

GOOSEBERRY HILL PRIMARY SCHOOL P&C ASSOCIATION INC.

CANTEEN POLICY

Role of the Canteen

The role of the Gooseberry Hill Primary School canteen is to provide a nutritional, educational and fund-raising role to the school.

It will reflect the nutritional education the children are taught as part of the school's curriculum by providing enjoyable, healthy, low cost, nutritional-based food. GHPS recognizes that nutrition is important to health throughout life and especially in times of rapid growth and development during the school years.

Canteen Aims

- . The canteen will provide food that complies with the requirements of the WA Government's policy and standards for healthy food and drink choices, and that is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*.
- . The food and drink offered will be nutritious, enjoyable and attractively presented, and set at reasonable prices.
- . Children will be encouraged to make well-developed and sensible choices in their eating habits.
- . The canteen will function as a profitable business enterprise for the P&C while maintaining a low cost service to canteen users. In this way the canteen will endeavour to provide, through the P&C, a financial contribution towards resources for all students in the school.
- . Canteen users will be encouraged to behave in a courteous and considerate manner.
- . High standards of hygiene will be exercised in relation to the preparation, storage and serving of food at the canteen.
- . The canteen will provide an outlet for parents and the wider community to participate in the children's educational environment.

Administration

The sponsoring body shall be the Gooseberry Hill Primary School P&C Association Inc.

The P&C will manage the school canteen directly through a Canteen Sub-Committee with representation from the wider GHPS community, including parents and teachers. The Canteen Sub-Committee will be chaired by a Canteen Coordinator appointed by the P&C. The responsibilities of the Canteen Sub-Committee are set out in the supporting document at Attachment A, and will include making recommendations to the P&C concerning menu selection, pricing and other canteen operational matters. The Canteen Coordinator will ensure the school Principal is consulted closely in these matters.

The Canteen Coordinator will be responsible for overseeing the day-to-day operation of the canteen in accordance with this Canteen Policy (including Attachment A). The

Canteen Coordinator or their representative will present a report to each meeting of the P&C Association. All canteen capital purchases exceeding \$100.00 must be approved by a majority vote at a P&C general meeting, prior to purchase.

Gifts/Concessions

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

Alterations to the Policy Document

The Canteen Policy shall not be added to, or amended, except at the annual general meeting of the P&C Association, or a special meeting thereof (called for that purpose); and only with the approval of the majority of those present and entitled to vote.

This policy will be reviewed annually by the Canteen Sub-Committee and Office Bearers of the P&C and suggested amendments will be forwarded to the P&C President at least one month prior to the P&C Annual General Meeting.

Distribution of the Policy Document

A current copy of the GHPS Canteen Policy and the Department of Education and Training’s policy and standards for healthy food and drink choices, will be on permanent display in the school canteen and school office.

A current copy of the Canteen Policy, which is signed and dated, will be given to all committee members, volunteers and employees of the canteen, and will be made available to all interested parents on request.

Endorsement

We the undersigned, hereby certify that this policy was adopted at a general meeting of the Gooseberry Hill Primary School Parents and Citizens Association Inc held on:

_____ the _____ day of _____ 20_____.

President (GHPS P&C) _____

Coordinator (GHPS P&C Canteen Sub-Committee) _____

Principal (GHPS) _____

Attachment A: Supporting Document

ATTACHMENT A

CANTEEN POLICY: SUPPORTING DOCUMENT

Nutritional Policy

The canteen will provide food that complies with the requirements of the WA Government's policy and standards for healthy food and drink choices, and is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*.

Where possible the canteen will promote food recommended by the Western Australian School Canteen Association and the National Heart Foundation.

Menu Planning

The Canteen will support healthy eating by:

- . Ensuring the menu is consistent with the policy and standards for healthy food and drink choices in school settings.
- . Varying the menu according to the summer and winter seasons.
- . Offering each day it is open, a wide range of foods that should make up the majority of a healthy diet (GREEN)
- . Limiting the availability and portion size of foods that should be eaten in moderation (AMBER),
- . Not selling foods that do not meet by specified minimum nutrient criteria specified by the State Government (RED), and
- . Offering as wide a range of foods as practicable in order to reflect Australia's multicultural society.

GREEN: Foods that will be sold	AMBER: Foods that will be limited	RED: Foods that will not be sold
Fruit (frozen, fresh, tinned in natural juices)	Cakes, biscuits and muffins approved by WASCA	Chocolate confectionary
Vegetables both as snacks and salads. (Salads will be made with reduced fat dressings)	Icy poles as approved by WASCA	Carbonated soft drinks
A selection of high fibre bread types	Yoghurt and fruit juice based confectionary approved by WASCA	Full-fat pastry items
Fruit juices and mineral waters flavoured with fruit juices	Other snack foods approved by WASCA	All other confectionary and snack foods not approved by WASCA e.g. crisps, chips
Milk drinks and yoghurts		
Reduced fat cheeses		
Lean meats		

Role of the Canteen Sub-Committee

The Canteen Sub-Committee will be responsible for:

- . Reporting on canteen activities to P&C meetings each month or as required.
- . The efficient day-to-day management of the canteen.
- . The immediate reporting to the principal or P&C president of any equipment malfunction or safety issue that arises.
- . The immediate reporting of any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.
- . For making appropriate price changes as they become necessary. These changes will then be ratified at the next P&C meeting.
- . For the purchase and selling of foods in line with this policy.
- . For the introduction of any new food item and ensuring it meets with the current nutritional policy (this would then be ratified at the next P&C meeting).
- . For completing a stock take at the end of the each term.
- . Reporting back to teaching staff through the staff representative, changes to policy and upcoming events.

Food Safety and Hygiene

The canteen will comply with all current Food Hygiene Regulations under the *Health Act 1911 (WA)* and the *Health (Food Hygiene) Regulations 1993 (WA)*.

All canteen workers (paid or volunteer) will participate in the Foodsafe Food Handler Training Program or its equivalent.

New volunteers will be given an orientation program covering hygiene; this will also be repeated annually for all volunteers at the start of the school year. New volunteers will also be given an orientation pack containing information regarding the canteen's policy and procedures.

All canteen workers will wear hats/hairnets and aprons, which will be provided by the canteen.

Only foods prepared in a commercial kitchen will be sold through the canteen service. No food baked by parents in their home will be accepted for sale through the canteen service.

Occupational Health and Safety

The canteen will comply with the current *Occupational Health and Safety Act and Regulations*, including:

- . Canteen workers will be made aware of evacuation procedures in case of fire or other emergencies. They must sign in at the school office before beginning work.
- . Canteen workers will be required to wear enclosed footwear. Open sandals and shoes with heels are not acceptable.
- . Only canteen workers and contractors carrying out supervised work in the canteen, may enter the canteen premises during its hours of operation. Students, teachers and young children will not be permitted to enter the

canteen premises during its hours of operation, except with the express permission of the Canteen Coordinator.

The Canteen Sub-Committee will report any structural defect in the canteen to the Principal as soon as possible.

The P&C will provide safe equipment and ensure it is well maintained at all times.

Volunteers in the canteen will be covered under the WA Education Department's Voluntary Workers Insurance held by the school relating to volunteers on the school grounds.

Fire extinguishers, fire blanket and an up to date medical kit will be available at the canteen at all times. These will be serviced regularly by emergency services and maintained by the Canteen Sub-Committee.

Canteen Operations and Management Issues

1. Employment

- . Any paid canteen manager would be appointed by, and if necessary, dismissed by the Executive of the P&C Association in consultation with the Canteen Coordinator and school Principal.
- . The canteen would comply with equal opportunity guidelines for employment.
- . A paid canteen manager would 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 would apply, including superannuation).

2. Skills and knowledge

- . The P&C Association will ensure that adequate training opportunities are provided for the Canteen Coordinator in the areas of nutrition, food safety, hygiene and canteen management.

3. Trading Hours

- . The Canteen Sub-Committee shall decide opening times and when particular lines are sold.

4. Lunch Ordering

- . Lunches will be ordered prior to commencement of school through the use of pre-printed lunch bags.
- . Children who do not have a lunch or are short in their lunch money will have their order written in a ledger and a note will be sent home to their parents requesting payment on that day. If no payment is received another request will be sent out at the end of each month. At no time will a child be sent away hungry. If persistent repeat offenders appear, the matter will be reported to the classroom teacher or Principal to be followed up.
- . Teachers can be supplied lunch through a standing order system. They may register their standing orders for lunch at anytime and this will be delivered to the staff lunchroom when requested. A tally will be kept and this will become payable at the end of each term.

5. Ordering and Receiving Stock

- . The Canteen Sub-Committee will be responsible for the ordering, receiving and maintenance of stock and ensuring these are kept under hygienic conditions.
- . Refrigerated and frozen stock will be received and immediately placed in correct storage conditions.
- . Suppliers will be reviewed 6 monthly to ensure quality goods are being received at the cheapest prices available.
- . Ordering will be done as and when required, however at least one week's supply of all goods will be kept in stock.

6. Book-Keeping

- . All records relating to the running and maintenance of the canteen will be kept by the Canteen Sub-Committee. All funds related bookwork such as the banking of cash and keeping of banking records will be done by the elected Treasurer of the P&C Association.
- . A stock take will be done on the remaining stock at the close of each term. All paperwork relating to the stock take will be completed and signed off by the beginning of business for the new term.
- . The auditing of all records relating to the financial affairs of the canteen will be done by the Auditor named in the P&C Association minutes, for the auditing of all the P&C bookwork. This will be completed ready for presentation to the P&C at the Annual General Meeting.

7. Banking/Money Matters

- . All money from the canteen shall be deposited in the name of 'Gooseberry Hill Primary School P&C Canteen Account'.
- . The daily takings shall be counted, double checked by a second person, and signed for at the end of each working day. Money to be banked shall be placed in the school safe and collected at a later time by the Treasurer. A float/petty cash amount, to be agreed by the Treasurer, shall be retained in a secure location for use the next working day and for emergency and small purchases required by the canteen.
- . Surplus funds in the Canteen Account, which are beyond what is operationally required, can be transferred to the P&C main bank account at the Treasurer's discretion.

Last date updated: xx June 2007