



# Watsonia Heights Primary School

## CANTEEN POLICY

### **Rationale:**

- The provision of an efficient and effective canteen at the school offers opportunities to encourage 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:**

The aim of the Watsonia Heights Primary School Canteen is to provide an effective canteen service, which provides

- choices of healthy food in a manner that complies with all health regulations and requirements.
- reasonably priced wholesome lunches
- an opportunity for parents to become involved in the school by assisting in its operation
- uses any profits to cover maintenance and improvements to the canteen as well as the employment of a Canteen Manager.

### **Implementation:**

- The Food Act 1984 requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be regarded as a food premises by the local Council. This includes the school canteen.
- School Council will employ a Canteen Manager on a contract basis. The Manager will be responsible for all aspects of the canteen operation, will be competent in Food Safety and will be on duty at all times when the canteen is preparing and serving food.
- 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 Canteen Manager will be responsible for daily operations, including the organization of a roster of parent volunteers and ordering of supplies. The canteen Manager will ensure that volunteers fully understand Food Safety procedure.
- Canteen Manager will ensure that all foods served at the canteen comply with the school council's approval.

- School Council will be responsible for maintenance and replacement of equipment.
- All other matters to be agreed between the school principal and the Manager.
- The school office will prepare Canteen Budget summaries. A profit and loss statement will be presented to the School Council each term. Profit and Loss statements will be prepared annually.
- Fund-raising for the Canteen will be done by the Parents Association.
- 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).
- The Canteen Manager will undertake an annual stock -take.
- Canteen reports will be presented at School Council Meetings.
- School Council will have a Canteen Sub-Committee comprising of the Principal, School Council member, Parent Association Representative and the Canteen Manager (and/or delegated representative).
- The Canteen Sub-Committee will discuss menus, fundraising and make recommendations to School Council regarding the purchase of equipment and any changes to the organisational or operational aspects of the Canteen
- Canteen coordinator to liaise with First Aid Coordinator to ensure that photo of students with special food requirements are displayed in the canteen and volunteers advised of specific requirements.
- The Canteen will open on Monday and Friday for lunches and snacks
- In Term 1 the Canteen will open on Tuesday and Thursday at lunchtime for counter sales.

**Evaluation:**

- This policy will be reviewed at the completion of each tender period.
- A regular report is provided for School Council meetings.  
The Principal/Canteen Manager / subcommittee, monitors operations, menu inclusions, pricing changes and maintenance issues.