

# CANTEEN POLICY



## Purpose of this policy

To ensure that WHPS School Council manages the canteen in line with legislation.

## Policy

School council may decide to provide canteen services as a school council operated canteen or outsourcing the canteen services to a third party by issuing a School Council Canteen Licence.

### School council operated canteen

For a school council operated canteen:

- the School Council is responsible for the:
  - canteen and its policies
  - employment and dismissal of staff
- profits are transferred to the school council
- the principal supervises the canteen
- a delegated officer counts the daily takings
- a School Council employed canteen manager manages the day to day running of the program (ordering, stock control, food handling, healthy canteen provision, health regulatory compliance, etc..)
- under GST legislation the canteen may be operated as 'input taxed'
- a canteen profit and loss statement is prepared at a minimum of once per year
- yearly maximum contributions to the school from the canteen would be equivalent to the:
  - net profit for the year less any increase in working capital required for the canteen
  - costs of any services met by the school

## Healthy eating

The Healthy Canteen Kit has been developed to support students making healthy food choices at school and through life. The Kit contains a number of resources including the School Canteens and Other School Food Services Policy to assist schools develop healthy canteens and other food services.

The School Canteens and Other School Food Services Policy explains the guiding principles, including food selection, food categories, food safety and the role of school council in developing a school food services policy. This school-level policy applies to food services within the school environment, for example school events such as celebrations and sports days and vending machines, see: Healthy Eating Education website: <http://www.education.vic.gov.au/school/principals/management/pages/canteenbackground.aspx>

## Related Legislation

- *Food (Amendment) Act 2001 – Act No. 14*
- National Food Safety Standards

## EVALUATION

This policy was last ratified by School Council on the TCB