

## FACT SHEET



### **Tuckshop and Canteen Management Consultants**

Jocelyn Ashcroft. P: 0417639802 E: [enquiries@canteens.com.au](mailto:enquiries@canteens.com.au) W: [www.canteens.com.au](http://www.canteens.com.au)

## **End of year Canteen Check sheet**

- # Organise volunteer Xmas party
- # Organise pest control
- # Menu 2013- developed, costed ,approved, distributed
- # Place back to school orders
- # Complete end of year cleaning
- # Minimise stock levels
- # Complete Stocktake
- # Gather books for auditor
- # Update volunteer recruitment flyers
- # Develop volunteer roster 2013
- # Check bluecards register
- # Update paperwork and templates
- # Have a clear out
- # Distribute volunteer thank you cards or certificates of appreciation
- # Develop an events/theme day plan 2013
- # Write end of year P&C report
- # Update equipment register log
- # Secure building
- # Celebrate your success

### **Additional help to manage your Tuckshop or Canteen**

- # Tuckshop and Canteen Management Consultants Helpline [www.canteens.com.au](http://www.canteens.com.au)
- # Canteens.com.au- Follow us on facebook-[www.facebook.com/canteens](http://www.facebook.com/canteens)
- # QAST is an excellent source of information for Tuckshops and Canteens <http://www.qast.org.au/> Apply for your member log in details so you can access members only section.
- # Nutrition Australia- They have some great recipes and more and it is free to join`  
<http://www.nutritionaustralia.org/>