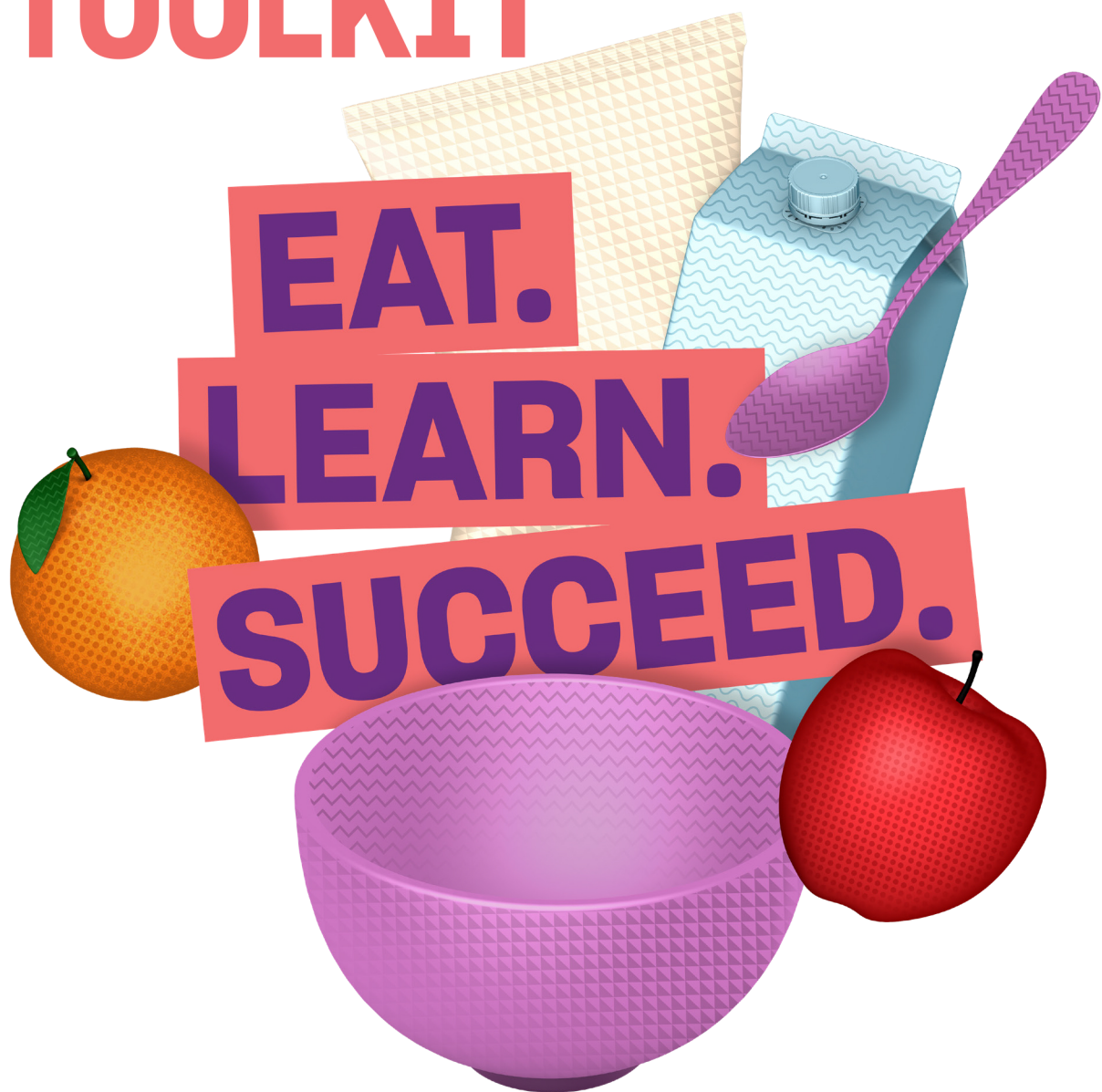


SCHOOL BREAKFAST CLUBS PROGRAM TOOLKIT



Department
of Education

Partner

Victorian State Government



Acknowledgements

Written by Foodbank Victoria.

Thanks to the following people for their contributions, assistance, feedback and advice:

Foodbank WA, Richmond West Primary School, Thomastown Primary School, Blackwood Studios.

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1.0 Message from the CEO of Foodbank Victoria

Thank you for partnering with us to deliver the School Breakfast Clubs Program.

This toolkit is designed to help you set up and run a successful program in your school.

With one in five Victorians experiencing food insecurity, I'm proud of the positive difference this important initiative is having in schools and communities right across Victoria.

The program creates an inclusive environment to provide healthy food for students, who might otherwise go hungry. With food in their stomachs, children and young people have an opportunity to better engage in the classroom, to focus on learning and achieve their highest potential.

Launched in 2016, the School Breakfast Clubs Program provides free breakfast foods to 1,000 Victorian schools – and its benefits have proven to be far reaching. Teachers have reported boosts to students' health and wellbeing, and strengthened academic and social outcomes.

In addition to the Breakfast Clubs, we deliver Lunches and Home Food Packs. And, to offer further support to families, I'm very excited that our family Cooking Classes program will be introduced into 100 schools, over the next four years.



Welcome to the program. If you have any questions on any aspect, our Foodbank Victoria team is available and ready to support you. Please contact your school's Foodbank Victoria coordinator.

Warm regards,

Dave McNamara
Chief Executive Officer
Foodbank Victoria

2.0 Introduction to Foodbank Victoria

Foodbank Victoria is an independent not-for-profit organisation and the state's oldest and largest provider of food relief. Since 1930 we've been sourcing and distributing food to people in need across Victoria, many of whom are children.

Foodbank operates by supporting more than 500 frontline charities, with food sourced from across the food supply chain, including fresh produce, ambient pantry items and frozen goods. Each charity partner then uses the food in their food relief programs supporting the community, including community pantries, kitchens and soup vans and emergency food hampers.

Foodbank also delivers the Farms to Families program, which provides healthy and nutritious produce, through a pop-up market, to people experiencing food insecurity in disadvantaged communities.

We are also there in times of disaster as a leading provider of emergency food relief to Victorian communities.

3.0 Foodbank Victoria contact details

Your school can contact Foodbank Victoria directly for all queries relating to the program. We would love to answer any questions you have related to the program, big or small.

Further, at Foodbank Victoria, we strive to continually improve our programs, and welcome your feedback.

Foodbank Victoria Head Office

Foodbank Victoria
4/2 Somerville Road
Yarraville VIC 3013
Phone: 9362 8300
Fax: 9632 8301
Email: schoolbreakfastclub@foodbankvictoria.org.au

4.0 The School Breakfast Clubs Program

In 2016, the Victorian Government partnered with Foodbank Victoria to establish the School Breakfast Clubs Program in 500 of the most disadvantaged primary schools across Victoria. School eligibility was determined by the Student Family Occupation Education (SFOE) Index.

In 2019 the Victorian Government announced that the program would expand to 1000 schools (including secondary schools) and expand its service offering.

The School Breakfast Clubs Program includes:

- **School Breakfast Clubs**
- **Lunches**
- **Home Food Packs**
- **Cooking Classes**

The benefits of the School Breakfast Clubs Program

It has been shown, through interviews with staff and an evaluation by Victoria University that students who participate in the School Breakfast Clubs Program are better able to concentrate, have improved social skills and are more punctual to school.

The program encourages a whole-of-school approach to healthy eating and builds an inclusive, supportive school community.

Cooking Classes

- Cooking Classes are being introduced into 100 schools.
- They aim to support families to learn new skills in cooking, food safety and meal planning, with a focus on daily consumption of the five food groups recommended for good health.
- The content has been designed in partnership with the Stephanie Alexander Kitchen Garden Foundation, and classes will be delivered by trained Foodbank Victoria staff.

Working with the Victorian Government to achieve shared goals for the program

The School Breakfast Clubs Program supports students and their families.

The Victorian Government's Education State target of 'Happy, Healthy and Resilient Kids' also recognises that the healthy development of students helps to drive the future prosperity of Victoria.

The program aligns with the Department of Education and Training's Framework for Improving Student Outcomes (FISO).

The Framework has guided the development of the program, to ensure that the students and their families that are most in need of support are assisted as our highest priority.

The Program links to FISO by:

- Creating a positive climate for learning
- Generating community engagement in learning
- Including parents and carers as partners

The Program links to other school programs and initiatives:

- The Victorian Healthy Eating Advisory Service
- The Healthy School Achievement Program
- The Stephanie Alexander Kitchen Garden Program

5.0 Getting started in your school

Nominate a key contact

Start by nominating a key contact in your school to coordinate the program. The nominee could be a staff member or someone from your school's wider community.

The key contact is usually the primary coordinator for the School Breakfast Club, Lunch and Home Food Packs (however this can be a shared task). The coordinator's tasks will include:

- Being the main point of contact with Foodbank Victoria.
- Managing communications to students, staff, parents and volunteers.
- Rostering staff and volunteers to assist.
- Coordinating any required resources to run the program.
- Ordering food for Breakfast Club, Lunches and Home Food Packs.

A few ideas to gain support

Here are a few ways to boost support for the program:

- Consider having a special committee to organise the duties of running your school food programs and keeping in touch with interested groups. This may be a subcommittee of the School Council or interested people such as parents or community groups.

Make valuable connections

We suggest that you:

- Connect with students, teachers, and the wider school community to let everyone know your school has joined the expanded School Breakfast Clubs Program.
- Share the many benefits to expect from the program with your school community including; bringing students, staff and volunteers together and promoting a whole of school approach to health and wellbeing.

Engage with networks

- Engage with your school council, parents' club or similar association, to gain support and to promote the program through their networks.
- Note: School committees may also be able to provide financial support to obtain supplementary products or equipment for the program.

6.0 Plan for success

6.1 A few rules first

Use food supplied only for its intended purpose

- All food supplied must only be used for the purposes of Breakfast Club, Lunch or for students to take home.
- Products cannot be on-sold, including in school canteens or fundraisers.

The programs are free of charge

- Schools must not charge students or parents for food that is provided through the program.

6.2 Planning your Breakfast Club

Create a Breakfast Club that suits your school

- Your school can decide the best way to set up and run your Breakfast Club. It's very flexible.
- The only condition is that ALL students at your school are invited to Breakfast Club. This is so that students aren't specifically invited and singled out for attending resulting in potential stigma. This differs from the Lunches and Home Food Packs, which aim to support students who don't come to school with the food they need to concentrate and participate in their schooling (see Lunch and Home Food Packs information).
- For some examples of how Breakfast Club can be run, check out the scenarios in [the resources section](#) on the Foodbank Victoria website.

School Breakfast Club resources webpage:
schoolbreakfastclubs.org.au/breakfast-club/

6.3 Engaging the school community with your Breakfast Club

Welcoming staff to your Breakfast Club

- It's a good idea to encourage teachers and other support staff to attend Breakfast Club regularly.
- Teachers and other staff members might want to volunteer to help out or simply chat and get to know students outside the classroom.
- Coming together for breakfast has a positive effect on learning, concentration and students' behaviour and it's been shown to improve teacher- student relationships.

Involving parents and guardians and relatives

- Welcome parents, guardians and relatives to get involved in your Breakfast Club – they may want to assist or just observe how it works.
- When recruiting volunteers, advise them it doesn't have to be every day.
- A flexible roster may alleviate any hesitancy from potential volunteers with limited available time.

Asking for different types of support

- Fundraising, providing kitchen equipment, or sponsoring the program through workplaces are all great ways to support your Breakfast Club.

Sharing information with parents and carers

- Promote the benefits of Breakfast Club to families.
- Follow relevant information and advice provided to the school by parents about students' health and medical conditions.
- Inform families of the foods that will be available and how the breakfasts will be supervised and by whom.

6.4 Practical considerations

Finding the right space for breakfast time

- Select a suitable room/ space to run your Breakfast Club. Possible areas may include a canteen, home economics room, undercover area or multi-purpose room.

Ideas to equip your kitchen

Some ways to gather the necessary items for a kitchen include:

- Requesting donations from the school's community in your newsletter.
- Calling into local opp shops to find plates, crockery and tableware.

More information

Refer to our Equipment Checklist in the **Checklists Section** at the end of the ToolKit.

Ideas to promote Breakfast Club:

- Offer coffee and tea and invite family and guardians to attend.
- Invite respected community members (e.g. sportspeople, police, emergency service people).
- Advertise in your newsletter and social media channels – share fun photos of your Breakfast Club.
- Celebrate significant annual or cultural events through Breakfast Club.

6.5 Planning your Lunches

Who are the Lunches for?

- The Lunches are free for students who would otherwise go without, supporting them to focus and engage in their learning across the entire school day.

Identifying students

- It's likely your school already has a method to identify students without lunch.
- Staff who are already supporting and have relationships with students experiencing disadvantage are usually best placed to identify students and distribute lunches.
- Consider asking students at Breakfast Club if they have lunch and suggest they may like to take up this additional help.

What will you need to prepare?

- Consider where you will store the lunch meals so that staff responsible for distributing them can easily access them at lunch time.
- When providing hot foods to students, schools must consider how food can be safely consumed. This may include considerations such as ensuring bowls are not overfilled and students only eating when seated.
- Consider whether you need any extra equipment, for example a microwave to be able to heat food (there are hot and cold meal options available).
- Ensure you have cutlery required for lunch.
- Plan how you'll record lunches distributed, one option is to use the Weekly Lunch Register Sheet in [the resources section](#) on Foodbank Victoria's website.

6.6 Planning your Home Food Packs

What are Home Food Packs?

- The Home Food Packs will support students to get the nutrition they need to live happy, active and healthy lives, even outside of school hours.
- School Holiday Supply packs include a variety of products, such as baked beans, cereals and milk.
- The packs should have enough food for one student to have breakfast and snacks over two weeks.

Who are the Home Food Packs for?

- The packs are for students from households that might struggle to put food on the table.
- The packs should be offered directly to family members or students.

Identifying students

- Similarly to lunches, staff who already support and have a relationship with students in need are usually be best placed to identify students and distribute packs accordingly.
- If providing packs directly to students, make sure you get consent from parents/guardians first.

Some things to prepare

- Consider where you will store the packs so that they can be accessed by the person distributing them.
- Plan how you'll record packs distributed. You can find a Home Food Packs recording sheet in [the resources section](#) on the School Breakfast Clubs Program website.

7.0 Engaging volunteers

Keys to success

- Volunteers from outside the school are a great asset; bringing different skills, experience and connecting students to the wider community.
- A process for recruiting and managing volunteers will ensure that you get the right people and that they continue to volunteer for you. See our recommended volunteer process flow chart on the next page.

Important consideration

Your school does need to have a policy for the recruitment, and management of volunteers.

Ideas for recruiting volunteers

- Develop a volunteer position description, see the [School Breakfast Club website](#) for a template.
- Advertise – you can advertise for free through the [Go Volunteer website](#).
- Request volunteers from local community groups or churches.
- Investigate whether your council has a volunteer resource centre – they may advertise for free on your behalf.

There are many resources to assist

- Visit the [Volunteering Victoria](#) website for a complete guide for recruiting volunteers.
- For more information about recruiting and managing volunteers visit the [School Breakfast Clubs Program website](#).

Further support

- Your Program Coordinator at Foodbank Victoria is also here to provide more information and to assist you to recruit and retain volunteers.

7.1 The recruitment process for volunteers

1. Volunteer Enquiry

- Reply to any volunteer enquiries as soon as possible.
- Check if they are available when needed.

2. Volunteer Screening

- Interview the candidate and follow the school's policy for volunteer screening e.g. sight Working with Children Check and ask any specific questions.

3. Volunteer Induction

- Conduct an induction according to the school's policy. Clearly define the volunteer's roles and responsibilities.

4. Volunteer Rostering

- Roster the volunteer on and make sure they know when they need to be where and who they should report to.

5. Review

- Conduct a review or have an informal chat to see how the volunteer is going.

6. Recognise

- Thank the volunteer for their support, make sure they feel appreciated and let them know that their time is making a difference.

8.0 Ordering and delivery of your food

8.1 About the ordering and delivery process

How to order

- Order food for your School Breakfast Club, Lunch and Home Food Packs through the online ordering system.

When to order

- You can log in at anytime to the ordering portal and order as many times a term as necessary.
- When placing an order, you will have the opportunity to select a delivery date to receive your order.
- Food ordered for each of the program components arrives together in the one delivery.

9.0 The meals provided

The food you will receive

- All the food provided by Foodbank Victoria is green or amber rated according to the Healthy Eating Advisory Service and in line with the [Department of Education and Training's School Canteens and Other School Food Services Policy](#).

Storage requirements

- The food provided can be stored at room temperatures before opening.
- Note that fresh fruit and vegetables will last longer if refrigerated.

Menu

- The menu includes a variety of options for breakfast, and a selection of healthy ready to eat lunch meals and snacks.
- All items can be viewed in Foodbank Victoria's online ordering system.
- The menu is subject to change as the program expands. If any changes are made to the menu, we will let you and your school know.

9.1 Supplementing the menu

Spice up the menu

Schools are welcome to supplement the food provided with other items in order to offer students a variety of nutritious foods. Some ideas include:

- Fruit and Vegetables
- Eggs
- Yoghurt
- Cheese

Refer to the Healthy Eating Advisory Service Food Checker to make sure the foods you provide are 'green' rated.

Healthy Eating Advisory Service Food Checker:
foodchecker.au

10.0 Seeking 'in-kind' and financial support

Your school may benefit from extra funds or in-kind support for supplementary equipment. Consider approaching local businesses and community groups and applying for grants and/or healthy food donations. Here are some suggestions to find support.

Community interest groups, school networks and philanthropic groups

- These may include not-for-profit organisations or associations such as Lions Clubs, Rotary Clubs and Probus groups.
- Types of support may include a donation of funds, food, equipment (such as a toaster, microwave or fridge) or volunteer help.
- See [the Resources page](#) on the School Breakfast Clubs Program website for letter templates to approach these groups.

Applying for grants

There are many funding grants to apply for to obtain such things as refrigerators, freezers and other equipment. Here is a list of grants you may like to apply for:

- [R E Ross Trust](#)
- [Foundation For Rural and Regional Renewal](#)
- [Bendigo Bank Community Grants](#)

11.0 Food safety

Food Safety Registration and Certification Requirements

As the food programs are free and the food served through Foodbank Victoria's programs are low risk, participating schools are exempt from the Food Act 1984 (Vic).

Although schools are exempt from the Food Act 1984 (Vic) schools still need to meet their OHS obligations for:

- a) food safety and should consult the Department of Education and Training's Food Safety Policy
- b) health and safety in food preparation and should consult the WorkSafe guidelines for Managing health and safety in food retail
- c) administration of first aid and should consult the Department of Education and Training's First Aid policy

Food safety regulations that don't apply are:

1. There's no legal requirement to register your School Breakfast Clubs Program with your local council.
2. Your school does not have to pay fees to local councils if you choose to register your School Breakfast Club Program.
3. There is no legal requirement to have a Food Safety Supervisor run the program, although this would be best practice and is encouraged.
4. Volunteers don't need to have Food Safety Certificates.

We recommend free online training

We encourage your staff and volunteers to complete the Department of Health and Human Service's free online food safety training.

The training takes about an hour. When finished, you can download a certificate of completion.

You can also contact your local council if you would like more information about food safety.

Things to know about setting up a Breakfast Club in your school canteen area

1. If your school canteen is operated by an external organisation, that organisation must have a food safety registration. This is the operator's responsibility, not your school's.
2. If you plan to run your Breakfast Club out of school-run canteen facilities, you will need to ensure usage does not compromise legal requirements regarding food safety for school canteen operations.

12.0 Food hygiene tips

For personal hygiene

- Wash hands with warm soapy water and dry thoroughly before handling food and frequently during work, and especially after handling raw meats and poultry, or after visiting the toilet, touching your hair, clothes, skin or equipment.
- Keep long hair tied back or covered.
- Cover cuts or sores on your hands with a brightly coloured waterproof dressing and wear gloves.
- Wear a clean apron while preparing food.
- Do not handle food if you have an infectious illness such as the flu or gastric upset.

For food handling and preparation

- Check deliveries of dry goods for quality, including broken packaging and damage.
- Wash and dry chopping boards, utensils, equipment and work surfaces before preparing foods.
- Use separate chopping boards, equipment and utensils for handling raw and cooked foods.
- Wash fruit and vegetables thoroughly before food preparation.
- Always defrost food in a sealed container at the bottom of the refrigerator.
- Use separate cloths for raw and cooked foods.
- Always put on new gloves between handling raw foods and ready to eat foods.

For cooking and heating

- Always cook and reheat foods to above 60C, ensure they are steaming or boiling.
- Always follow cooking instructions on packaged foods.
- If using a microwave for cooking and heating, ensure the heat is evenly distributed and food is stirred regularly.
- Never reheat cooked foods more than once.

For food storage to keep food fresh

- Ensure refrigerators are below 5°C and freezers are below -15°C.
- Minimise the time that perishable food is kept in the temperature danger zone (between 5 and 60°C).
- Store cooked and perishable foods in the refrigerator.

Where and how to store

- Store dry goods in a cool, dark cupboard.
- Cover and label all stored food.
- Ensure hot foods and leftovers are refrigerated promptly.
- Transfer any uneaten tinned food into another container before refrigerating.
- Never refreeze food that has been thawed.

Safety rules for fresh and raw foods

- Keep raw food and poultry separate from fresh foods, in a sealed container at the bottom of the refrigerator.
- Use older packets and cans within expiry before more recently purchased ones.

Heed the Use By date

- Never use foods past their 'use by' date. Foods past their 'best before' date are safe to eat, but their quality may have diminished.

For more information on safe food handling:

- [The Department of Education and Training's Safe Food Handling policy](#)
- [Better Health Channel's Food Safety & Storage tips](#)

13.0 Your students' health and medical needs

Collect all relevant health information

Collect current, relevant information about medical conditions, including:

- any allergies or other health risks relevant to eating food in the School Breakfast Clubs Program.

Add a reference to the School Breakfast Club in student Health Support Plans.

For students at risk of anaphylaxis

Amend Anaphylaxis Management Plans to include the steps taken to limit the student's exposure, the storage of their epipen and the emergency process if the student has an anaphylactic reaction when attending your Breakfast Club.

Communicate about Health and Anaphylaxis Plans

Health Support Plans and Anaphylaxis Management Plans should be communicated to relevant staff and volunteers responsible for distributing food at your Breakfast Club.

Inform volunteers about any students who have a health risk

Make sure volunteers are fully briefed about any students who have allergies. Give them photos of the students with a list of that student's allergies if necessary.

13.1 The Emergency Management Plan

Plan for an emergency at Breakfast Club

Ensure your school Emergency Management Plan includes plans for any incident that may occur at Breakfast Club including:

- Having procedures in place for an emergency at your Breakfast Club
- Having procedures for a medical emergency including the details of emergency services, the local doctors and, the local hospitals.

Know who will administer first aid

- Nominate the person responsible for administering first aid to students.

Roles and responsibilities

- Nominate the roles and responsibilities of the supervisors, staff and volunteers in the event of an emergency.

For more information about student medical information, anaphylaxis management and emergency management in schools:

- [The Department of Education and Training's Online School Policy and Advisory Guide](#)

14.0 Monitoring and evaluation

It's important for all schools to assist us in the ongoing assessment of the program.

Ongoing assessment of the performance and delivery of the Program is vital to understand the best way to deliver a successful program.

To do this, we ask for your feedback so we can gather information.

The information your school provides is used by the Department of Education and Training to conduct an evaluation of all aspects of the Program.

The information may be collected through online surveys or phone or face-to-face interviews.

To ensure you can provide accurate information about the number of students accessing the School Breakfast Clubs Program, we ask that you please:

- Record attendance at your Breakfast Club, either through sign-in sheets for students or for volunteers to record the student numbers on a regular basis.
- Record the number of students receiving Lunches and Home Food Packs.
- There are templates for the sign-in sheets on [the Resources section](#) of the School Breakfast Clubs program website.

The team at Foodbank Victoria appreciate you taking the time to assist us to evaluate the School Breakfast Clubs program.

All information will be kept strictly confidential and used only for the purpose intended.

15.0 Resources

The following resources are available to download from the School Breakfast Clubs Program website at schoolbreakfastclubs.org.au/breakfast-club/#program-resources.

Templates

- School Breakfast Club Student Sign in Sheet
- Volunteer Sign in Sheet
- Weekly Lunch Sign in sheet
- Breakfast Club School Newsletter Article template
- Breakfast Club Helper Volunteer Position Description
- Letter to approach organisations for donations

Supporting materials

- FAQs
- Example School Breakfast Clubs program scenarios
- Healthy Eating Resources
- Induction Material
- Social Media Tiles
- Staff Room Resources
- Menu Information

16.0 Checklists to assist you to get started

16.1 Checklist for equipment, crockery and storage

Cutlery and Crockery

- ☐ Plates
- ☐ Bowls
- ☐ Cups
- ☐ Cutlery

Kitchen Items

- ☐ Toaster
- ☐ Microwave
- ☐ Fridge
- ☐ Safe access to power
- ☐ Kitchen knives
- ☐ Pots and pans
- ☐ Wooden spoon and spatula
- ☐ Hotplate or cooking stove

Storage

- ☐ Dry store cupboard or other secure area to store food, crockery and other resources
- ☐ Fridge
- ☐ Freezer
- ☐ Sealable storage containers

Cleaning

- ☐ Detergent
- ☐ Tea towels, hand towels
- ☐ Cleaning cloths
- ☐ Plastic gloves

16.2 Checklist to plan for your success

For Planning

- ☐ Work out a morning plan by designing some ground rules, processes and room set up
- ☐ Choose exact starting date of Breakfast Club
- ☐ Notify teachers of the upcoming Breakfast Club
- ☐ Notify relevant staff about the availability of Lunches and School Holiday Supplies
- ☐ Notify students of the Breakfast Club
- ☐ Create a letter to send home to parents/guardians
- ☐ Engage with the school's Parents & Citizens Association to gain their support
- ☐ Set-up Breakfast Club committee

For Promotion

- ☐ Advertise in the school newsletter
- ☐ Display the School Breakfast Clubs poster in a prominent location
- ☐ Announcement at the school assembly

To Organise your Breakfast Club Team

- ☐ Engage staff for assistance in day-to-day running of the program
- ☐ Contact external sources to engage volunteers
- ☐ Establish staff/volunteer roster
- ☐ Create volunteer sign-in sheet
- ☐ Create student sign-in sheet
- ☐ Send out an email reminder to volunteers with a brief list of requirements and check / confirm availabilities

Finding a Suitable Space for Breakfast

- ☐ Suitable size to accommodate intended number of students
- ☐ Suitable amount of tables and chairs obtained
- ☐ Basic kitchen facilities – sink, fridge, cooking stove or microwave

Food Safety

- ☐ Free online food safety training completed by staff, parents and volunteers assisting with the program
- ☐ Downloadable Food Safety posters printed and placed in appropriate food preparation areas
- ☐ Local council contacted for more information on Food Safety – optional

In-kind and Financial Support

- ☐ Supplementary food needs identified
- ☐ Infrastructure needs identified
- ☐ Local businesses approached for support
- ☐ Appropriate grant applications submitted

16.3 Checklist – Daily Running Sheet

Set up

- ☐ Get chairs and tables ready
- ☐ Bring food out of dry store and set up in kitchen
- ☐ Prepare dishes and cutlery
- ☐ Get student sign-in sheets ready
- ☐ Get volunteer sign-in sheets ready
- ☐ Deliver volunteer welcome and brief

Service

- ☐ Ask students to help with preparation and/or be responsible for cleaning where appropriate
- ☐ Encourage students to use appropriate table manners when eating and socially interacting

Pack up

- ☐ Spray chairs and tables with antiseptic and wipe down
- ☐ Spray kitchen benches with antiseptic and wipe down
- ☐ Wash and dry dishes
- ☐ Turn on dishwasher
- ☐ Obtain feedback from Breakfast Club team (at coordinator's discretion)
- ☐ Pack away unused items
- ☐ Store open food items such as cereals in airtight containers
- ☐ Compost or dispose of perishable food items