



## SACRED HEART CENTRAL SCHOOL

### CANTEEN POLICY

#### PURPOSE

The school canteen is an integral part of the school community and functions with the participation of parents, teachers and students. A child who regularly purchases snacks and lunch from the school canteen consumes a substantial portion of their daily intake from this source. School canteens that provide nutritious food support the nutrition and health information taught in the classroom within the Personal Development, Health and Physical Education (PDHPE) syllabus.

#### POLICY

The school canteen is in operation to provide a service to the school community. It is to function as an efficient business offering a regular, high quality service to the school community and operate at a reasonable profit which pays for all associated costs. The key objectives of Sacred Heart's Canteen are to:

- ✓ Provide affordable, healthy food (meals cost between \$2 - \$5).
- ✓ Provide convenience in ordering and providing service for families and children.
- ✓ Encourage students to sit and eat in a social environment.
- ✓ Reduce the amount of processed and packaged foods and drinks consumed by students.
- ✓ Enable the school to take positive steps towards sustainable practices to reduce, reuse and recycle.
- ✓ Food is to be freshly cooked and prepared each day.

The canteen is to reinforce the principles of classroom nutrition education. It is to maintain high standards of hygiene in handling, preparing and serving food and provide an opportunity for parents to participate in their children's education environment.

#### PROCEDURES

##### Nutrition Guidelines

1. The canteen will offer a wide range of healthy food and drinks, taking into account the levels of artificial preservatives, colourings, flavourings, sugar, salt and fat content.
2. Most foods offered will be selected based upon its nutritional value and be prepared and presented in a way to promote the development of healthy eating habits.
3. All foods offered are to be in line with nutritionist's advice and the foods recommended by the Fresh Tastes @ School initiative.

##### Sustainable Practices

1. The canteen is to operate using sustainable practices. These may include:
  - a. Reduction in the use of processed and packaged foods.
  - b. Food is to be served with sustainable products such as reusable plates, bowls and cutlery or cardboard containers as appropriate.
  - c. Use of the dishwasher.
  - d. No use of Styrofoam.
  - e. Limited use of plastics.
  - f. Careful planning and limited waste.

## **Canteen Comiittee**

1. The Committee will consist of:
  - a. Principal
  - b. Canteen Manager
  - c. Parents
  - d. Student representatives
2. The committee is to liaise with students and staff regarding suggestions for foods available and promotions.
3. The committee will meet once per month. The date and time to be set by the Canteen Manager and all committee members notified via email at least one week before.
4. The committee will make decisions regarding the selection of food and prices.
5. The committee is under the control of the Principal of the school and will ensure that updates are given on a regular basis.

## **Operation Procedure**

1. The Canteen Manager is responsible for the ordering and rotation of all stock.
2. The Canteen Manager is to order all stock.
3. The Canteen Manager is responsible for the setting up and disseminating of the volunteer roster.
4. Volunteers must sign the visitors book at the front office and obtain a visitors lanyard.
5. Volunteers will be provided with lunch, tea or coffee.
6. All other snacks, drinks and food must be paid for.
7. Items offered for sale will be promoted to maintain students interest by way of:
  - a. School newsletter
  - b. Assemblies
  - c. Schoolbag
  - d. Posters
  - e. Special Promotions
8. A stocktake will be carried out by the Canteen Manager and one member of the canteen committee once a year at the end of the school year.
9. Daily takings will be recorded on a daily basis and signed by the Canteen Manager and the volunteers on duty that day.
10. Banking will be done daily by the Canteen Manager.
11. The daily routine of the running of the canteen will be kept up to date by the Canteen Manager and be clearly on display.
12. A first aid kit is to be available at all times.
13. All volunteers are to be given adequate training by the Canteen Manager.
14. No school student is permitted in the canteen.
15. All new parents are to be given a tour of the canteen area and invited to join the roster as a volunteer.
16. The canteen supervisor is to ensure that there is a minimum of 2 people trained to run the canteen in case the manager is absent.
17. See also Canteen Manager Role Description.

## **Finance**

- The Canteen Manager is to ensure the financial books are up to date and presented to the Principal monthly.
- The general running costs are the responsibility of the canteen supervisor.
- The signatories of the opening account will be the Principal, Canteen Manager and one member of the canteen committee.
- An audit will be carried out yearly by Twomey Patterson Accountants.

## Special Events

The canteen committee at times may be required to carry out catering for special functions such as:

- a) School lunches based on a theme
- b) LLW initiatives
- c) School fund raisers
- d) Sports carnivals

The Canteen Manager is to manage the bookings for the P&F BBQ in consultation with the Principal and P&F President.

## Equipment

- All equipment purchases are to be approved by the canteen committee prior to purchase.
- An equipment register is to be kept with the Principal and maintained by the Canteen Manager.

## Canteen Manager

- See Canteen Manager Role Description.
- Wages are to be paid in accordance with the appropriate award.
- Long Service Leave, Superannuation and Work Cover provisions will be made. The agreement on wages comes from the Catholic Education Office.
- Sufficient savings should be held in the account to cover unforeseen costs such as sick leave, replacement of equipment, etc. Approximately \$10 000 should be held in the account for such costs.
- An evaluation of the canteen and the manager position will be undertaken annually to ensure the best service and products.
- The Canteen Manager is required to implement initiatives as decided by the committee.
- The school anticipates the use of online ordering for parents. The Canteen Manager needs to be able to learn to operate an online ordering system.

## Implementation

- The implementation of this policy is the responsibility of the canteen committee and the Canteen Manager.

## REFERENCES

Healthy Kids Association website: <http://healthy-kids.com.au>

Sacred Heart Central School Canteen Manager Role Description

Sacred Heart Central School Canteen Policy

The Australian Dietary Guidelines for Children and Adolescents

School canteens website: [www.schoolcanteens.org.au](http://www.schoolcanteens.org.au)

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