



KELVIN GROVE STATE COLLEGE

THE PURSUIT OF EXCELLENCE THROUGH LEARNING

7 October 2009

To whom it may concern

Our College engaged Jocelyn Ashcroft to undertake an audit of our College tuckshop as we were not making the profits that we were expecting.

Jocelyn during her time here undertook a thorough audit of our tuckshop practices which included:

Tuckshop menu

- Reviewing and streamlining of our menu and re-aligning it to the Healthy Schools program
- Suggesting new menu items and menu layout
- Introducing more home made products – and how to make cards
- Portion control
- Costing of individual food items
- Selecting suppliers
- Attracting more volunteers

Operations

- Health & Hygiene practices
- Money handling
- Stock rotation and ordering
- Sign in and out forms
- Purchasing

Our Convenor and tuckshop staff have embraced the changes made and are very excited about the new menu's introduction this term.

Throughout the audit Jocelyn showed herself to be a true professional. She carried out her duties in an efficient and friendly manner, but at the same time was not afraid to say when things were not operating efficiently or within the guidelines.

I would not hesitate in recommending Jocelyn Ashcroft to any school or business that needed her extensive knowledge and expertise in running a small business.

Margaret Humphreys
Business Manager
Kelvin Grove State College