



Moe (South Street) Primary School 4662

'Be Safe, Be a Learner, Be Respectful'

Canteen

1. Rationale or Purpose

This policy is concerned with the operations of the school canteen. Changes in Department policy require that certain foods are no longer allowed to be sold. For further information click on the link to the [Departments Canteens and Healthy Food Guide](#).

2. Policy Statement

South Street PS aims to provide healthy eating choices to children. The school is required to provide these healthy choices in its canteen but is also aware that the ultimate choice of a child's lunch rests with the parent. For this reason, where possible, we have chosen appealing foods that provide some healthy nutrients, contain fruit and vegetables, and are moderate in saturated fats, salt and sugar.

In addition:

- The canteen will operate to provide a service to pupils and staff.
- Any profit from the canteen will be used to benefit all students in the school by, subsidising incursions/excursions, purchasing equipment and contributing to the cost of programs within school grounds.

3. Implementation

- The canteen must at all times operate to meet operating costs as well as provide subsidies to school programs. Therefore, it will function as an efficient business enterprise.

Canteen Management

- The canteen will be operated by volunteers from the school community.
- The canteen will be governed by a Sub-committee of the School Council.
- The School Council will appoint a Canteen Coordinator and must approve all major operations and policy direction of the Canteen Sub-Committee. The Canteen Coordinator will be available to volunteers, school council members and /or the principal to discuss canteen issues.
- The Canteen Sub-Committee will report to School Council at its monthly meetings.
- The Canteen Sub-committee must appoint one person as the "Food Handling Supervisor" (& ratified by School Council). This person must hold a Level 2 Food Handling Certificate and will oversee Canteen hygiene operations; although will not necessarily manage day to day operations.
- A Food Safety Plan must be submitted to local council and should be reviewed annually by the Canteen Committee. All documentation in regard to this plan will be kept in the canteen and be accessible to all.
- Hygiene and food handling/preparation and serving of food routines must be carried out regularly as described by the Food Handling Supervisor in relation to the food safety plan.

- Appropriate food safety and hygiene routines must be carried out in relation to the preparation, storage and serving of food at the canteen consistent with the national Food Standards Codes.
- Canteen to open three days per week (Monday, Wednesday & Friday). If this changes these changes will be notified to the principal with rationale for change.
- Food supplied will be at reasonable prices. Canteen selling prices are determined by the cost price (as per the suppliers' invoice) of the product, with approximately a 20% mark-up. Consideration is also given to keeping the prices competitive for families (especially those with multiple students at the school) and the cost of these products in other venues and community sport clubs. Every effort is made to maintain accessible prices across the entire menu, especially for the healthy options available.

Financial and Stock Management

- Overseen by school council/principal. Monthly report to be supplied to school council, with financial ledger. The canteen committee will discuss the financial position of the canteen in regard to surplus funds, the committee will have input as to how these funds are to be used.
- The Coordinator with canteen committee will oversee using a Daily Takings Ledger.
 - All money received in the canteen will be counted, recorded in the Daily Takings Ledger and be returned to the front office for counting and banking.
 - All stock receipts will be given to Office.
 - All items will be paid through the Office unless otherwise arranged with the office/Principal.
 - Any items bought by canteen coordinator/staff will be substantiated by providing a receipt stating what was bought for reimbursement from canteen account.
 - Canteen keeps all copies of product invoices in the canteen folder and matches the Income ledger kept.
 - Coordinator will have a purchase card to enable purchases for the canteen.

- Ledgers shall be kept and made available to the School council/principal as requested. Ledgers will be kept recording daily sales information.

Ordering shall be the responsibility of the canteen coordinator or that person nominated by the coordinator. Supplies will be obtained by reputable companies.

- A reputable company is determined by a preferred local workforce-where possible (supporting local companies), condition, availability and competitive cost of products, reliable and prompt deliveries
- Produce baked by volunteers will follow the food safety guidelines that require name, date baked, contact no. and ingredients list.
- Canteen equipment shall be kept in good working order consistent with food safety guidelines as well as O.H & S guidelines.
- Prices will be reviewed each term using the Mark up Ledger. Food should be affordable at reasonable prices. Immediate notification to the Principal should the canteen run at a loss.

Healthy Food Policy

- Students will be encouraged to take responsibility for their own nutrition through promotion of the canteen as part of a healthy lifestyle.
- Canteen will aim to reinforce school policy on health and dental hygiene and so complement classroom health lessons.
- The Canteen will comply with DEECD Guidelines for healthy Canteens in Victoria. As a result no lollies will be sold and healthier food will be identified as healthy choices on the menu.
- Food provided will be selected as per recommendations in the 'Go for your life' Healthy Canteen Kit. i.e. Green (Everyday), Amber (Select Carefully) & Red (Occasional) Food categories
- Healthier choices are marked with the ☺ symbol.
- Special days will be offered to children in order to complement other school programs, to boost sales and/or to provide where possible healthy alternatives to less nutritious food.

- In order encourage children to eat healthily, children will be offered enticing food choices e.g. Slinkies, fruit tubs etc. The canteen will have more choices that fall into the 😊 category and where possible be the cheaper alternative.

Strategies for promoting and marketing healthy food:

- Get the teachers involved, complementing what is being taught in the classrooms about fruit and vegetables and tying in with canteen food/promotion. Involve student body - SRC

Roles and responsibilities of staff and volunteers

- All volunteers shall sign in and out each day they are rostered on duty.
- All volunteers must have a current Working with Children Check and whatever other requirements the school requires to volunteer in the school.
- Volunteers will not be responsible for discipline of unruly behaviour in the canteen; all these matters should be reported to the teacher on duty or principal to deal with.
- Volunteers will adhere to the Latrobe City Food Safety Guidelines.
- Volunteers will be instructed re hygiene standards and have met with the Level 2 Food Safety Handler to be instructed in Food Safety as set out in the guidelines.
- All volunteers will be given orientation by the canteen coordinator or person nominated to do so. The volunteer will work with a person who is aware of the canteen procedures until the volunteer feels satisfied, they can manage the routine independently. All routines will be hung in the canteen for reference. The canteen committee will endorse recognition of its volunteers via a free lunch during their shift as long as the canteen continues to run at a profit.

4. Evaluation and review

This policy will be reviewed according to the School Council Calendar Policy Review

5. References

Further information can be obtained on the Department's website at:

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

And from the "Healthy Kids – School Canteen Association" site at:

<http://www.healthy-kids.com.au/category/16/financial-management>

6. School Council Ratification

This policy was ratified by School Council on 16th March 2021