



## Canteen Policy

### Rationale

The school's canteen reflects the value the school puts on healthy eating practices to students and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, educational and socio cultural role within the school.

For students that use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition. Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

The school canteen provides an option for parents to take the opportunity to purchase lunch or a snack for their child and is regarded by many parents in the school community as the opportunity for a treat.

### Aims

- Provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.
- Promote and encourage healthy food choices.
- Function as an efficient business enterprise.
- Encourage courtesy and consideration among all personnel using canteen facilities.
- Promote financial literacy and numeracy in a protected commercial setting.

### Actions

#### Canteen operating hours

- Offer a lunch service three days per week (Monday, Wednesday, and Friday).
- Provide snacks at recess and first half of lunch break 3 days per week (Monday, Wednesday, and Friday).

#### Nutrition policy

- Provide foods consistent with the *Dietary Guidelines for Children and Adolescents in Australia* and the Department of Education & Early Childhood Development's *School Canteens and Other School Food Services Policy*.
- Link to classroom and other school activities to complement and reinforce healthy eating messages.
- Offer a wide range of foods that takes into consideration Australia's multicultural society.

#### Menu planning

- Maintain consistency with this canteen policy.
- The Trading Committee will review the menu twice yearly; in November (to set the summer menu for term 1 and term 4 in the following year) and March (to set the winter menu for term 2 and term 3 in the current year).
- Terms 1 and 4 will have summer themes and terms 2 and 3 will have winter themes.
- Plan in accordance with the 'Go for your life' *Healthy Canteen Kit – Food Planner*.
- Give the canteen manager the responsibility to make decisions about short-term changes to the published menu.
- The canteen manager is empowered to trial items and reports back to the Trading Committee any recommendations to vary the menu based on the trial.
- Promote and market healthy choices.

- Encourage healthy choices through regular promotion and marketing activities such as daily specials or theme days.
- Provide a regular canteen column in the school newsletter.
- Provide an opportunity for 'sometimes' foods to be sold on rare special occasions and theme days.

#### Linking the canteen to the Health Promoting Schools Framework

- Conduct at least one promotional theme day per term promoting healthy food. These promotions will link in with the curriculum. The canteen manager will liaise with the relevant education staff to ensure consistency of message and school support of the promotional event. Each year the canteen will participate in Fruit 'n' Veg Week or Nutrition Week. Additional themes will be at the discretion of the canteen manager in consultation with the canteen committee and the teaching staff.
- Involve the wider school environment in activities, by including parents and families in healthy eating days and providing volunteer opportunities.
- Link in with environmental programs running in the school such as the Sustainable Schools program and promote and practise environmentally friendly activities such as recycling and composting.

#### Food hygiene and safety

- Comply with the current food safety and hygiene regulations.
- Ensure canteen manager is a certified Food Handling and Safety Supervisor.
- Complete relevant food hygiene and safety training.
- Ensure that aprons, which will be provided by the canteen, are worn at all times.

#### Occupational health and safety

- Comply with the current Occupational Health and Safety (OH&S) regulations:
  - all canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency
  - all canteen staff and volunteers will be required to wear closed-in footwear.
- The Canteen Manager will be responsible for managing who may enter the canteen during normal canteen hours.

#### Canteen management

##### **Staff**

- The canteen manager shall be appointed by and, if necessary, dismissed by the Rosanna Golf Links School Council in consultation with the school principal.
- The canteen will comply with equal opportunity guidelines for employment.
- The canteen manager shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation; refer to the separate canteen manager's employment agreement and job description documents for roles and responsibilities of the canteen manager).
- The canteen manager will be given an annual performance review by the Principal.

##### **Volunteers**

- The canteen will make use of volunteer help wherever possible.
- Volunteers will be advertised for at least once per year.
- Volunteers will be provided with orientation training by the canteen manager and supported in their work.
- Volunteers will be provided with appropriate food safety and hygiene and OH&S training.

- The canteen manager will provide positive recognition to volunteers on an everyday basis. A volunteer thank-you event will be conducted annually as part of the whole school volunteer recognition program.

### **Staff training**

- The canteen manager will be required to maintain current food handling certification.
- The canteen manager will be required to train all volunteers in food safety, canteen procedures for food preparation and handling of lunch orders.

### Financial management

#### **Pricing and income**

- While it is important for the canteen to be managed as an efficient business, it must be recognised that the main purpose of the canteen is to provide a healthy food service to the school community.
- The average mark-up on food items shall be reasonable, no less than 33⅓% and reviewed annually by the Trading Committee.
- Where appropriate, excess income made by the canteen should be invested into further improving the school and the canteen's capacity to provide healthy foods.

#### **Stock management**

- A stock take will be conducted by the canteen manager twice per year.

#### **Canteen equipment**

- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The canteen committee shall report any structural defects within the canteen to the Principal.

#### **Gifts and concessions**

- All discounts, allowances, complimentary items, gifts, concessions and the proceeds thereof from any supplier of goods or services, made directly or indirectly to the canteen, shall remain the property of the canteen and shall be properly recorded and later accounted for at the time of stocktaking.

#### **Review, monitoring and distribution of the policy and general policy issues:**

- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A copy of the canteen policy that has been signed and dated will be given to all Trading committee members at the first Trading committee meeting following the School Council meeting at which the policy has been endorsed.
- A copy of the canteen policy will be placed on the school web-site and parents will be informed of this through the school newsletter at the beginning of each school year.
- The policy will be reviewed annually by the Trading Committee or if community sentiment suggests that changes need to be implemented. The suggested amendments will be presented at the following School Council meeting and can only be passed with the approval of the majority of those present.
- The canteen manager will attend the annual canteen expo and scheduled canteen network meetings and provide feedback to the trading committee.

### **Review**

This policy will be reviewed as part of the RGLPS review cycle.

## References

<http://www.education.vic.gov.au/management/schooloperations/healthycanteen/default.htm>