



# KEARSLEY PUBLIC SCHOOL

# CANTEEN POLICY



Education  
Public Schools



## **RATIONALE**

Kearsley Public School Canteen is a P&C initiative and provides healthier food choices for students in the school canteen menu that reflect the Australian Dietary Guidelines for Children.

Our school supports the Great Choice @ School NSW Healthy School Canteen Strategy which was developed in 2018. The NSW Healthy School Canteen Strategy is one component of the NSW Government's Healthy Children Initiative that aims to reduce the number of children above a healthy weight. The strategy increases the availability of healthy food and drink options in school canteens to make the healthy choice, the easy choice.

Our school canteen provides the opportunity for students to practice nutrition as taught in the Key Learning Area of Health. The canteen models healthier food choices that are tasty, interesting and affordable.

### **The School Canteen aims to:**

- encourage good eating habits consistent with the Australian Dietary Guidelines for Children and Adolescents.
- provide a variety of food and drinks consistent with the Great Choice @ School NSW Healthy School Canteen Strategy.
- provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices.
- provide students with practical learning experiences about making healthy food choices that reinforces classroom teaching on nutrition.
- function as an efficient business enterprise.
- demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food at the canteen consistent with the national Food Standards Code.
- provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen through the P&C.
- encourage courtesy and consideration among all personnel using canteen facilities.
- provide an opportunity for parent and community involvement in children's education environment.

### **Canteen Administration**

- The Administration of the canteen is through the P&C and Principal (Sponsoring Body)
- The canteen committee is made up of members of the P&C and open to all parents interested.
- The P&C is responsible for operating the canteen in accordance with this policy.
- The canteen manager tables a canteen report at P&C meetings held on the first Thursday of every month.
- The treasurer provides a treasury report at P&C meetings held on the first Thursday of every month.
- An independent auditor will review P&C finance operations which include canteen and file a report to the P&C annually.
- The P&C is to approve menu selections and purchases by vote at general P&C meetings prior to implementation and or purchase.
- The P&C and Principal have the capacity to re-organise, alter or close canteen activities. Such decisions are tabled at a P&C meeting. Any changes to canteen functions must provide a minimum of 7 days' notice to the school community.



## **ROLES AND RESPONSIBILITIES OF THE CANTEEN COMMITTEE**

### **ROLES**

#### **The P&C President and Vice President will:**

- liaise directly with the Principal, canteen coordinator and volunteers in matters of management.
- report directly to the Principal, Canteen Committee and P&C body as required.
- be fair, democratic, impartial, respectful and equitable in manner.
- maintain canteen policy and rules
- appropriately convene meetings and adhere to procedures.

#### **The P&C Treasurer will:**

- report directly to the canteen committee and P&C body as required.
- keep all financial records; presenting monthly, term and yearly financial reports to the P&C.
- provide financial records for annual audit.
- collection of funds and banking.

#### **The P&C Secretary will:**

- take P&C minutes in which a canteen report is given each month.
- ensure that records and related canteen documentation are kept appropriately.
- prepare notice of meetings.
- prepare meeting agendas and distribute.

#### **The Principal will:**

- liaise directly with the P&C in matters of management and policy.
- meet with the P&C on a monthly basis and as required.
- support with promoting the canteen and P&C.
- provide advertising of canteen initiatives through the newsletter and social media
- provide access to computers and printing facilities.

#### **The Canteen Manager:**

- reports to the Principal and P&C body.
- shares the canteen organisational workload.
- Provides a forum for valued parent input through P&C meetings.
- proposes operational decisions for the canteen.
- sets short and long term goals and policy matters.
- organises volunteers, legislation and
- oversees financial operations.
- updating and maintaining rosters
- ordering and purchasing food

### **RESPONSIBILITIES**

#### **The P&C Canteen Manager and Principal will:**

- develop, implement policy and review policy annually
- report any serious incidents to the Principal and/or call the Incident Report Hotline 1800 811 523.
- plan, organise, manage and evaluate canteen operations.
- organise volunteers for the running of the canteen
- provide for a healthy working environment.
- ensure the canteen meets operational council guidelines.
- ensure financial records are kept and audited annually.
- present a monthly treasurers report at P&C meetings.
- support, encourage and acknowledge the hard work of canteen volunteers.
- foster support for the canteen through the parent community.
- make decisions on the items to be sold in the canteen and approve the prices of new items.
- produce the canteen menu and price list.
- develop new ideas and activities such as 'theme days' .
- monitor and upgrade canteen facilities and equipment as required.



## *Canteen Volunteers Needed*

Why not become a canteen mum, dad or grandparent.

Would you like to make new friends?

Learn more about the school and your child's new friends.

It's a great way to learn new skills and to support your child and the school.

The hours are 9am to 12noon.

Training is provided.

Duties include making lunches, serving at lunch time and cleaning before you leave.

If you would like to help, please fill in the slip below and return with your enrolment forms.

Grandparents are most welcome.



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### **Canteen Volunteer Enrolment Form**

Name:

Daytime phone number:

Please circle how often you wish to work:

Weekly

Fortnightly

Once per month



## **CANTEEN MANAGER'S ROLE and RESPONSIBILITIES**

### **The Canteen Manager will:**

#### **MANAGEMENT**

- implement the canteen policy.
- plan, organise and monitor day to day canteen operations.
- ensure volunteers have provided a Working With Children Check.
- organise roster, keep daily records as required, open and close the canteen on days of operation.
- prepare for daily service and ensure all volunteers have signed on.
- ensure the canteens services meet the needs of the school.
- update policy and procedures as required.
- ensure daily cleaning related to the functioning of the canteen is in accordance with requirements.
- keep up to date with required knowledge of food safety and hygiene practices.
- ensure all volunteers are familiar with correct food handling and hygiene practices.
- attend committee meetings; if unable will provide a written report to the P&C.
- cooperate with the P&C and Principal in the operation and management of the canteen.
- cooperate with the use of the canteen for school functions e.g. Sports Carnival
- accept delivery of items for the canteen and special events conducted by the school, such as Carnival Days, Open Days, Themed Days etc.
  - oversee the health, safety and welfare of others in the canteen.
- implement Code of Conduct Policy, ensuring the canteen manner models respect of staff, student and parent privacy.
- ensure the canteen philosophy is positive and one of school community support where negative discussion, gossip and rumour is not engaged in or accepted under any circumstance.
- ensure a pleasant working environment for all volunteers.
- be responsible for canteen security such as money, keys, alarms, locking the canteen, turning off appliances (except refrigeration units) and restricting entry to authorised personnel.
- log maintenance issues with the Principal or School Administration Manager.
- adhere to OH&S policies and procedures.

#### **CANTEEN VOLUNTEER ROLE**

- collect the canteen keys from the front office.
- open shutters and turn on the oven.
- once lunch baskets have been delivered, sort orders, sort money and write on the tally sheet.
- when preparing food, it is recommended that you wear gloves and hair net.
- place orders into student's lunch bags, followed by placing into class baskets, which are collected by the students.
- clean and wipe down benches in preparation for lunch service.
- once lunch service has concluded wash final dishes, funds will be removed from draw, float for the following day will be \$37. The remaining funds are counted, receipted and given to front office daily.
- the receipt is taken out of the book and stapled to the tally sheet and placed in folder.
- all volunteers are entitled to one free drink per shift.
- all food is to be PAID for – NO EXCEPTIONS
- There is NO credit given at any time or anyone.
- There is to be NO volunteers under the age of 18, except Kearsley PS students when volunteering for the canteen volunteer program.

#### **FOOD PREPARATION**

- Use food preparation and cooking skills to minimise waste of produce.

#### **MARKETING and CANTEEN PROMOTION**

- ensure products and services are communicated to the school community and promoted positively.

#### **FINANCE**

- liaise with the P&C Treasurer
- count, record and reconcile the daily takings with the canteen volunteer.
- pass the daily takings to the office to place in the safe ready for the treasurer to bank.