

CANTEEN POLICY

Rationale:

- The school Canteen exists as a facility that meets all necessary Health Department standards in the provision of nutritious lunches and snacks to students and staff at a reasonable cost.

Aims:

- The School Council Canteen Sub-Committee co-ordinates the type of food for sale and determines the pricing of the same.
- The Canteen should make a profit, but is not seen as a fundraising activity.
- The foods sold are to reflect the school's philosophy on the importance of a healthy diet and good nutrition.

Implementation:

- The Canteen Manager is responsible for producing a parent roster system and oversees all aspects of purchasing and sale of stock.
- The Canteen will operate for three days each week, but is negotiable according to the number of volunteers forthcoming each year.
- The operation of the Canteen is the sole responsibility of School Council, however the day to day organisation is in the hands of the Canteen Manager and the rostered volunteers.
- The Canteen will be available to cater for special event/theme days.
- Allocation of necessary funds is required to allow for repairs to existing equipment or for purchase of new/replacement equipment.
- The Food Act 1984 required all premises that sell, prepared, store, handle, serve or supply any food for sale be registered as a food premises by the local Council. This includes the School Canteen.
- School currently employs a co-ordinator for 4 hours a week as an SSO1.
- The Canteen co-ordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the '*Food Safety Program for School Canteens*' and '*A Checklist for School Canteen Co-ordinators*' contained within the Guidelines for '*Personal Hygiene and Food Safety in Schools*' document must be complied with.
- If a roster of parent volunteers is required, it will be organised by the Canteen co-ordinator who will ensure that volunteers fully understand Food Safety procedures.
- The Canteen co-ordinator will ensure that all foods served at the Canteen comply with the School Council's approved healthy foods list.
- School Council will be responsible for maintenance and replacement of equipment.

Evaluation

- The Canteen policy will be evaluated at the end of each school year by the Canteen Committee.

- To effectively monitor Canteen trading, a half yearly and yearly stocktake and profit & loss statement will be prepared for School Council.