

Respect

Responsibility

Excellence

Persistence

CANTEEN

POLICY

Rationale:

- The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for parents wishing to purchase lunches and children wishing to purchase snacks at recess for their children. This presents an opportunity to raise funds for the school to maintain the sustainability of the Canteen as a business within the school.

Aims:

- To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.

Implementation:

- The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the [Healthy Canteen Kit – School Canteens and Other School Food Services Policy](#) found on this website:
- <http://www.education.vic.gov.au/school/principals/management/Pages/canteendown.aspx>
- If a roster of parent volunteers is required, it will be organised by the canteen coordinator who will ensure that volunteers fully understand Food Safety procedures.
- The canteen coordinator will ensure that all foods served at the canteen comply with the school council's approved healthy foods policy.
- School Council will be responsible for maintenance and replacement of equipment within the limit of the canteen budget.
- The canteen will be operated by volunteers. The support offered by this group is recognised as making a significant contribution to the overall welfare of students, school programs and the responsibilities of school council.
- The canteen is the responsibility of the school council. There will be a sub committee who will be responsible for the determining and monitoring the operational procedures and processes of the canteen. They will report monthly to the school council and make recommendations to council on the operations of the canteen.
- The management of the canteen will currently be delegated to a paid employee supported by a volunteer group. There will be an identified supervisor who is responsible for operations as detailed in the canteen operations manual.

- The Principal, as the executive officer of the school council, is empowered to make decisions about the canteen to ensure its smooth operation and functioning. Changes made by the Principal will be advised to the Canteen Sub committee and the school council.
- Financial accounting for the canteen will be conducted by the school bursar. This includes the receipting of monies collected and the payment of accounts. A statement of revenue and expenditure will be provided to the canteen sub committee and school council on a monthly basis. Canteen accounts and records are subject to annual audit.
- The canteen sub committee will be responsible for setting the food and price list and submitting these for school council approval. School Council will approve all price rises if warranted. All food items must be submitted to school council before being offered for sale.
- The canteen is expected to operate with a profit. Profits are included in the revenue of the school annual budget. The Canteen committee have the right to recommend items listed for expenditure as being purchased from canteen profits.
- The canteen sub committee will review its operation in September of each year. A written evaluation and annual plan will be included in the school budget processes.
- Extend After School Program and Breakfast Club are to liaise with the Canteen Manager as to the regards to activities that are run out of the Canteen.

Evaluation:

- * This policy will be reviewed as part of the school's three-year review cycle.

CANTEEN OPERATION AND MANAGEMENT

1. SCHOOL COUNCIL

The School Council is responsible for the operation and conduct of the school canteen. Its specific responsibilities are :

- To determine the canteen policy
- Establish the membership and terms of reference for the canteen sub committee
- Approve and oversee the financial management and general operation of the canteen
- Maintain the canteen building
- Ensure the canteen operates within the relevant Education and Health Regulations

2. THE CANTEEN SUB COMMITTEE

The Canteen sub-committee act on behalf of the School Council. It is selected after the Annual General Canteen meeting (usually held at the start of the year). It provides advice and recommendations for council's considerations and approval. The sub committee is comprised of :

1. 2 staff member (Principal and Office Manager)
2. 3 parents (Comprising of the Canteen (Food) Supervisor and at least one member being a representative on School Council)

School Council will nominate their representative. Parents will be asked to express an interest from a note in the newsletter. Parents expressing an interest will be selected by the school council executive.

The duties of the sub committee are :

- Recommend a qualified food supervisor to school council after the annual general meeting
- To assist the school council in the development and review of the canteen policy
- To actively promote the school canteen
- To produce a canteen menu and price list
- To report to the school council on a monthly basis
- Monitor the operation of the canteen and its facilities
- To develop and review canteen management practices and procedures, provide these in written form and have them approved by school council

3. THE CANTEEN MANAGEMENT AND OPERATION

A. Volunteer Workers

The Canteen sub-committee will call for volunteers to work in the canteen as required.

They have a responsibility to ensure that:

- Volunteers operate in a well co-ordinated and well informed and friendly environment
- Encourage the workers to have input into the procedures and budgets
- Must have a current working with children card
- Encourage brainstorming and planning

B. Hygiene

Hygiene standards must be maintained at all times. Workers must adhere to appropriate Dress-code that is set out to ensure hygiene standards are met.

- Workers must wash hands thoroughly.
- Long hair must be tied back and must be secured with a hair net or cap.
- Workers must not wear singlets or shirts with very short sleeves or shirts that expose the midriff.
- Workers must wear long pants that cover the legs entirely.
- Workers must wear covered-in shoes.
- Workers handling food must wear an apron and gloves and must cover or remove jewellery.
- Workers must maintain a level of personal hygiene at all times.

C. Safety and First Aid

The Canteen sub-committee, following the guidance of the school OHS representative, will inspect the canteen equipment on a regular basis. This must be no less than once per month. The canteen sub-committee will post visible safety procedure signage in canteen and:

- Retain a list of students, teachers and volunteers with allergies and intolerances to minimize risk of exposure to allergens.
- Retain a copy of the Food Safety Program.
- Ensure that workers are aware of the school's emergency evacuation procedures.
- Ensure that workers know how to use fire extinguishing equipment.
- Post a list of current First Aid Certificate holders.

- Post internal contact numbers for appropriate staff.
- Ensure that First Aid Kit is kept up to date and is easily accessible to workers.

D. Finance

- All transactions must be recorded in a canteen order book and orders following the order process and authorised by the Principal.
- A financial statement will be presented to council each month.
- Canteen cash is not to be left unattended.
- Event takings are to be recorded, counted and signed by two people then lodged with the Schools Business Manager.
- A stocktake will be completed at the end of each event and term.
- Canteen funds will be handled and managed by finance workers ONLY.
- Canteen will make 2 copies of all financial paperwork; one copy shall be retained in the canteen Finance Record Folder.

E. Daily operation of the Canteen

The canteen sub-committee will have a supervisor. This person is responsible for:

- Hygiene of the canteen and food preparation.
- Allocating tasks to team members.
- Ensuring all workers understand what is to be done and how it is to be done.
- Collecting money and taking it to the school office.
- Creating a healthy menu for students.
- Seeking sponsors and donors.
- Organising and holding committee meetings.
- Writing and maintaining the budget.

F. Stock

The Canteen will appoint a stock controller. The duties of this person will be:

- Ordering stock.
- Collect and supervise delivery of stock.
- Keep an up to date inventory of stock.
- Check quality
- Check expiry dates and remove expired stock.
- Rotate the stock
- Ensure stock is stored correctly.

G. Daily System

- 2 monitors from each class will collect lunch orders from canteen and deliver them to their classroom, junior classes may require assistance from canteen workers.
- Teachers will use the class tally sheet to distribute lunches to the students.
- Any mistakes will be corrected by referral to the canteen.
- A monitor from each class will return the empty tub and cooler bags Back to the canteen.

H. Cleaning the Canteen

- Each group that uses the canteen is to clean the canteen by following the cleaning schedule that is located in the canteen at all times.

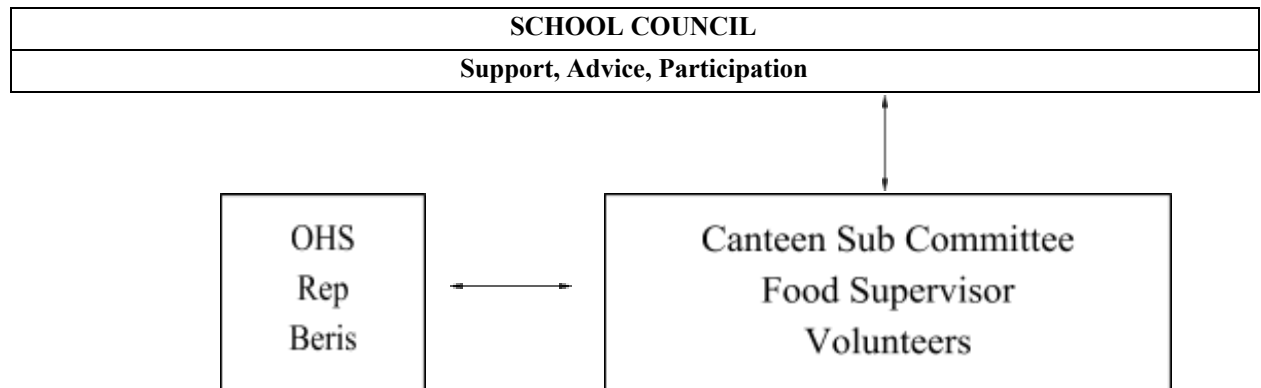
I. Children in the Canteen

- It is the preferred position of the school that children not be permitted in the canteen. In circumstances where children are allowed they have a specific role such as Breakfast Club helper lunch order monitors or participation in the Extend After School Care Program. These children are the responsibility of the Extend Co-ordinator. These students are of a mature school age.
- Parents bringing their children to canteen are responsible for their supervision.

Specific Roles, Duties and Responsibilities

| | Positions | Staff |
|---|-----------------------------------|-----------------------|
| | CANTEEN FOOD SUPERVISOR | Angela Stephenson |
| | CATEGORY 1 POSITIONS | |
| | FINANCE | Angela Stephenson |
| | FINANCE | Pauline Moody |
| | FINANCE | Jan Thompson |
| | STOCK CONTROLLER & Administration | Angela |
| | OHS Rep. | Beris Agnew |
| | Orders, Pickups and Deliveries | Angela Stephenson |
| 1 | Volunteer | Keiah Meddings-Cooper |
| 2 | Volunteer | Jodie Wise |
| 3 | Volunteer | Shannon Parr |
| 4 | Volunteer | Gabrielle Skeyhill |
| 5 | Volunteer | |

**Canadian Lead PS
Organisational and Responsibilities Diagram for Canteen**



Canteen (Food) Supervisor

Role:

This person is responsible for:

- Hygiene of the Canteen and food preparation. The Canteen Supervisor is not responsible for any other food preparation areas outside of the Canteen.
- Allocating tasks to volunteer team members.
- Collecting the money and taking to the office.
- Counting of Money with administration staff.
- Balancing orders, master sheet and recording

The Supervisor will implement the following daily procedures:

- Pick up the Canteen key from the office.
- Collate class orders.
- Organise the change.
- Purchase supplies – phone orders or supermarket visits
- Prepare the order.
- Prepare the food.
- Place lunches in bags and grade boxes.
- Class monitors collect at organised time.
- Canteen cleaned as directed by canteen rules.