



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 for their children, and presents an opportunity to raise funds for the school.

Aims:

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

Management:

- To conduct all operations in a safe and hygienic environment in compliance with the Food Premises Code.
- To employ a manager to efficiently manage resources, including property, equipment, personnel and finance.
- To operate financially to cover all costs and expenses and to endeavour to provide some contribution to the school education purposes.
- The School Council will ratify yearly the financial operations of the School Canteen from a GST perspective.

Implementation:

- The *Food Act 1984* requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Council. This includes the school canteen.
- The Westbreen Primary School Council is responsible for the administration of the Canteen through its Canteen Manager.
- The Canteen Manager will make recommendations to and advise School Council on any matters relating to the Canteen operation.
- Two Stock takes (June and December) will be conducted yearly.
- The Canteen Manager will be responsible for all aspects of the canteen operation and be competent in Food Safety guidelines.
- The Canteen Manager 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 Coordinators*' contained within the Guidelines for '*Personal Hygiene and Food Safety in Schools*' document must be complied with. The Healthy Canteen Kit resources will also be referred to.

- The Canteen will affiliate with the Victorian School Canteen Association.
- If a roster of parent volunteers is required, it will be organised by the Canteen Manager who will ensure that volunteers fully understand Food Safety procedures.

DAILY PROCEDURES FOR THE CANTEEN MANAGER

Administrative:-

- Open Canteen at 9.00 am on Monday, Wednesday, Friday
- Check all orders for correct money. List any incorrect money in book provided and send a note home with child showing amount owed. If owed funds have not arrived pass on to the Business Manager who will send notification home.
- Enter orders into weekly order book
- Work out any orders on a daily basis
- Buy fresh produce when needed
- Count money and enter in Canteen cash book

Prepare food:-

- Remove quantity needed from freezer / refrigerator
- Prepare food
- Pack orders

Maintain Hygiene:

- Ensure Health regulations are observed (a) personal and (b) storage and handling
- Hands must be washed with hot water, anti-bacterial liquid and nail brush before handling food
- All persons dealing with the preparation of food and associated equipment items are to follow the correct food handling practises
- Wash dishes, equipment, floors and wipe benches
- Take home laundry daily

Other Duties

- Clean fridge and freezer as necessary
- Compile term rosters if necessary
- Pass on takings to the school office on day of operation
- The Canteen Manager will ensure that all foods served at the canteen comply with the School Council's approved healthy foods list.
- The Canteen Manager will be responsible for the purchase of foods consistent with the Canteen Policy objectives and will be responsible for the maintenance of a hygienic working environment.

- The School Council will regularly evaluate the operations of the Canteen and Profit and Loss statement for June and December will be presented at the relevant School Council Finance Meeting.
- Price changes will be passed on the students and notification will be placed in the school newsletter.
- School Council will be responsible for maintenance and replacement of equipment.
- The Canteen Manager will keep records of personnel, food resources, equipment and correspondence.

Review Cycle and Evaluation:

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

Ratified by School Council: October 2019

Next review: October 2022