

Basic Beliefs and Purposes:

- To promote an efficient School Canteen which allows students to buy a variety of healthy food.
- To provide a service that is responsible to dietary changes in society, including promoting a healthy dietary lifestyle and respecting cultural diversity.
- Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

Guidelines:

- The School Council will be responsible for the school canteen organisation and its operation, and will be assisted by the School Council Canteen Sub Committee, which comprises:
 1. Convenor – Member of School Council
 2. Principal
 3. Canteen Manager
 4. Any interested members of the school community

Canteen Management:

- The Canteen Sub Committee is responsible for Occupational Health & Safety within and around the canteen building. It is also responsible for the menu and pricing, updating and maintenance of equipment, employment of a manager, with a review annually. The Canteen Sub Committee members are to meet at least once each school term.
- The performance of the canteen manager will be reviewed annually by the Principal.
- The daily organisation, volunteer helper roster and stock control is handled by the canteen manager.
- The canteen operates on Wednesday, Thursday & Friday of each week.
- The canteen opens at recess and lunchtime on the above days for snack and drink selling. Lunches are pre-ordered in the morning only.

Canteen Day to Day Management:

- The day to day operation of the canteen will be the responsibility of the canteen manager.
 1. Encourage, supervise and support volunteers.
 2. Organise and implement staffing rosters.
 3. Order stock.
 4. Affiliate with the Victorian School Canteen Association.
 5. Organise for cash to be handed over to the Business Manager at the end of each day.
 6. Give all invoices to the Business Manager for accounts to be paid.
 7. Conduct all canteen operations in a hygienic fashion, according to current health regulations.

Food Hygiene & Safety:

- Comply with the current food safety and hygiene regulations.
- Include a canteen manager who is a certified Food Handling and Safety Supervisor.
- Complete relevant good hygiene and safety training.
- Parents with children with allergies will be asked to write on the lunch order "Allergies-please do not substitute".

Occupational Health & Safety:

- The Canteen Sub Committee will comply with the current Occupational Health & Safety (OH&S) regulations:
 1. All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency.
 2. All canteen staff and volunteers will be required to wear closed-in footwear and no singlet tops.

Volunteers:

- Efforts will be made to interest and involve parents and members of the school community, in the running of the canteen through special morning teas and other promotional activities.
All new helpers will be inducted to support their work in the Canteen.
Assistance will be offered to all canteen volunteers to obtain a current Working with Children Check from 2017 in compliance with Kingsbury Primary School Child Safe Standards (see Visitors & Volunteers Policy).

Delivery and pick up of lunch orders:

- Lunch order tubs to be sent to the canteen by 9.15am.
- The canteen staff will endeavour to have the lunch orders ready for pick up 1.30pm.

Evaluation:

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

This policy was last ratified by School Council on March 23rd 2017

SC President