



Tuckshop and Canteen Management Consultants

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End of year Canteen Check sheet

- # Organise volunteer Xmas party
- # Organise pest control
- # Menu 2012- 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 2012
- # Check bluecards register
- # Update paperwork and templates
- # Have a clear out
- # Distribute volunteer thank you cards or certificates of appreciation
- # Develop an events plan 2012
- # 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
- # 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 <http://www.nutritionaustralia.org/>
- # Canteens.com.au- Follow us on facebook-www.facebook.com/canteens