



BROADFORD PRIMARY SCHOOL CANTEEN

POLICY & Procedure



Purpose & Role of the Canteen

The objectives of the Broadford Primary School Canteen are:-

1. To provide a variety of Nutritious foods that meets the food selection criteria of the Victorian School Canteen Association.

This may be achieved by:

- Including a variety of calcium-rich foods, such as milk, yoghurt and cheese.
- Having milk and water available for sale
- Limiting the sale of foods high in sugar, salt and fats
- Providing a variety of fresh fruit and vegetables.
- Gradually phasing out foods and products that are not recommended and replacing them with foods that meet the Victorian School Canteen Association Guidelines.

2. To provide interesting and appetizing food at reasonable prices.

This may be achieved by:

- Trialling new foods and products regularly
- Promoting healthy foods in new and appealing ways
- Encouraging the Canteen Supervisor to attend relevant food expos, canteen network meetings, talks and in-services.

3. To provide students with practical learning experiences about making healthy food choices and to reinforce nutrition lessons learnt in the classroom.

4. To encourage the development of good eating habits consistent with the Dietary Guidelines for Australian Children and Adolescents.

5. To provide a safe environment and appropriate foods for students and staff with special dietary needs.

This may be achieved by:

- Accommodating individual dietary and allergy requirements, where feasible, after discussion with staff and parents and obtaining expert advice, if necessary.
- Removing from the canteen and the canteen menu all nuts, nut spreads and foods containing nuts.
- Provide specific and appropriate information to canteen volunteers regarding students with food allergies.

7. To demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen in accordance with the current ANZFA safety standards.

This may be achieved by

- Providing appropriate training and information for canteen volunteers.
- Displaying the current ANZFA Food Safety Standards in the school canteen and ensuring they are followed.

8. To function as an open, financially accountable and efficient service.

9. To encourage courtesy and consideration among all personnel using the canteen facilities.

10. To provide an opportunity for parent involvement in their children's education environment.

11. To provide a financial contribution towards resources for students in the school.

12. The canteen must be a member of the Canteen Association and when applicable organise to become an accredited member.

Operating Structure

Broadford Primary School Canteen is a School Council operated canteen, managed by the Principal, Business Manager and the Canteen Supervisor. Under No circumstances are any children allowed into the canteen unless picking up and dropping off of orders.

Canteen Supervisor:

When the Canteen Supervisor position needs to be filled, expressions of interest will be sought from the school community. Advertising of the vacancy will be through the School Newsletter. On receipt of expressions of interest, an application form will then be forwarded for completion. Applications must agree to or have obtained an employee 'Working With Children Check' and to complete a Suitability of Employment and Health declaration. They must also hold Level 2 Food Safety Supervisors Certificate.

A selection committee will be formed with a representative from the Principal or his/her nominee and a member of the School Council. The terms of appointment will be for twelve months with an option of extension, a 6 month probation period will be applied on commencement. The position can be annulled by the Principal with 4 weeks notice.

Supervisor's Duties, Role & Responsibilities:

- Implement and promote the Canteen Policy.
- Check deliveries for quantity and quality.
- Prepare the service area for operation and plan the day's work.
- Obtain replacement helpers as necessary.
- Make sure the canteen is maintained in a hygienic condition.
- Order stock.
- Shop daily for perishables.
- Organise roster.
- Collect all money from orders in the morning and record any shortages in the Shortage book.
- Count all money and bank daily.

- Supervise voluntary workers.
- Turn off and thoroughly clean out all equipment at the end of the school year.
- Make decisions on what food to sell (within policy guidelines) and approving selling prices of new items.
- Produce a canteen menu and price list.
- Check security when leaving e.g. Power, windows, doors, cupboards, and fridges.
- Undertake training that is appropriate to their position.
- Report regularly to the Principal, Business Manager & provide a monthly report for School Council.
- Be accountable to the School Council & Principal for his/her actions.
- Make available any profits to the School Council after all operational costs have been met.
- Shall provide essential safe equipment and ensure it is well maintained.
- Prepare an Annual Budget with assistance from the Business Manager & Principal.

The Canteen Supervisors job is a paid position and will be paid under the current Education Support Agreement.

Volunteer Worker's Duties, Role & Responsibilities:

- To be dependable.
- Sign "Visitor Register" on arrival at the school office.
- Serve students at the window.
- Wash dishes and utensils.
- Prepare foods such as fruit salad, slice salad vegetables, and make sandwiches in accordance to the Health and Hygiene Policy and in compliance with ANZFA Food Standards and relevant Victorian legislation and confirming to the Occupational Health and Safety Act NSW 2001 and with instruction by the Canteen Supervisor
- To abide by the policy of the canteen
- To communicate with the appropriate person (supervisor) if a problem arises
- To be hygienic
- To be confidential.
- To provide a friendly and courteous service to all children, parents, school staff and any other visitors to the school.

Canteen Management Procedures

- Supervisor is to arrive at 9.00am and open canteen.
- Voluntary workers are to arrive between 12.00 and 12.30pm
- Voluntary workers must sign the "Attendance Book" on arrival at the school office.
- Any accident must be recorded in the "Accident Book" and reported to the Principal.

- Completion of paperwork including Wastage Sheet and Hot & Cold Food Monitoring Sheet.
- Storing stock away ensuring First in First Out stock rotation methods are followed:
- Cleaning and sanitizing of all surfaces and general tidying.
- Removal of all items requiring laundering.
- For health reasons, hands must be washed before handling any food and especially after handling money.
- Hand sanitiser to be applied when preparing food.
- Tongs are to be used at all times to handle food.
- No smoking is permitted in the Canteen or on school property.
- Garbage is to be placed in the big green bins outside the Canteen before closing (Bike Shed Area).
- Canteen to be available to cater for school functions with a notification period of one week's time.
- To meet the requirements of the DET Insurance Policy pre-school children and children of the canteen workers are not allowed into the canteen.
- Ensuring the canteen is locked up including closing all windows.

Financial Matters

- True records shall be kept of the monies received and expended. Records are kept by the Supervisor and the Business Manager.
- The supervisor will undertake a stocktake at the end of terms 2 & 4.
- Records are to be made available to be audited annually by the selected auditor.
- All monies to be counted daily by the Supervisor & given to the office for banking.
- Monies are to be banked at the Bendigo Bank daily.
- All accounts are to be paid by cheque. There are to be no cash transactions. Purchases are by invoice or store account.
- Cheques are to be issued by the Business Manager using normal procedures.
- Stock is ordered weekly and monitored through patterns of purchase. Orders are made from a selection of wholesale contractors through the Canteen Association buying group.
- It is recommended that a profit margin of between 50% and 100% be implemented.
- The auditor shall at all times have reasonable access to the books and other documents of the committee.
- Canteen maintenance and replacement of stock and equipment must be budgeted for
- The purchase of additional equipment for the efficient running of the Canteen must be budgeted for.
- A Budget must be prepared with the assistance of the Business Manager at the beginning of the year and presented to School Council, this should include anticipated replacement of equipment or maintenance.
- Make available at all times all financial records and stock records to the Principal and Business Manager.

Hygiene

The Department of Health guidelines and the schools Hygiene Policy are to be followed in relation to the preparation, storage and canteen cleanliness.

Hygiene Policy:

- a. Clothes are to be clean every day. An apron should be used to protect your clothes.
- b. Hair should be clean, long hair securely tied back and every volunteer who is preparing food should wear a head covering which keeps their hair contained (a hair net is provided for this).
- c. Do not wear jewellery (except a plain wedding band) or watches when handling food.
- d. Keep fingernails short and clean. Do not wear fingernail polish or artificial fingernails.
- e. Gloves are to be worn or hand sanitiser applied when preparing food.
- f. Do not spit, smoke or chew gum in food preparation areas & school grounds.
- g. Do not sneeze, blow or cough over food or food contact surfaces.
- h. Do not eat any food in the food preparation area.
- i. Wash hands in hand basin provided and only use disposable paper towels to dry hands.
- j. Use tongs, forks or gloves when handling ready to eat foods.
- k. Cover any cuts with a waterproof bandage.

Nutrition

The Canteen is a Healthy Food Canteen. The Canteen Supervisor obtains advice from the Department of Health, Victorian School Canteen Association "Go For Your Life" documents and other health and nutrition agencies to guide the selection of foods available in the Canteen. The Canteen promotes healthy food through the School Newsletter.

Insurance

The Canteen Supervisor and Volunteers are covered by the DET insurance policy. This insurance policy does not cover Pre-school children.

Accountability

The Canteen Supervisor is accountable for bookkeeping and the mark-up schedule. The supervisor is also responsible for stocktaking. The Business Manager is responsible for reconciling income and expenditure with the bank Statements. Stocktakes are completed at the end of Term 2 and Term 4 each year. A full clean of the canteen and equipment is to be completed on the last day of Term 1 and Term 3.

Entitlements for Voluntary Workers

Voluntary workers are entitled to:

- Morning tea – consisting of tea/coffee Lunch – sandwich & drink

Additional items may be purchased from the Canteen.

Canteen Rules

- Foods high in salt, sugar or fat are to be discouraged.
- Lunch orders for Staff and students must be placed with canteen staff by 9.30am each day.
- Late orders for hot foods ordered from bakery e.g. pies, sausage rolls etc will not accepted after 9.30am.
- Late orders for any other hot food will not be accepted after the end of recess (11.30 am). If a lunch order is requested after this time, the canteen volunteer may provide basic sandwich(es) and advise the Canteen Supervisor of any amount owing so that it can be recorded in the Shortage Book.
- Only students buying and/or ordering will use the canteen area.
- Students must not spend more than \$5 over the counter and/or buy for friends.
- Only 2 icypoles and/or 1 drink can be purchased at a time and only at lunchtime.
- Canteen window closes at the half time lunch bell (2pm).
- Do not accept more than a \$5 note from students, contact the office for assistance.
- Quiet and orderly behaviour is expected whilst waiting to be served.
- Students collecting orders will be given preference before others are to be served.
- Only the rostered volunteers are to be in the canteen. No school children or pre-school children are permitted in the canteen for any reason.
- No school children or teachers are to use the canteen as a thoroughfare to get from one side of the school hall to the other.
- Any student who does not have lunch must be sent to the school office where arrangements will be made for that student.

Canteen Policy

- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A current copy of this policy and supporting documents will be filed in the school office with other school policies and copies will be available to staff, parents.
- All canteen volunteers will be shown the Canteen Policy as part of their orientation.
- The canteen policy will be reviewed annually. All recommendations shall be brought to the attention of the Principal and the Canteen Supervisor. Responsibility for this Policy's implementation remains with the Principal and Canteen Supervisor.
- Child Safe Policy must be signed by Canteen Supervisor and all volunteers.
- Volunteer Information sheet must be completed for all volunteers

Repairs and Maintenance

- Repairs and maintenance requirements are to be reported to the Principal.

- Principal to advise what course of action is to take place.
- A reserve fund to cater for maintenance and general upkeep of the canteen shall be kept.

Promotions

Canteen Menu will be published in the School Newsletter at the beginning of each term. Canteen special days, sales and activities will be promoted also through the School Newsletter.

References

- Child Safe Policy
- Child Safe Code of Conduct
- Anaphylaxis Management Policy
- Visitor to School Policy
- Working With Children Check Policy

Copies of these reference documents can be obtained from the office on request.

Date Implemented	October 2014
Author	Janine Stephens
Approved By	Principal
Approval Authority (Signature & Date)	
Date Reviewed	August 2017
Responsible for Review	Principal
Next Review Date	August 2018