



# Canteen Policy 2020

## PURPOSE

The school's canteen reflects the value the school puts on healthy eating practices to students and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, educational and socio-cultural role within the school.

For students who use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition. Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

The aims of the canteen are:

1. To provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.
2. To promote and encourage healthy food choices.
3. To function as an efficient business enterprise.
4. To encourage courtesy and consideration among all personnel using the canteen facilities.

## SCOPE

This policy applies to the day-to-day operation of the Hopetoun P-12 College canteen and any associated activities involving the supply and service of food under the auspices of our school canteen.

## POLICY

- The School Council's Canteen Sub-Committee oversees and manages the implementation of this policy and the operation of the school canteen.
- The Canteen Sub-Committee will comprise the school bursar, the canteen manager, the principal and two members of school council.
- The school canteen will adhere to the relevant Government policies and guidelines and the current regulations and requirements of the Yarriambiack Shire Council.
- The canteen will be run by a paid canteen manager who manages the day-to-day operations.
- The intent is for the canteen to operate at a profit while providing a service for our school community.

## IMPLEMENTATION

### Canteen Management

- The canteen manager is employed by the school council under the Education Support employment guidelines.
- The canteen manager will receive the entitlements associated with the ES Agreement.
- The canteen manager is ultimately responsible to the school principal and will work under the day-to-day direction of the school bursar.
- The canteen manager will be given an annual performance review by a person nominated by the school principal.

### **Days of Opening**

- The canteen will offer a lunch service five days per week and provide snacks at recess five days per week.
- The opening times and days may be varied if there are insufficient students on campus to make the canteen operation viable (e.g. end of the school year).

### **Canteen Menu**

- The canteen will provide foods consistent with the current dietary guidelines for students and will abide by the various legislative and local government guidelines for the operation of a food service.
- The canteen will promote healthy choices using the 'Traffic Light System' which is detailed in the *Healthy Canteen Kit*. Green = everyday food; amber = select carefully food; red = occasionally food.
- Links will be made to classroom and other school activities to complement and reinforce healthy eating messages.
- A range of foods that take into consideration Australia's multicultural society will be offered.
- 'White-board Specials' will be provided from time-to-time.
- Whenever 'specials' are made available, students and staff with special dietary requirements or food allergies should be made aware of possible concerns with ingredients.
- The menu will also consider offering a special for students and staff who may have special dietary requirements and/or food allergies.
- The canteen menu will vary seasonally with Terms 1 and 4 having summer themes and Terms 2 and 3 will have winter themes.
- The canteen manager will make suggestions to the Canteen Sub-Committee of changes to the menu at least mid-way through the previous term before changes are due to be made.
- Menu prices and price increases must be ratified by School Council.
- There will be special days and theme days at the discretion of the canteen manager after approval from the Business Manager. The theme days will be consistent with the healthy eating guidelines.
- Daily specials may also be provided.

### **Pricing and income**

- While it is important for the canteen to be managed as an efficient business, it must be recognised that the main purpose of the canteen is to provide a healthy food service to the school community.
- The pricing of items will be informed by the recommended retail price of items (e.g. drinks) or, where there is no recommended price, a reasonable mark-up will be set for each item.
- Where appropriate, excess income from the canteen should be invested into further improving the school and the canteen's capacity to provide healthy foods.

### **Cash Collection and Daily Takings**

- The Canteen will be provided with a float at the start of the school year which is to be maintained daily and then banked at the end of the school year.
- Daily takings to be counted at the end of lunch with two people to count and sign.
- Register of daily takings to be maintained in the canteen.
- All takings and float to be held in school safe.

### **Food Safety Requirements**

- The canteen manager must comply with the current food safety and hygiene regulations.
- The Food Safety Program for Class 2 Retail and Food Service Businesses provides the guidelines for management. Records will be maintained, including daily food checks, daily refrigerator temperature checks and goods received.

- The canteen manager must have at least Level I Food Safety Supervisor Certificate.
- The canteen will be inspected and certified by the Shire Health Officer annually.

### **Occupational Health and Safety**

- Comply with the current Occupational Health and Safety (OH&S) regulations.
- All canteen staff and volunteers will be made aware of evacuation procedures in the case of fire or other emergency.
- All canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure that only canteen workers enter the canteen kitchen premises during normal canteen operating hours.

### **Volunteer Workers**

- The canteen will make use of volunteer help wherever possible. Volunteers must have a current Working With Children Check.
- Volunteers will be provided with appropriate food safety and hygiene and OH&S training.

### **Stock Management**

- A stocktake will be conducted by the canteen manager at the end of each school year.

### **Canteen Equipment**

- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The canteen committee shall report any structural defects within the canteen to the principal.
- Any defects or non-compliance noted by the Shire Health Officer will be addressed immediately.

### **Gifts and concessions.**

- All, discounts, allowances, complimentary gifts, concessions and the proceeds thereof from any supplier of goods and services, made directly or indirectly to the canteen, shall remain the property of the canteen and shall be accurately recorded and accounted for in the annual stocktaking.

### **Communication:**

- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A copy of the canteen policy will be available on the school website for parents/carers to access.

### **FURTHER INFORMATION & RESOURCES**

State Government of Victoria, *Healthy Canteen Kit*; school canteens and other school food services policy, Melbourne, July 2012.

### **Review Period:**

This policy was last approved by School Council on 10/6/2020 and is scheduled for review in 2023.

## CONSULTATION

- Canteen Manager
- Business Manager
- Canteen Committee
- Policy Committee
- School Council