



# CANTEEN POLICY

## Scriptural Context

*"You have been told what the Lord requires of you, only to do right and to love goodness and to walk humbly with your God."*

*Micah 6:8*

## Rationale

St Patrick's Primary School Canteen is an integral part of the school, complementing the curriculum on food, nutrition and health. As well as an educational role, it has an important service, social and cultural role for our whole school community. For many students who use the canteen regularly, the food purchased makes a significant contribution to their food intake and nutrition. Nutrition is vital to health throughout life. It is particularly important at times of rapid growth and development, which include the school years. Poor dental health, obesity, type 2 diabetes, underweight, poor physical fitness, constipation, high levels of fatty substances in the blood and elevated blood pressure are associated with diet and these conditions have been identified in studies of children in Australia.

## Aims

The purpose of this policy is to ensure that the canteen is a service that will:

- Encourage the development of good eating habits consistent with the Australian Dietary Guidelines for Children and Adolescents
- Provide a variety of food and drinks recommended by the NSW School Canteen Association and in line with the NSW Government's Healthy School Canteen Strategy.
- Develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects.
- Provide students with practical learning experiences about making healthy food choices that reinforce classroom teaching on nutrition.
- Function as an efficient business enterprise.
- Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food that is consistent with the National Food Safety Standard.
- Encourage courtesy and consideration among all personnel using canteen facilities.
- Provide an opportunity for parent and community involvement in children's education environment.

## Guidelines

The canteen shall:

- Provide a varied selection of foods and drinks that are enjoyable as well as nutritious, low in fat, moderate in sugar and salt and high in fibre.
- Encourage children to select a variety of foods from core food groups in acknowledging the Australian Dietary Guidelines for Children and Adolescents.
- Acknowledge guiding principles for school canteens by the NSW Healthy School Canteen Strategy and Healthy Kids Association.
- The strategy increases the availability of healthy food and drink options in school canteens to make the healthy choice, the easy choice.

## Canteen Supervisor

The school employs the Canteen Supervisor. This is a temporary position which is reviewed annually. It is the responsibility of the Principal to determine the Canteen Supervisor's hours on an annual basis. The Canteen Supervisor reports directly to the Principal. *See Appendix A for the Canteen Supervisor Role Description.*

**Pricing**

Prices will be reviewed annually or as indicated by the Canteen Supervisor in consultation with the Principal.

**Ordering Procedures**

All lunches are to be ordered through the Flexischools online procedure.

**Equipment**

The school will provide essential, safe equipment and ensure that it is maintained in good repair and used properly.

**Promotion**

All information concerning the canteen will be disseminated through the newsletter, Flexischools and school website.

**Insurance**

- The Canteen Supervisor is a paid employee of the Diocese of Lismore and as such is covered under Worker's Compensation.
- Volunteers are covered by the school's insurance policy.

**Special Activities**

On occasions, the canteen will cater for special activities, as determined by the Principal.

**Hygiene**

With new legislation now gazetted:

- the Canteen Supervisor will provide evidence of appropriate safe food and personal hygiene training.
- the canteen as a food business in NSW will notify its details to the Director General of NSW Health.
- the canteen will have food handling plans consistent with the Food Safety Standard.
- volunteers and staff will have appropriate training commensurate with their duties.
- the canteen will minimise the risk of allergic reactions to nuts and other allergens by removing all items with nuts as an ingredient from the menu, and providing alternative options for other allergens. However, this does not apply to foods labelled "may contain" a known allergen.
- the canteen will operate according to the health and safety requirements as determined by the Nambucca Valley Council and subject to an annual audit.

**Voluntary Workers**

New volunteers will be given an orientation program, covering hygiene, routine and food prices. Newly rostered volunteers will be timetabled on to work with an experienced volunteer.

Students can provide input into the school canteen by helping to taste test new foods and provide information on student food preferences. They can assist the Canteen Supervisor by providing information about how healthy foods can be marketed to the students. Their computer skills can be invaluable in designing menus and promoting activities. St Patrick's Primary gives the year 5 and 6 students the opportunity to gain valuable work experience by serving in canteen and assisting in other ways in the running of the canteen.

**Money**

The school is responsible for all canteen transactions. It is the responsibility of the Canteen Supervisor and the Principal to monitor various aspects of the financial side of the canteen.

## **Auditing**

The Canteen Supervisor will perform a stock take at the end of each term. The Canteen Supervisor and administration staff will use this information, along with the profit and loss statement to perform an audit. This information will assist the Principal and Canteen Supervisor to determine future price increases and stockable items.

## **Guideline Indicators**

### **Ordering Procedures**

- The canteen will operate four days a week.
- Lunch orders will be placed through the Flexischools app by 8.45am. The homegroup baskets are to be delivered to canteen by 9.00am.
- Late orders will be discouraged.
- Forgotten lunches- no child will go without lunch. A basic lunch will be made available from the canteen. The parents will be invoiced on the same day.
- The Principal is the only person to approve all canteen capital purchases.

### **Trading Times**

- Lunch- 11.00am to 11.40am
- Afternoon Tea- 1.40pm to 2.10pm

### **Hygiene**

- The NSW Healthy School Canteen Strategy hygiene poster is to be displayed in a prominent position inside the canteen.
- The canteen is obligated by law to fulfil all requirements as stated in the Food Act 2003 (NSW) and Food Regulations 2010 (NSW).
- No smoking in the school grounds or the Canteen.
- Items with nuts as an ingredient will be removed from the menu.
- The canteen will receive an annual Food Premises Inspection. This is undertaken by the Nambucca Valley Council on behalf of the NSW Food Authority under Section 100 of the Food Act 2003.

### **Volunteer Workers**

1. On a rostered day volunteers will:
  - Be supplied with a clean pocket-less apron
  - Sign in with the Who's On Location iPad located at the Administration Office.
  - Work as part of a team
2. Closed footwear is required at all times
3. All volunteers in the canteen are required to complete a Working with Children Check.
4. Any parent/volunteer with cold/flu symptoms should not work with food while the symptoms are present.
5. Any person who is suffering from diarrhoea and or vomiting (or been in contact with children suffering these symptoms) must notify the Canteen Supervisor and refrain from working in the Canteen for 48 hours after the symptoms have ceased.
6. Voluntary workers are entitled to lunch, afternoon tea and drinks.
7. Key access to the Canteen is restricted to Canteen Supervisor and school personnel.
8. Canteen is to be locked at all times when no one is present.
9. Year 6 students may volunteer to assist in the canteen.
10. Stage 3 students may assist in menu selection.

## Money

- The Canteen Day Sheet form is to be used for this purpose. All monies will be counted, signed for and handed to the office by 12.00pm on Fridays.
- Cash is to be banked immediately or left in the school safe. These will be banked in the school account.
- All accounts are to be paid by the school.
- Accurate records are to be kept of money received and expended by way of the school's financial data package.
- The Principal is to review expenditure and cash flow once a term.
- The Principal is to prepare the annual budget which takes into account the Canteen Supervisor's salary (including superannuation and allowances) and expenditure on trading goods.

## Work Health and Safety

- All volunteers must follow St Patrick's Work Health and Safety Policy, considering the health and safety of staff, students, parents and members of the community.
- The Canteen Supervisor must report to the Principal any structural defects or maintenance requests.
- Volunteers will be given opportunities for appropriate training commensurate with duties, when available.

## Nutrition

Orders will be made from an appropriate selection of suitable, reliable, convenient and competitive suppliers/wholesalers. All new line products must be discussed with the Principal prior to purchasing. The NSW Healthy School Canteen Strategy aims to ensure that food and drinks sold in school canteens are compatible to Australian Dietary guidelines for children and adolescents. Foods and drinks are ranked as *Occasional* – which fill 25% of the menu, and *Everyday* – which fill 75% of the menu.

## Reflective Materials

- The NSW Healthy Kids Association and NSW Healthy School Canteen Strategy
- NSW PDHPE Curriculum
- St Patrick's Visitor and Volunteer Policy
- St Patrick's Work Health and Safety Policy.

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| This policy was last ratified by St. Patrick's School Advisory Council in...<br>Reviewed in... | December 2007<br>May 2012<br>November 2015<br>November 2021 |
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## Canteen Supervisor Role Description

**Reporting to:** The Principal

### **Responsibilities:**

- To manage the canteen and volunteer staff in a proficient manner.
- To attend relevant workshops (food handling, WH&S etc)
- To organise a suitably healthy menu ensuring items are priced correctly in regard to saleability and overall profitability of the canteen.
- To ensure correct equipment and instructions are available to prepare food items i.e. draw up a canteen handbook- how to make a salad, cook a pie...
- To order and maintain fresh and frozen stocks at a level required for day-to-day use, making sure nothing is out-of-date and rotated, ensuring items for freezing are wrapped in single serve, as well as accepting and checking any deliveries.
- To promote healthy habits throughout the canteen and maintain Department of Health NSW standards.
- To adhere to the weekly cleaning schedule as attached.
- To support the volunteers by being available to assist in the canteen daily and promoting a team environment.
- To welcome and assist new volunteers by scheduling their first day when the supervisor is working, providing appropriate training and documentation.
- To ensure volunteers have the canteen supervisor's contact number if they are unable to assist on their rostered day and to maintain the canteen roster ensuring enough help is available.
- To ensure the roster is updated accordingly as volunteer assistance changes.
- To report regularly to the Principal with any concerns, new ideas or promotions.

# Canteen Supervisor

## Schedule of Specific Duties

### **At the end of each day to ensure that:**

- Benches and shelves are cleaned with warm soapy water and wiped dry.
- Floor is swept and mopped with cleaning agent and hot water
- Garbage is taken out and replaced with new garbage bag
- Heated, prepared and left-over food is not reused
- Stock is refilled and ordered or purchased when necessary
- Daily takings are counted, recorded and taken to the office
- Turn off lights and power points of cooking items before leaving
- Clean sinks, rinse down and dry
- Stack and empty dishwasher

### **Each Friday to ensure that:**

- Each of the daily tasks above is attended to
- Clean sink with warm soapy water, rinse down and dry
- Clean inside of microwave oven with warm soapy water and wipe dry
- Clean out pie oven i.e. empty crumbs, clean oven shelves and wipe dry
- Clean out fridge and wipe out fridge/freezer with warm soapy water and wipe dry
- Wipe out lunch baskets with warm soapy water and wipe dry
- Ensure all linen is laundered

### **End of each term:**

- Clean filters of range hood
- Clean oven and stove top
- Clean filters in dishwasher
- Complete a stocktake and review profit and loss
- Review pricelist, menu and stockable items