

**Holy Family Primary School
GOWRIE**



CANTEEN

Policy



Canteen Policy

Related Policies

This policy is to be considered in light of the Catholic Education Commission's Operational Guidelines for School Boards and P&Fs.

Purpose

The Canteen is an integral part of the school and aims to:

- support the vision of Holy Family Primary School;
- provide a range of healthy and nutritious food and drinks, prepared and served in a hygienic environment;
- meet its own costs;
- is value for money for families;
- operates Wednesdays to Fridays;
- utilises the FlexiSchool's online ordering system;
- provide for social and cultural functions; and
- follow the NSW Healthy School Canteen Strategy, which is based on Australian Dietary Guidelines for Children and Adolescents.

Policy

Administration

The P &F Association is responsible for the administration of the Canteen of Holy Family Primary School through the Canteen committee.

Canteen Committee

The Canteen committee is elected at the Annual General Meeting of the P&F. Members serve for one year and may stand for re-election.

The committee, at a minimum, will consist of:

- Coordinator who prepares the agenda and chairs meetings.
- P&F liaison person
- P&F Treasurer
- The Principal and
- Canteen manager.

Duties of the Committee

The committee:

- implements the canteen policy;
- administers the effective running of the Canteen and liaises with the Manager, the Principal and the P&F member;
- makes recommendations to the P & F Association on the operation of the canteen and assists in the development of canteen policy;
- ensures all accounts are accurate and timely payments are made;
- supports, assists and encourages canteen staff and volunteers;
- acknowledges the efforts of the canteen staff and volunteers;
- coordinates the roster for volunteers;
- decides on opening times and schedules Special lunch days;
- manages the administration of the FlexiSchools website;
- approves expenditure and agrees on the mark up;
- completes the annual financial activity statement for the P&F; and
- presents a report to each meeting of the P&F.

The committee is responsible in all its actions to the P&F, which has the right to change Canteen arrangements with such decisions to be supported by majority vote at a general or special meeting of the P&F called for that purpose. Notice of motion for action to change Canteen arrangements must be circulated to all families at least seven days in advance of the meeting.

Meetings of the Committee

The committee meets at a minimum, once a term during school terms and then as required, and a quorum is five members.

The agenda includes at least:

- Approval of minutes from last meeting;
- Treasurer's Report;
- Manager's report; and
- General Business.

Canteen Manager

The Catholic Education Office, in consultation with the School Principal, P&F and the Canteen Committee, may employ and if necessary, dismiss a manager in accordance with the School Employees (Archdiocese of Canberra and Goulburn – Catholic Diocesan Schools) Collective Agreement 2008-2011. An Operational Guidelines Handbook is used to inform the Manager of their responsibility and duties.

The Canteen Manager must demonstrate skills in the following areas:

Management	Communication	Health and Safety
Demonstrating a willingness to continually improve the canteen's operation; creating appealing healthy menus suitable for children; able to manage volunteer rosters and liaise with a committee.	Ensuring a welcoming and supportive environment in the canteen by communicating effectively, promoting harmony and mutual respect among volunteers.	Maintaining a safe and hygienic environment in accordance with hygiene standards as mandated by the Health Protection Services, ACT Department of Health. Maintaining a Healthy Schools' menu and attending workshops/training directly related to school canteens.

The manager is responsible to the committee for the daily running of the Canteen by:

- being enthusiastic in promoting the Healthy Food Canteen Strategy;
- liaising regularly with, and support, the work of the Canteen Committee, and Principal to ensure the Healthy Foods Canteen Strategy remains viable;
- in consultation with the Committee writes a monthly report to the P&F;
- in consultation with the P&F president and Assistant Principal develops a duty statement annually;
- displaying an attitude of respect, cooperation, courtesy and understanding of the children and staff of the school thereby ensuring that Canteen has their continued support;
- welcoming and training volunteers in OH&S requirements and other areas related to Canteen food preparation and storage, hygiene and nutrition in order to ensure the efficient operation of the Canteen;
- ensuring hygiene and OH&S legislation are observed;
- preparing a weekly notice in the newsletter;
- making responsible decisions in purchasing Canteen stock to ensure minimum wastage;
- monitoring prices in line with the mark-up agreed by the Committee;
- ensuring that food is prepared and stored in accordance with protocols and guidelines as specified by Government agencies;
- wearing gloves when handling food;
- utilising the online ordering system – FlexiSchools; passing on invoices to the canteen/P&F Treasurer; attending Canteen Committee meetings; reporting to Principal any malfunctions of the Canteen or safety issues relating to the structure of the building inside and outside;
- counting the daily takings and float with another person, keeping accurate records of amount taken and amount banked each day. Ideally this would be signed by the Canteen and one other person who counted the money. Money is to be stored in the school's safe;
- being accountable for spend vs income;

- responsible use of credit facility;
- ensuring the cleanliness of all equipment, surfaces and daily washing of linen;
- undertaking a stock take at the end of each school term; and
- organising major cleaning at the end of each term.

Procedures

To apply consistent and satisfactory management practices and to endeavour to maintain an adequate cash flow:

- All receipts are to be recorded.
- Deliveries must be checked against dockets and items not ordered or of an inferior quality are not to be accepted.
- General pricing policy is to be made by the canteen committee in conjunction with the canteen staff and reviewed periodically.
- All prices are to be reviewed regularly.
- Daily takings are to be prepared for banking by manager and totals checked and recorded.
- Regular stock and equipment records are to be kept including details of suppliers and their delivery times.
- All food is to be properly refrigerated/stored to eliminate the possibility of spoilage and food poisoning. Cleaning agents are to be stored safely.
- Stock – update regular orders, avoid overstocking, rotate stock and control wastage.
- Within budgeting restraints, allowances should be made for the purchase of small items of equipment (knives, bowls, etc) Replacement and purchase of new items of major equipment (stoves, freezers, etc) should be planned.
- The Canteen will operate under the recommended guidelines as laid down by the ACT Department of Health, making cost effective decisions on products and packaging.

Menu

The Canteen provides a range of foods from the five basic food groups and in line with the Canteen Menu Planner (NSW Healthy School Canteen Strategy).

The menu is drafted by the manager and then agreed upon by the Canteen Committee. There are two basic menus, the summer menu, which is offered in Terms 1 & 4, and the winter menu, which is offered in Terms 2 & 3.

Pricing is based on guidelines issued by the Canteen Association, which begins with a calculation of the amount required to meet costs, and then marks up accordingly. The manager sets prices in line with the profit margin set by the Canteen Committee.

Special lunch days (Red Food days) are conducted not more than twice each term, as they may involve foods that should be eaten only occasionally.

Volunteers

Volunteers provide a valuable service to the school. It is important to know and understand what is needed of them. A schedule of daily operations and hygiene standards will be prepared and displayed prominently in the canteen.

It is the responsibility of the volunteer to keep a watchful eye on their 'out of school' age child.

Year 6 students volunteering to assist in the Canteen must first have written permission from their parents.

Other users of Facility

It is understood that the Canteen facilities can be used by the school community for other functions, out of standard business hours, including use for school functions and the daily use by the Senior COOSH.

It is the responsibility of these parties when using the facilities to ensure they are utilised in accordance with this policy and any relevant regulations that apply, noting the additional requirement below:

It is the responsibility of the users of the canteen facility to ensure it is securely closed and left in a clean and tidy state at the end of each day.

Hygiene

Maintain hygiene standards:

- no smoking in the canteen.
- personal hygiene, especially the washing of hands before commencement of work.
- gloves/hand sanitiser to be worn when preparing and handling food.
- staff and volunteers should organise for a replacement if they (or family members) have, or are recovering from an infectious illness.

The Canteen will comply with current food hygiene regulations.

Staff and volunteers will demonstrate high standards of hygiene in relation to the preparation, storage and serving of food.

The Canteen has hygiene reminders and appropriate legislation on permanent display.

Work Health and Safety

The Canteen will comply with current Work Health and Safety regulations.

Evacuation Procedures are on permanent display.

We encourage courtesy and consideration among all members of the community using the Canteen facilities.

Canteen staff are not permitted to re-heat student lunches brought from home, nor supply hot water for noodle cups or bowls.

Funds

All money received by the Canteen is deposited by the Canteen Manager who is employed by the School Board/P&F (at least once a week) in an account in the name of the Canteen, as one of the P & F accounts.

All accounts are approved for payment by the Canteen manager and are then presented to the canteen/P&F treasurer for payment.

Cheques are to be signed by 2 of the following; Canteen Manager, the school principal, P&F president or the treasurer.

Profit made by the Canteen is determined by the P & F and may be used for:

- operational costs;
- maintenance;
- additional equipment for the efficient running of the Canteen;
- school funds to meet special requests/projects; and
- general funds of the School's P&F.

Capital purchases exceeding \$500.00 must secure prior approval from the P & F.

Audit

The accounts of the Canteen Committee are audited annually.

The auditor shall have access to all relevant books, records, cheque books, cash books, receipts, bank statements and reconciliations, invoices, monthly accounts, stock take records, investment account statements, wage book, income and expenditure records.

The auditor is not a member of the P & F, the Board or a relative of a member.

A current copy of this policy and supporting documents will be on permanent display in the Canteen.

The Canteen Policy is reviewed annually at the first meeting of the new Canteen Committee, but not amended without the approval of the P & F.

All complimentary articles, gifts, concessions and the proceeds thereof from any supplier shall remain the property of the canteen/school and be properly recorded.

Promotion

The school canteen is important in its education role and promoting its foods and services is essential. To do this the canteen should:

- have well organised and stimulating counter displays; and

- organise 'special days'.

School Staff and Students

Co-operation between the school community and canteen staff is essential. School staff and students should:

- ensure that ordering, collection and distribution of lunches is carried out.

Students will:

- be courteous and co-operate at all times with the canteen staff; and
- only have access to the canteen once approved by the canteen staff, and written permission has been obtained by their parents.

Social and Cultural

Develop and encourage the appreciation of the ethnic, cultural and social importance of food. This can be reflected through the menu and special lunch days. To provide an opportunity for students, teachers and parents to share in the school activity.

References

Nil

Forms

Nil

Approved by: **Holy Family School Board**

Implementation Date:

Policy last Updated: **March 2014**

School Contact Officer: **Anne-Marie Marek**