebecca McGuinness (*Tuckshop Convenor*)

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*Heart Mind Spirit*