

Watsonia Heights Primary School

Canteen Policy

RATIONALE:

The Canteen serves a need in the community for parents who wish to purchase lunch for their children.

PURPOSE:

- To provide reasonably priced wholesome lunches
- To provide an opportunity for parents to become involved in the school by assisting in its operation
- To use any profits to cover maintenance and improvements to the canteen as well as the employment of a Canteen Manager.

IMPLEMENTATION:

- The Canteen will open on Monday, Wednesday and Friday for lunches and snacks
- In Term 1 the Canteen will open on Tuesday and Thursday at lunchtime for counter sales.
- The Canteen daily operations will be organised by the Canteen Manager (includes rosters, ordering etc)
- The Canteen Manager will be employed by School Council on a contract basis.
- The School Office staff will prepare Canteen Budget summaries.
- The Canteen banking will be done via the school office (Canteen staff will count monies collected and present to the office for checking and receipting).
- Regular Canteen reports will be presented to School Council.
- Profit and Loss statements will be prepared annually.
- The Canteen Manager will undertake an annual stock take
- School Council will have a Canteen sub committee to discuss menu etc
- The Canteen sub committee makes recommendations to School Council regarding the purchase of equipment and any changes to the organisational or operational aspects of Canteen.
- The Canteen is to promote healthy eating

EVALUATION:

A regular report is provided for School Council meetings. The Principal/Canteen Manager / subcommittee, monitors operations, menu inclusions, pricing changes and maintenance issues.

Reviewed: March 2006

Ratified by School Council: 2006

Watsonia Heights Primary School Policies