

Canteen Policy

 **Rationale:**

1. 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:**

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

**Implementation:**

* The Food Act 1984 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 twice weekly 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 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.
* The canteen coordinator will ensure that all foods served at the canteen comply with DEECD’s approved healthy foods list and the menu approved by School Council’ subcommittee (as required).
* The school will be responsible for maintenance and replacement of school owned equipment.
* All other matters to be agreed between the school principal and canteen coordibnator.
* The canteen will operate on a cost recovery basis as part of the annual budget cycle i.e. does not operate at a loss.

**Evaluation:**

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

This policy was last ratified by School Council 2013 To be reviewed 2016

 **References**

DEECD-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/gfylpolicy.pdf>