

## **CANTEEN POLICY 2012**

### **AIMS**

- The school canteen will provide a service to the school community in a pleasant environment.
- There will be a varied selection of foods and drinks that are nutritious, attractively presented and represent value for money spent.
- The canteen will enhance knowledge and awareness of the selection of food to students and encourage the development of good eating habits.
- Principles of classroom nutrition will be reflected in canteen practices, thus linking the canteen with school curriculum. The school canteen is an integral part of the school and as such will illustrate and complement classroom programs.
- High standards of hygiene will be maintained in the canteen.
- Opportunity for parents to participate in the activities of the canteen is available through volunteer help and Parents and Citizens meetings.
- The canteen will comply with the Department of Education “Healthy Food and Drink Policy” and Traffic Light system for categorising food and drinks.
- The canteen aims to function as an efficient business by:
  - a. offering a regular, high quality service to the school community.
  - b. operating at a reasonable profit for the benefit of the school and, in turn, each child.

### **POLICY ON NUTRITION**

This is to be consistent with the Dietary Guidelines For Children and Adolescents In Australia. Star Choice registered products are to be used where possible. A wide range of food will be offered, taking into consideration Australia’s multicultural society.

### **MENU PLANNING**

- The canteen menu will reflect the canteen policy. The policy will be reviewed every two years at the start of the school year, by the canteen committee.

- The canteen committee will meet once a term to review the menu and decide on any changes to the menu. These meetings are to take place prior to Parent and Citizens meetings to allow feedback and involvement of the school community.
- The canteen committee will assess selling prices of food at their meeting, with consideration to the profit and loss statement presented by the treasurer. Allowances are to be made for wages, long service leave, sick leave, insurance and provision for maintenance of equipment.
- To encourage students to eat healthy foods, items such as rolls, sandwiches and fruit, they will be sold at a subsidised price. The price of less healthy foods, for example pastry items, will be increased to discourage sales.
- The menu will vary from summer to winter to suit seasons. There will be more hot foods such as soups and Milo during the cold months and fruit items available in summer.
- 'Healthy Meal Deals' which include a fruit and/or vegetable will be offered once a week. These will be advertised on a noticeboard in the canteen and in the daily notices.
- Reduced fat milk drinks or yoghurts will be promoted in meal deals.
- The canteen will have a special theme day once a term. For example, Healthy Bones, Heart Week, Fruit and Veg Week.

## **LINKING THE CANTEEN WITH THE CURRICULUM**

The canteen will provide students with practical learning experiences about making healthy food choices. This will be linked to classroom activities. Teachers are encouraged to promote the health message conveyed by the canteen. For example, canteen vouchers can be awarded for good work, competitions to name meal deals, designing posters with a positive health message and other advertising for special theme days.

Students interested in undertaking Structured Workplace Learning in the canteen will be encouraged.

Other ways to connect the canteen and the classroom are:

- Art. Students could design posters and menu.
- Computer studies. Internet sites, school newsletters.
- English . Skits, plays.
- Italian. Foods from different regions.
- Mathematics. Surveys.
- Home Economics. New food ideas can be trialled by students. Feedback regarding the popularity of the food can be given to the canteen manager to giving an indication of the likely success prior to inclusion on the menu.

Regular feedback through P & C meetings and newsletters will provide an opportunity for parent and community involvement.

## **FOOD HYGIENE**

The canteen will maintain high standards of food hygiene to ensure students receive high quality and safe food. This will be achieved by:

1. Following current Food Hygiene Regulations. Canteen staff, volunteers and any Structured Workplace Students will complete a Food Safe program. Records to be kept by canteen manager of those who have completed program.
2. Ensuring acceptable levels of personal hygiene, food handling, storage of foods, cleaning and maintenance of equipment, work surfaces and buildings and proper waste disposal.

## **OCCUPATIONAL SAFETY AND HEALTH**

The canteen will comply with the current Occupational Safety and Health Regulations. Evacuation procedures to be practised according to Department of Education's policy . Procedure of evacuation to be placed on canteen wall. With the exception of Structured Workplace Learning students, students and younger children are not permitted in the canteen.

## **CANTEEN MANAGEMENT ISSUES**

1. Employment. The canteen manager and assistant will be appointed by a panel drawn from the canteen committee. There will be equal opportunities for employment.
2. Training. Canteen manager, assistant and any interested volunteers to attend School Canteen Food Service Short Course. The manager or any other representative from school to attend regular professional development yearly. (For example, The Canteen Conference and Healthy Choice Food Expo).
3. Pricing Policy/Profits. The average mark-up on healthy food shall be 10% less than the mark-up on less healthy food. The canteen will provide a financial contribution towards resources for all students, where possible. The amount of money contributed will be dependent on the financial needs of the canteen (maintenance, new equipment, leave provision).
4. Canteen Equipment. Equipment will be safe, well maintained, in good repair and used correctly. Structural defects to be reported to treasurer and principal.
5. Gifts/Concessions. Discounts and gifts will be recorded and accounted for at stocktaking time.

See attachment for staff duty document.

## **POLICY**

The policy will be displayed in the canteen and each member of the canteen committee will have a copy. It will be reviewed at the start of the school year, every two years.

The policy cannot be altered or amended except at a special general meeting and with the majority of votes.

**ENDORSEMENT**

We the undersigned, hereby certify that this policy was adopted at the canteen committee held on:

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

and ratified by the general meeting held on:

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Secretary (Parent Body): \_\_\_\_\_

President (Parent Body): \_\_\_\_\_

Chairperson (Canteen Committee): \_\_\_\_\_