

COMMUNITY CAFÉ ROLES AND RESPONSIBILITIES

Thank you for helping at your child's café. Please read the following procedures for all involved in the running of the café.

Class Teacher role on week of the class café

- Remind parents on Monday as part of homework instructions that pupils are invited to take in £1 on Friday for a cake
- Leave cakes and milk in the community kitchen
- Set up and turn on the urn in the music room
- Collect £1 from all pupils that have money for a cake at 9am registration time (must be handed to teacher at 9am not in café or after café) keep a note of who has paid to take to café
- 10am send servers to the café
- 10am send door greeters to the door reminding them to not open the door
- 10.20am take whole class to café for a drink of juice, pick up door greeters on the way
- Use list of who has paid £1 to ensure all those who have paid receive a cake
- 10.30am when bell rings for break ensure that all children in class go out to break – no exceptions
- 10.45am ensure café servers are back in class then send them to café to help tidy up
- 11am café servers back from café
- Lunchtime – collect cakes from office
- Afternoon – allow all children to have a cake if they wish (as part of golden time?)

Pupils that serve at the café

- No cakes or other snacks to be eaten when working at the café
- 10 – 10.30am serving customers, tidying tables and resetting tables
- 10.20am join your class in café for juice (and a cake if you have paid £1 to your class teacher)
- 10.30am out for break with all classmates
- 10.45am back to class to register then back to café to help tidy up
- 11am back to class

Pupils that welcome at the café

- Do not open the door (that is the job of the office)
- Smile and greet your café customers
- Help them find the café

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Parent helper

Generally a PSA will be able to assist with anything in café, if you are unsure of something please ask.

Arrive at 9.30am and report to the School Office to sign in

- Read the café risk assessment in connection with these procedures
- Collect tea towels, boxes of cakes and milk from community kitchen
- Make up a jug of diluting juice
- Set out a selection of cakes on serving plates
- Set up the tables with tablecloths, plates, napkins, table signs, milk and sugar – most things needed will be in music room cupboards
- Make up a pot of tea

10am café opens

- Pupil servers arrive to work (The Class Teacher decides who goes to the café using a rota that has been passed on from the previous teacher)
- Parents that have a PVG for Fyvie School are allowed to be alone with the pupils from 10 – 11am. Parents that do not have a PVG for Fyvie School are never to be alone with the children without the PVG member present. If no PVG members are working in café a PSA will work at the café from 10 – 11am
- Supervise and support children to serve customers – some will need this modelled to them by you first
- Collect money from customers £1.50 and adult £1 for a child
- Please do not give any cakes or allow servers to eat any cakes, they are there to work!
- Tidy, wash and dry up as you go with help of the servers

10.20am

- Make up jugs of juice for the class to visit
- All children in the class to receive a drink of juice
- The class teacher will have a record of who has paid £1 to her and only those children will receive a cake.

10.30am – 10.45am

- No servers as they will be having their break time

Tidy up and close at 11am

- Everything tidy and put away at the end
- Return the urn on the trolley to the kitchen
- Used tea towels left in community kitchen for staff to wash
- Return any cakes not eaten to the office
- All money collected to the office
- Ask servers to return to class at 11am