



**SCHOOL BREAKFAST  
PROGRAM  
INDUCTION  
HANDBOOK**



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## ABOUT THE YMCA SCHOOL'S BREAKFAST PROGRAM

The **YMCA Schools' Breakfast Program**, which commenced in **September 2006** within five schools, currently supports over **120** schools in South East Queensland; and provides an average of **70,000** free breakfast meals to more than **10,000** school students each month. Over **5 million** free breakfast meals have been provided since the program commenced.

The program ensures that students commence the school day with a healthy breakfast, placing them on an equal playing field in the class room.

The program would not be possible without the support of dedicated volunteers, school staff and chaplains, as well as donors such as: **The Clem Jones Group**, YMCA of Brisbane, **Foodbank Queensland**, **Tip Top**, Milanovic Neale Consulting Engineers, Aspley Caring Through Service (ACTS), Hammond and Neale Strategic Project Management, Urban Strategies, Australian Agricultural Chemicals Pty Ltd, Bedford Built, MODE Design, Management Options Pty Ltd, Community Bank Acacia Ridge - Bendigo Bank, Park Avenue Facilities Management, Coles Logan Central, Haversack Hampers, Kludde Pty Ltd. and more.



## ABOUT YMCA SOCIAL IMPACT

YMCA Social Impact is the charitable arm of YMCA Brisbane and officially operates as Y-Care (South East Queensland) Inc.

Our vision is to be an unbreakable organisation that maximises impact across all of our programs. We are a team consisting of more than 100 staff and 120 volunteers who believe in the power of inspired young people.

We operate multiple programs within five key service streams including: Community Housing; Food for All (Schools' Breakfast Program); Learning, Empower, Achieve and Participate (LEAP); Social Enterprise (Op Shop); and Youth Education and Empowerment (Vocational School, Community Hubs, School-Based Mentoring, and Get Set for Work).

Visit YMCA Social Impact for more information:

<https://www.ymcabrisbane.org/social-impact>





## WHY WE DO WHAT WE DO

*A large number of Queensland children and young people go to school every day without eating breakfast or without a nutritionally sufficient breakfast to keep them sustained during lessons (Foodbank, 2018). Without an appropriate breakfast, children experience hunger and poor nutrition, and are held back academically (MacDonald, 2019).*

### **Why:**

We believe in giving school students who miss out on breakfast a healthy kick start to their day so they are placed on an equal playing field in the class room.

### **How:**

Providing free nutritious breakfasts to all children regardless of their socio-economic status, culture or religion.

### **What:**

A school based program where food, equipment and support are provided so that a school is able to run a breakfast program which in turn improves student academic, school community and behavioural outcomes.



**School children who miss breakfast** are disadvantaged by hunger and poor nutrition. Not only does this affect their education, but it also affects their long term health and wellbeing.

The **YMCA's** own data reveals that an average of 25% (**1 in 4**) students, attend the Schools' Breakfast Program within supported schools.

The YMCA Schools' Breakfast Program is Proudly Supported by:



Community Bank  
Acacia Ridge



CLEM JONES  
GROUP



# VOLUNTEER RIGHTS AND RESPONSIBILITIES

When you choose to volunteer for an organisation/school, they have responsibilities for making sure you are safe and happy in your role. You will also have to play your part in contributing to the organisation as well.

## As a volunteer you have the right to:

- be interviewed and engaged as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- receive information about the *school*
- a clearly written role description
- know to who you are accountable to
- be recognised as a valued team member
- be supported and supervised
- a healthy and safe working environment
- be protected by appropriate insurance (*school volunteers are covered DoE's Insurance and the school's P&C Insurance provided you sign in and out, and act under the direction and supervision of the School*)
- say no if you feel you are being exploited
- be reimbursed for approved out-of-pocket expenses
- be advised of the travel reimbursement policy (*only applicable if asked by the school to use personal vehicle for work purposes*)
- be informed and consulted on matters which directly or indirectly affect you and your work
- be made aware of the grievance procedure
- orientation and training
- information about policies and procedures that affect their work
- have your confidential and personal information dealt with in accordance with the Privacy Act 1988 (Cth).

## As a volunteer you need to:

- be reliable
- respect confidentiality
- carry out the tasks defined in the role description
- be accountable
- be committed to the organisation (*school*)
- undertake training as requested
- ask for support when you need it
- give notice before you leave
- value and support other team members
- carry out the work you have agreed to do responsibly and ethically
- notify the *school* as soon as possible of absences
- adhere to *the school's* policies and procedures.



These Rights and Responsibilities were sourced from Volunteering QLD.  
*Italics inserted by the YMCA*

# SAFETY IN THE BREAKFAST PROGRAM

## PERSONAL SAFETY

- If you are a volunteer please ensure you **sign in at the school office** before commencing work. Not only is this so the school is aware of who is on the school grounds and in case of any emergencies, but also so you are covered by the school's insurance.
- Please find and make yourself familiar with the **school's emergency evacuation plan**.
- Keep your valuables on you or lock them in a **secure location**.

## OPEN TO ALL TO REACH THE ONE

To avoid students being stigmatised, the YMCA's ethos is for breakfast to be available for everyone enrolled in the school **regardless of whether** they have eaten at home or not. Parents and school staff can also eat breakfast with students to help **role model** the importance of eating a healthy breakfast, this also helps to build a sense of community within the school.

## SETTING POSITIVE EXAMPLES

The breakfast program is not just about food. Students also **learn basic manners** and social skills. Please **encourage** students to say "**please**" and "**thank you**", but do not demand they do so or refuse to serve them if they don't. A breakfast worker's role is to be a friendly and **positive adult role model** to children.

**Demonstrate politeness** to the students by saying "please and thank you" to them and praising them when they remember their manners.

With time and **positive reinforcement** a child will soon learn (and want) to use their manners.



## ALLERGY ALERT!!

### Toddlers:

Should a toddler or child who is not enrolled in the school, front up for breakfast, **please check** with their parent or older sibling to ensure that they do not have a **food allergy** prior to serving. If the older sibling is unsure or if there is ever any doubt, ask the toddler or sibling to go and bring their parent with them.



### Peanut Butter:

The YMCA does not provide peanut butter, or any foods containing actual nuts\*, to primary schools due to the chance of an allergic reaction.

\*N.B. Most products will state on their packaging that the food 'may contain traces of nuts and seeds'. The YMCA is unable to provide products 100% free of nuts.

# CHILD SAFETY

- Those involved in the breakfast program have an **obligation to report to the school Principal, breakfast coordinator and to the YMCA Breakfast Program Manager any suspected or disclosed** incident of **child abuse** and/or harm (signs may include: unexplained injuries or injuries that do not match the explanation given, or sudden changes in behaviour). This includes suspected abuse/harm by a parent/carer, school staff, volunteer or other students. Child Protection is everyone's business.
- All disclosures **must be taken seriously** – Remain calm, encourage the child to go with you to share this with a trusted teacher. If they do not want to share it with anyone else but you, document what the child says **word for word and their name**, do not ask leading questions, promise to help but **never promise to keep it a secret**. Provide a copy of what you have documented and give it to the school principal.
- Any information on child abuse/harm must be **kept confidential** and should only be discussed with relevant parties involved such as the School Principal, Breakfast Coordinator, and person you reported it to.
- **Do not take any photos** of school students or engage with students in social media (i.e. Facebook), or via phone or email without written parental consent.
- Never allow yourself to **be alone with a student** in an enclosed area at any time.
- Always **use the staff or visitors toilets** and not student toilets
- **Do not** engage in rough physical games, cuddle, kiss, and hug or touch students in an inappropriate and/or culturally insensitive manner.
- **Do not** make negative, violent or sexually suggestive comments to a student, even as a joke
- **Do not** undertake a task of a **personal nature** that a child can do for themselves, for example changing clothes, grooming, feeding, and toileting.
- **Do not initiate or encourage meeting children** outside of the school or transport a child in your car (unless you have an existing relationship with their parents and the parents' permission).
- **Do not discipline children** by the use of **emotional abuse**, favouritism, physical abuse, and verbal abuse, reference to cultural/ethnic differences, swearing or withdrawal of care (**which includes withholding food from a hungry child**).
- Parents with children enrolled in the school do not require a **Working with Children Blue Card**, all other volunteers over the age of 18, **by law are required to hold a current Blue Card** before they can commence volunteer work with children.



## Student Helpers:

It is a great opportunity for students to learn invaluable life and work skills when they help with breakfast club. It also provides them with a sense of responsibility and belonging. It is very important, however, that students **wash their hands** thoroughly with soap and water and dry their hands. This is to reduce the chance of them spreading a stomach bug or other viruses around the school.

Primary school aged students **are not to use the toasters** as they may electrocute or burn themselves.

**Also make sure you are not alone with a child** where you cannot be seen or observed by another adult.



- **Trip Hazards:** Never run **extension leads across walkways** or where people are working or standing, ensure they are secured with tape. Do not leave items (bags, boxes etc.) on the floor where anyone can trip or fall over them.
- **Clean up spills** immediately, isolate the spill and report if you are unable to clean it up.
- **Never clean or insert objects** (other than food) into a **toaster** whilst it is connected/plugged in.
- Please use the **cancel button** on the toasters and do not force the lever up, repeated forcing breaks the lever.
- If a student's behaviour becomes **disruptive**, stay calm, give positive, clear directions, and avoid shouting or arguing (if the problem escalates, find a school staff member to assist). **Never intervene in a fight**, grab or physically restrain a student.
- **Work in a safe manner** at all times, ensuring a safe work environment for all. If you notice someone working unsafely please let them know **discretely and politely** and then report it to the Breakfast Coordinator or whoever you are required to report to.
- **Report** all safety (hazards, near miss incident) or injury concerns to the school office and comply with the school's procedures, paper work etc.
- The YMCA strongly recommends that volunteers wear **fully enclosed shoes** to protect their feet from heavy items such as canned fruit or toasters etc. which can be dropped and cause injury.
- Students are not to be in the serving area unless they are helping. Age and height restrictions apply to children helping, as an **adult may fall onto/over them**.
- **Do not** allow Primary students to **use or touch the toasters** during operation, in-case of burns or electric shock.
- No Illegal Drugs or Alcohol permitted on the premises of schools (if you need to bring prescription drugs with you they are to be **locked away out of reach from students**).
- **Do not administer medication**/drugs to someone else's child (including headache tablets).
- You are not permitted to volunteer if you are **affected by drugs or alcohol** (including prescription drugs that may cause drowsiness or affect your judgement).
- **Do not carry tables or heavy items.** Tables are to be carried by two persons and items to be removed from heavy boxes to reduce the weight.  
**Please read the 'Guide to Safer Lifting' page 8.**
- Please **report any safety issues** to the school and to the YMCA Breakfast Program Manager.
- **Report any accidents/injuries/near** misses to the school office. Seek qualified medical attention if required. Complete a school incident report, follow the school's procedures.

# GUIDE TO SAFER LIFTING

## 1. Plan the lift.

- Where is the load going? Is the path clear? Does the item need to be moved?
- Where possible use mechanical assistance e.g. a trolley
- Size up the load (weight, size, shape) and consider your physical ability. There is a difference between what people can lift and what they can safely lift. Will help be needed with the load?
- Can you modify the load to make it safer to move?
- How will you hold or carry the load?
- For a long lift, consider resting the load midway on a table or bench to change grip.



Adopt a stable position with feet apart and one leg slightly forward to maintain balance

## 2. Adopt a stable position.

- The feet should be apart with one leg slightly forward in the direction of travel, the other behind the load.
- Avoid tight clothing or unsuitable footwear, which may make this difficult.

## 3. Get down to the load.

- Bend hips and knees to get down to the load.

## 4. Get a good hold.

- Use the whole hand rather than just the fingers.
- Where possible the load should be hugged as close as possible to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Use gloves if hand protection is needed.



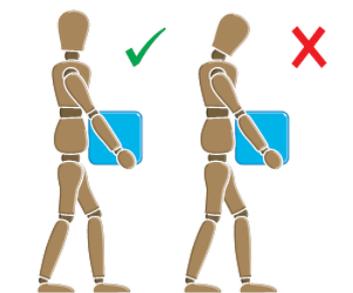
Start in a good posture

## 5. Lift smoothly using the legs.

- Tighten stomach muscles
- Lift the load using leg muscles
- Ensure the load comes up with the legs, don't straighten the legs then raise the load.
- Don't snatch or jerk the load up, as this can make it harder to keep control and can increase the risk of injury.

## 6. Keep the load close and your head up.

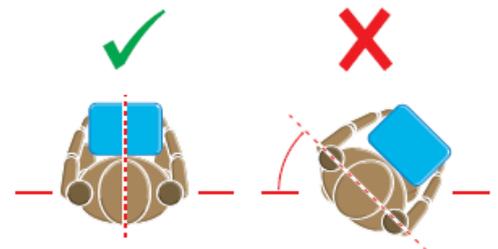
- Allow the load to rest in fully extended arms
- Keep the load close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Look ahead where you are going not down at the load, once it has been held securely.



Keep the head up when handling

## 7. Avoid twisting the back or leaning sideways.

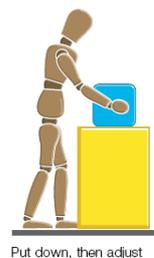
- Shoulders should be kept level and facing in the same direction as the hips.
- Turning by moving the feet rather than twisting the back.
- Push (e.g. trolleys) using your body weight to assist rather than pulling.



Avoid twisting the back or leaning sideways, especially while the back is bent

## 8. Put down, then adjust.

- Setting the load down is just as important as picking it up.
- Using leg muscles, lower the load by bending your knees.
- Ensure you leave enough room for fingers and toes.
- When the load is secure, release your grip.
- If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Put down, then adjust



**Primary School Students are not to use the Toasters**

**No Eating where food is being Prepared or Served**



## YMCA'S GUIDE TO SAFER FOOD HANDLING

- **DO NOT** attend the school or work within the breakfast program if you are **feeling unwell** and/or suffering from any **cold or flu-like symptoms or anything else that may be contagious**. Please contact the Breakfast Coordinator or School, with as much notice as possible.
- If you have **long hair please tie** it back whilst working in the program.
- **Wash hands thoroughly** with soap and water and dry hands well (with clean paper towel or a hand dryer). Particular attention should be given to **cleaning under fingernails and rings**. Wear clean disposable gloves (if available) or use **hand sanitiser regularly** during food set up, preparation and serving.
- **Replace gloves / wash or sanitise hands** immediately **after touching any object other the food and utensils**, such as: rubbish bins, your nose/face, after blowing your nose, sneezing/coughing, using your phone, eating or going to the bathroom etc.
- **If you need to sneeze or cough, cover your mouth and nose, wash your hands and replace gloves immediately.**
- **Clean clothing and where available clean aprons** should be worn by all persons preparing or serving food. If the YMCA or School has provided you with aprons, please ensure you take them home and wash them after each use/day.
- **Students** who help with serving (or who have permission from the school to prepare their own food) **should also observe** these hygiene standards, it is very important that they wash their hands or use sanitiser before touching any food or utensils.
- **DO NOT** allow students (or any persons requesting food) to help **themselves to the food** (unless your school encourages students to prepare their own food, see dot point above). **Food is to be handed out (served)** only by program helpers/volunteers who follow the instructions listed above.
- **Discard** any food that is **dropped on the ground** by anyone (including students).



## SETTING UP AND SERVING

- **Clean all** tables and/or work surfaces **prior to set up**, as you do not know what the surfaces were used for previously. Use either hot soapy water or sanitiser spray\* (if provided by the school).  
\*Follow directions on any cleaning products.

- **Food is not to be consumed whilst serving or during preparation.** Students, volunteers and staff serving are to remove their gloves and move to another location if they wish to eat.

### **Perishable Foods:**

- **Check** that the **fridge is still operating** and foods are still cold prior to using.
- Always use milk, margarine and bread with the **shortest date first**.
- Check **expiry dates** and visually check the **milk before serving** to make sure it has not turned sour. Do not use **milk past its expiry** (or best before) **date** even if it seems to be ok, dump it. Children are much **more susceptible to food poisoning** than adults.
- If you find an opened long life milk in the fridge and **you are not sure** when it was opened, throw it away. **Do not** place opened long life milk in the fridge, use it up or throw it away.
- **Do not return** fresh milk to the fridge that has been sitting out on the table during breakfast club (it has already been in and out of the fridge during collection and deliveries). Please **use it all up** that morning or throw it away.

### **Bread:**

- Use bread **in the fridge** before taking more from the freezer. Please note the 'best before date' date may not be correct if the bread has been frozen (do not re-freeze).
- **Always check** the bread to ensure it has not gone mouldy.

### **Toasters:**

- Set up tables and toaster/s (please ensure **extension leads do 'not' run across the ground** where anyone walks or stands. Rearrange the serving or preparation area set up if needed, to avoid the risk of tripping on leads. Speak to school leadership or the YMCA if you require assistance with this.
- Use a separate knife for each individual spread. **Do not cross contaminate**.
- Spread toast on food trays or mats, not directly on the bench or table. **Do not cut** toast on the serving trays as it will permanently damage them (please use chopping boards/matts instead).



# CLEANING UP

**Wipe Down:** equipment, food containers and jars to avoid the fridge and cupboard becoming soiled with food and encourage insects and vermin.

## **Cleaning and Sanitising:**

1. **Scrap** food scraps into the bin, remove margarine on utensils using paper towel or a napkin.
2. **Wash all dishes**, serving trays and utensils etc. in **hot water** (using dishwashing liquid).
3. **Sanitise** with food grade sanitiser (if provided by your school):  
Either spray all dishes, trays, utensils with sanitiser or;  
Leave all dishes, trays, utensils to soak in properly diluted sanitiser (as per instructions on the bottle) for at least 30 seconds.
4. **Allow to air dry** in a clean and sanitised environment that is free from pests. If air drying is not possible, fresh clean tea towels must be used each day or clean paper towel. **Please ensure all dishes and utensils are completely dry before putting away to prevent the risk of food poisoning.** Please be careful to not re-soil clean trays by placing dirty objects on them (such as extension leads).

## **REUSEABLE CUPS AND BOWLS:**

If you are using reusable plastic bowls and cups, you may like to have students help wash up. This is a great life skill for students to learn, it also teaches them responsibility. The **YMCA strongly recommends** only a few students at a time be rostered on for washing up and that they wash their hands and under their nails prior to commencing. This is to **prevent the water becoming soiled with lots of dirty hands.**

Use three wash bowls if possible, so students can: rinse, wash and re-rinse dishes. If students are going to dry dishes by hand, please ensure they have **clean hands and use freshly washed tea towels or disposable paper towel.** **WARNING** always check cups and bowls afterwards to **ensure they are fully clean**, especially where the cup touches children's mouths. Discard any that have bite marks, cracks or splits. Also check they are **thoroughly dry prior** to packing away, as food and/or moisture trapped within them could **cause food poisoning!**

## **Electrical Equipment:**

**Switch off electrical** equipment at the wall before unplugging or cleaning. Carefully remove toaster tray (**CAUTION TOASTER MAY STILL BE HOT**). Empty toaster of crumbs and clean

## **Cleaning Products:**

Cleaning Products **must be stored below or away from food** to prevent contamination, and kept out of reach of children. **Please thoroughly wash out and rinse used cleaning cloths and store in the refrigerator or freezer.** This keeps them fresh and clean ready for use.

### **Disclaimer:**

Procedures and instructions in this 'Breakfast Program Induction Handbook' are **a guide only**. All Breakfast volunteers /workers are **to follow the policies**, procedures, instructions and training provided by **the school** at all times.



## STORAGE AND EXPIRY DATES

### Cereals:

- Cereals and spreads are ok to use past their '**Best before**' dates, please check that they are still fresh prior to using. Check cereal for pest infestation and ensure cereal is well sealed prior to returning to the cupboard.
- Please encourage students to reuse 'their' bowl if they want a second serve of cereal. Plastic re-usable coloured bowls are to be thoroughly washed in hot soapy water prior to re-use by another student or packed away (some schools use disposable bowls, do not wash and re-use disposable bowls for other students or another day).

### Honey:

- Store honey in a sealed container (to keep ants away). Do not store it in the fridge as it will go hard and becomes difficult to use.

### Food Storage:

- Once food is opened it needs to be stored either in an airtight container or with a plastic clip/sealer designed to seal the bag to prevent food from going stale or becoming contaminated by insects.

### Food from Home and Home Cooking:

- Please check with the school and your breakfast coordinator prior to bringing in any food prepared from home.
- Please also check with the school prior to bringing in any foods not usually used during the breakfast program.
- Due to the risk of allergic reactions, please do not bring to the school any products that contain nuts.



Keep food sealed  
to prevent pest  
infestation and to  
keep it fresh



### Finish Time:

- Stop serving cereal **five minutes before the bell** is due to ring. This will ensure that students are able to finish in time before commencing class.
- If a child arrives late and has not already accessed breakfast, you can give him or her a piece of bread or a drink of milk (if you have enough).
- Always make sure there is **enough milk for the following breakfast club** day/s until the next delivery arrives, if you do not know what day that is please ask your breakfast coordinator or contact the YMCA.

# Food Ordering- MAINTENANCE OF FOOD LEVELS

## FOOD WASTAGE

To prevent food going out of date and being wasted, please only order enough food supplies to last you until your next delivery.



### Important information about Food Orders:

- **On a regular basis** (weekly/fortnightly etc.) the breakfast coordinator or designated volunteer will need to order food supplies to last until the next delivery.
- Orders are to be placed **no later than 12 noon**, the day before delivery to your school is due). Please refer to the order calendar provided by the YMCA.
- **Please check what you have in stock** before placing your order, and **only order enough food supplies** to last you until the **next delivery**. This will not only avoid food wastage, but also wasting the delivery driver's time.
- **Excess/stockpiles** of food may be removed from schools (or the YMCA may refrain from delivering what you have ordered) and give these supplies to other schools to avoid waste. If you have a large amount of food for a special reason, or that has been donated by someone other than the YMCA, **please let the YMCA know**.
- **There are no guarantees** that all foods on the online order form will be available at the time your order is packed and despatched.
- **Food levels:** if you are not the person submitting the food orders, but have concerns about your schools food levels, please first speak to the person who does the ordering. If you still have concerns please feel free to contact the YMCA directly.
- **See food calculator** grid on next page **to assist you with ordering** correct food quantities.
- If you **need further assistance with ordering**, please contact the YMCA logistics coordinator on: (07) **3440 4308** or **0436 925 188** or email [breakfast.admin@ymcabrisbane.org](mailto:breakfast.admin@ymcabrisbane.org)

### ONLINE FOOD ORDERING:

The YMCA provides an **Online Order Form** which can be used on a mobile device or computer. The person/s responsible for placing the orders within your school will be provided with the link to this online form.

#### **Order Not Required:**

If your school does not require an order, please use the **online order form** and select '**we do not require an order**' or email [breakfast.admin@ymcabrisbane.org](mailto:breakfast.admin@ymcabrisbane.org) (make sure you include the name of your school) or contact the YMCA on 3440 4308 or 0436 925 188 to notify the Food Logistics Coordinator.

#### **Discarded Food:**

**Please notify the YMCA food logistics coordinator via email, phone or place a note on your next order sheet, if you throw out any food.** YMCA records how much food is given to each school to calculate how many breakfast meals the YMCA has provided. Notifying us of discarded food will assist with keeping YMCA records accurate. This information is vital for YMCA reporting requirements to key stakeholders, donors and sponsors.

# BREAKFAST FOODS AND NUTRITION



## Keep it Healthy

- The aim of breakfast program is to enhance learning and prepare the student for the classroom. Too many products high in sugar can reverse the positive effects of the breakfast program by causing hyperactivity and undesirable behaviours.
- To make sure the breakfast is as healthy and helpful as possible, and to ensure compliance with Smart Choices – Healthy Food and Drink Supply Strategy, please use very sparingly foods which are high in sugar, salt and unhealthy fat.

## Spreads:

- Please spread margarine (high in fat), and Vegemite (high in salt) sparingly to ensure a healthy low fat, low salt breakfast (vegemite is also very concentrated and strong in taste).
- Apply all spreads lightly – **you should still be able to see the toast through the spread**. It is important however to take the spreads to the edge of the toast, as students will dump the areas of toast not covered and this creates waste.

## Fresh Fruit:

- The YMCA will do all that it can to provide fresh fruit to your school (when available via donations). Please ensure fruit is washed thoroughly and handed out during breakfast (or later in the day if it needs to be used up).
- Schools may use the fruit for their brain food program or to hand out to students who come without lunch.

## Juice and Canned Fruit:

- To keep the breakfast menu as healthy as possible, the YMCA does not recommend serving fruit juice.
- Please also discard the juice from canned fruit as the juice is high in fructose sugar and contributes towards tooth decay because of its high acidity level.



## Sugar:

To comply with the Smart Choices, **no sugar is to be** served during breakfast club. The YMCA occasionally receives donations of **Honey**, if available it is to be used sparingly (by an adult, not a student) and on Weetbix/Vita Brits only.





# YMCA SCHOOLS' BREAKFAST PROGRAM MENU

The YMCA Schools' Breakfast Program Menu (listed below) has been assessed by Nutrition Australia QLD (NAQ) to ensure it is in line with the intent of the Smart Choices guidelines. Adhering to the limits below will ensure our compliance.

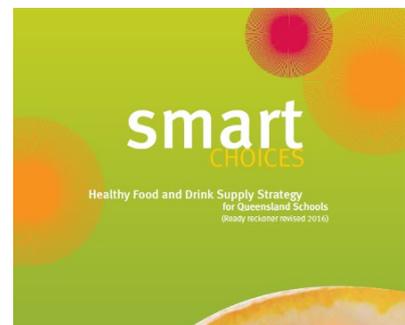
- **Wholemeal Toast / Raisin Toast:** 2 slices per primary school student / 4 per high school student
  - **Wholemeal Crumpets:** 1 per student
  - **Margarine\*/Butter:** (\*high in bad fats) spread sparingly^
  - **Strawberry Jam\*:** (\*high in sugar) spread sparingly^
  - **Vegemite\*:** Spread very sparingly (\*high in salt, very strong taste)^
- ^N.B. You should still be able to see the bread through the spreads**
- **Honey:** (when available) Please only use on VitaBrit/Weetbix- use sparingly and do not allow students to self-serve
  - **Bananas and Fresh Fruit:** (when available) 1 piece per student
  - **VitaBrit/Weetbix:** 2 pieces per serving, maximum of 2 bowls of cereal per student per day.
  - **Other Approved Cereals** (when available) i.e. Corn Flakes, Bran Flakes (with Sultanas) & Fibre plus. Serving size as per recommended on packaging. **Max of 2 bowls of cereal per student per day.**
  - **Fresh 2lt Milk:** to be used primarily for Cereal (milk drinks should only be served if you have milk left over i.e. 5 mins before the bell or your school uses non or very little cereal). (Do not return Milk to the fridge once removed for more than 10 mins, give away or dispose)
  - **Long Life 1lt Milk:** to be used for Cereal only (left over milk can be served as drinks 5 mins before the bell). (Do not keep after opening, give away or dispose)



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**The Smart Choices – The Healthy Food and Drink Supply Strategy for Queensland Schools:** Assists with making selections on foods to be supplied in schools. Foods have been classified into three categories according to their nutritional value: **Green, Amber and Red.**

- **GREEN 'Have plenty'**  
Encourage and promote these foods in the school.
- **AMBER 'Select carefully'**  
Do not let these foods dominate choices, use sparingly.
- **RED 'Occasional'** these foods are not provided by the YMCA



## HOW TO BE AN EFFECTIVE TEAM MEMBER

**THE VALUE OF VOLUNTEERS:** The dedication and commitment of breakfast volunteers, who give of their time and brave the cold and heat to serve students each morning, is to be **highly commended!** Volunteers are not only essential to providing school students with a nutritious breakfast, but they also play a **key role** in being a positive adult role model in a child's life. Some students start their day feeling sad or negative, or may not have had anyone to talk to since getting out of bed. All of this can **negatively impact** a student's day of learning. Volunteers have a **tremendous opportunity** to turn a student's day and attitude to learning around for the **positive**, just simply by greeting them with a warm courteous smile, offering them a listening ear and a healthy breakfast.

### WORKING TOGETHER – RESPECTING ALL

When working as part of a team there can be differences around about how things should be run. It is normal for people to **interpret instructions differently**. Everyone wants to do their part in making sure the breakfast program runs at its best. We all have **different backgrounds** and see things differently. No one may necessarily be wrong, **both ways** of seeing or doing things may be right. The breakfast program needs to be a **fun environment where all adults (and students)** feel welcome, respected, valued and appreciated.

- **Allow for Differences.** When you see someone doing something differently from how you think it should be done, or how it is 'usually' done, please **ask yourself first**; 'is it really that important, **what is more important** doing things a certain way or the overall wellbeing of my fellow team members and the team environment.

- **Showing Respect.** Never confront a volunteer, staff member or student in front of other volunteers, staff or students. Please take them aside to discuss the matter. If it is something **urgent** like using 'out of date' milk or someone working unsafely for example, then you will need to tell them immediately. However, in both instances please always handle the matter in a **gentle, discrete and respectful** manner.

If you are not comfortable with the team dynamics of your rostered morning and/or school, please discuss it with your breakfast coordinator, who may be able to resolve the issue or roster you on another morning. If this does not resolve the matter please feel free to contact the YMCA directly, as they may be able to refer you to an alternative school.

**We want everyone involved to have a fun and rewarding experience.**

### PUNCTUALITY

Please contact the key contact (Breakfast Coordinator within your school, or the school office) and let them know if you are unable to attend your regular shift (with **as much notice as possible**), or if you are running late. Thank you

## APPENDIX ONE

No of Breakfast Days Between Deliveries	BREAD/MARGARINE/JAM ORDERING GRID CALCULATOR/RATIOS																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						
1	1 1 1	2 1 1	3 1 1	4 1 1	5 1 1	6 1 1	7 1 2	8 2 2	9 2 2	10 2 2	11 2 2	12 2 2	13 2 3	14 2 3	15 3 3						
2	2 1 1	4 1 1	6 1 1	8 2 2	10 2 2	12 2 2	14 2 3	16 3 3	18 3 3	20 3 4	22 4 4	24 4 4	26 4 5	28 4 5	30 5 5						
3	3 1 1	6 1 1	9 2 2	12 2 2	15 3 3	18 3 3	21 3 4	24 4 4	27 4 5	30 5 5	33 5 6	36 6 6	39 6 7	42 6 7	45 7 8						
4	4 1 1	8 2 2	12 2 2	16 3 3	20 3 4	24 4 4	28 4 5	32 5 6	36 6 6	40 6 7	44 7 8	48 7 8	52 8 9	56 8 10	60 9 10						
5	5 1 1	10 2 2	15 3 3	20 3 4	25 4 5	30 5 5	35 5 6	40 6 7	45 7 8	50 8 9	55 8 10	60 9 10	65 10 11	70 10 12	75 11 13						
6	6 1 1	12 2 2	18 3 3	24 4 4	30 5 5	36 6 6	42 6 7	48 7 8	54 8 9	60 9 10	66 10 11	72 11 12	78 12 13	84 12 14	90 13 15						
7	7 1 2	14 2 3	21 3 4	28 4 5	35 5 6	42 6 7	49 7 9	56 8 10	63 9 11	70 10 12	77 11 13	84 12 14	91 13 16	98 14 17	105 15 18						
8	8 2 2	16 3 3	24 4 4	32 5 6	40 6 7	48 7 8	56 8 10	64 10 11	72 11 12	80 12 14	88 13 15	96 14 16	104 15 18	112 16 19	120 18 20						
9	9 2 2	18 3 3	27 4 5	36 6 6	45 7 8	54 8 9	63 9 11	72 11 12	81 12 14	90 13 15	99 15 17	108 16 18	117 17 20	126 18 21	135 20 23						
10	10 2 2	20 3 4	30 5 5	40 6 7	50 8 9	60 9 10	70 10 12	80 12 14	90 13 15	100 15 17	110 16 19	120 18 20	130 19 22	140 20 24	150 22 25						
11	11 2 2	22 4 4	33 5 6	44 7 8	55 8 10	66 10 11	77 11 13	88 13 15	99 15 17	110 16 19	121 18 21	132 19 22	143 21 24	154 22 26	165 24 28						
12	12 2 2	24 4 4	36 6 6	48 7 8	60 9 10	72 11 12	84 12 14	96 14 16	108 16 18	120 18 20	132 19 22	144 21 24	156 22 26	168 24 28	NA						
13	13 2 3	26 4 5	39 6 7	52 8 9	65 10 11	78 12 13	91 13 16	104 15 18	117 17 20	130 19 22	143 21 24	156 22 26	169 25 29	NA	NA						
14	14 2 3	28 4 5	42 6 7	56 8 10	70 10 12	84 12 14	98 14 17	112 16 19	126 18 21	140 20 24	154 22 26	168 24 28	NA	NA	NA						
15	15 3 3	30 5 5	45 7 8	60 9 10	75 11 13	90 13 15	105 15 18	120 18 20	135 20 23	150 22 25	165 24 28	NA	NA	NA	NA						
16	16 3 3	32 5 6	48 7 8	64 10 11	80 12 14	96 14 16	112 16 19	128 19 22	144 21 24	160 23 27	176 26 30	NA	NA	NA	NA						
17	17 3 3	34 5 6	51 8 9	68 10 12	85 13 15	102 15 17	119 17 20	136 20 23	153 22 26	170 25 29	NA	NA	NA	NA	NA						
18	18 3 3	36 6 6	54 8 9	72 11 12	90 13 15	108 16 18	126 18 21	144 21 24	162 24 27	NA	NA	NA	NA	NA	NA						
19	19 3 3	38 6 7	57 9 10	76 11 13	95 14 16	114 17 19	133 19 23	152 22 26	171 25 29	NA	NA	NA	NA	NA	NA						
20	20 3 4	40 6 7	60 9 10	80 12 14	100 15 17	120 18 20	140 20 24	160 23 27	NA												
21	21 3 4	42 6 7	63 9 11	84 12 14	105 15 18	126 18 21	147 21 25	168 24 28	NA												

## FOOD ORDERING CALCULATOR GRID/TABLE:

This calculator table will enable you to work out how much bread, margarine and jam you will need to order for the breakfast program within the school.

### Step by Step Instructions on how to calculate bread and spread quantities needed using the table.

**Step 1.** What is the **average number of loaves** of bread used **per day** of breakfast club?

**Step 2.** How many days do you run Breakfast Club between deliveries?

(i.e. if the school runs breakfast 3 days a week and receives a delivery every fortnight, that will be 6 days in total).

Please use the ‘**Order/Delivery Calendar**’ provided by the YMCA to work when your next order and delivery is due (if you do not have a calendar for the year please contact the YMCA, contact details are on the next page).

**Step 3.** Using **the table** (on the LHS) with your average number of loaves per day and total no of days of breakfast club between deliveries, **look up** how many loaves of bread (and spreads) your school **will need for your next delivery?**

**Step 4.** If you still have surplus bread and spreads from the last delivery that **will not** be used prior to your next deliver, **please subtract** them from the quantities needed.

**Step 5.** The final quantities you have after steps 3 and 4 is how much bread, margarine and jam you will need to order for your next delivery.

**Please print off a copy of the Totalling Tool** on the next page (Appendix 2) to assist you in your calculations.

**If you need assistance with using these instructions,** please contact the YMCA (contact details on the next page, Appendix 2).

## APPENDIX TWO

### Food Totalling/Ordering Tool

<b>DAYS OF BREAKFAST BETWEEN DELIVERIES*</b>																				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
<b>DATE ORDERED:</b>										<b>REQUIRED</b>					<b>STOCK ON HAND</b> (subtract from required)			<b>ORDER</b>		
<b>DATE OF DELIVERY:</b>																				
<b>WHOLEMEAL BREAD</b>																				
<b>RAISIN BREAD</b>																				
<b>MARGARINE</b> 1 x 500gms to every 7 loaves																				
<b>JAM</b> 1 x 500gms to every 6 loaves																				

## YMCA CONTACT DETAILS:

**Enquiries about Food Ordering0:**

**PH:** (07) 3440 4308

**Email:** [breakfast.admin@ymcabrisbane.org](mailto:breakfast.admin@ymcabrisbane.org)

**Enquiries about volunteering and other matters related to this handbook:**

**PH:** (07) 3440 4307

**Email:** [breakfast@ymcabrisbane.org](mailto:breakfast@ymcabrisbane.org)