

# **CANTEEN POLICY**

## **RATIONALE**

The School Canteen exists to provide students with a range of nourishing and affordable foods on school premises.

## **AIMS**

- To promote and reinforce healthy eating habits
- To provide an enjoyable and nutritious selection of food and drink at reasonable prices
- To help reduce health risk factors by encouraging the development of good eating habits consistent with the dietary needs of children and adolescents
- To set a practical example that reinforces nutrition education in the school
- To demonstrate high standards of hygiene in relation to the preparation, storage and serving of food
- To provide an opportunity for parent and community involvement in their children's education environment
- To provide a food service that is cost effective and financially self-sufficient
- To provide a financial contribution towards resources for all students in the school

## **IMPLEMENTATION**

### **Principal's Responsibilities:**

The Principal or his / her delegate is responsible for:

- Staffing the canteen, including employment of a co-ordinator and other staff as may be required.
- Ensuring compliance with food handling and hygiene practices and laws.
- Ensuring compliance with Occupational Health and Safety requirements.
- Decisions relating to the days and hours of operation.
- Decisions relating to foods to be provided and prices to be charged.
- Approving, implementing and overseeing canteen operating practices and procedures.
- Approving equipment purchase costs capital expenditure costs exceeding \$200.
- Encouraging parents to participate in everyday canteen life.
- Educating children on manners required when using canteen facilities.

### Co-Ordinator Responsibilities:

The canteen co-ordinator is responsible, under the direction of the Principal, for:

- Supervising the day to day running of the canteen
- Keeping proper accounting records in respect to the income and expenses of the canteen
- Collecting, counting, recording and banking of takings on a daily basis
- Developing, implementing and monitoring the canteen volunteer roster
- Ordering food and supplies and pricing saleable items
- Payment of accounts due to suppliers
- Ensuring compliance with food handling and hygiene practices and laws
- Ensuring compliance with Occupational Health and Safety requirements
- Presenting a financial report to each P & F General Meeting
- Liaising on a regular basis with the Finance and Administration Officer and the P & F to discuss canteen operations
- Developing, implementing, and ensuring compliance with, routines in areas such as:
  - Operating practices and procedures
  - Filling lunch orders
  - Opening times
  - Food storage, preparation and service
  - Maintenance and cleaning of the canteen
  - Catering jobs for school and staff function requirements

### P & F Responsibilities:

The St Philomena's Parents and Friends Association is responsible for providing support for the Principal and the canteen by:

- Consulting with the Principal or his/her delegate and the Co-ordinator on foods to be provided and prices to be charged
- Monitoring canteen operating practices and procedures and making recommendations to the Principal or his/her delegate for changes where appropriate
- Seeking and encouraging volunteers to assist in the canteen
- Monitoring and accepting profits from the canteen to be distributed to the school in accordance with the aims and practices of the P & F.
- Provide a member for the canteen committee

### Canteen Committee

The Canteen Committee will consist of the Principal, The School Finance Officer, the Canteen Co-ordinator and a representative of the P & F.

### **EVALUATION**

This policy is to be evaluated by the Principal and the Canteen Committee on an annual basis.

Last review Oct 07 Next review Oct 08 due Oct 09