

## **Canteen Policy**

### **Rationale:**

- The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices and a service for parents wishing to purchase lunches for their children.

### **Aims:**

- To provide an effective canteen which services healthy food in a manner that complies with all health regulations and requirements.
- To be self-funding.

### **Implementation:**

- The Food Act 1984, Version 080 requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale is registered as a food premises by the local Council. This includes the school canteen.
- The canteen coordinator will seek individuals, groups and businesses to provide a lunch order service (at minimum) from the canteen.
- A canteen coordinator will be appointed by School Council, or if the canteen service is fully outsourced then by the operating entity following a tender process.
- The canteen coordinator or appointed assistant will be responsible for all aspects of the canteen operation, will be competent in Food Safety and will be on duty at all times when the canteen is preparing and serving food.
- The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the 'Food Safety Program for School Canteens' and 'A Checklist for School Canteen Coordinators' contained within the Guidelines for 'Personal Hygiene and Food Safety in Schools' document must be complied with. The Healthy Canteen Kit resources will also be referred to.
- If a roster of parent volunteers is required, it will be organised by the canteen coordinator who will ensure that volunteers fully understand Food Safety procedures and have provided a Working with Children's Check.
- All other matters to be agreed between the school principal and canteen coordinator.
- The canteen will work towards operating in surplus as part of the annual budget cycle.
- Any person under the age of 16 years is not permitted to enter the canteen during hours of operation
- Canteen meeting to be held once each term as required, Canteen Manager or assistant must be present.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: 2017

To be reviewed: 2020

### **References**

DET-Canteen Operations

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/canteen.aspx>

Healthy Canteen Kit

<http://www.education.vic.gov.au/Documents/school/principals/management/gfy|policy.pdf>