

GRAYS POINT PUBLIC SCHOOL



CANTEEN POLICY

Policy Date:
Formulated by:
Council Ratification:
Minor Review:
Policy change:

RATIONALE

- ❖ The school has a role to play in encouraging children to adopt healthy eating habits.
- ❖ School canteens reflect to students the value schools put on healthy eating practices. As part of the school environment, the canteen is in a position to make a positive, worthwhile contribution to students' health and well-being.
- ❖ At Grays Point, the canteen staff, principal, teachers, parents and students will work together to encourage the development of healthy eating habits in the school community.
- ❖ The school canteen will support the school in ensuring a safe environment for students with severe food disorders on conditions (such as anaphalaxis)

AIMS

The canteen will:

- ❖ Provide a balanced and nutritious food service to members of the school community at a reasonable cost.
- ❖ Maintain high standards of hygiene in relation to the preparation, supply and service of food in the canteen.
- ❖ Be financially self-supporting.

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ADMINISTRATION

- ❖ A canteen committee, which will be a sub-committee of the P&C, will manage the canteen.
- ❖ The canteen sub-committee will be responsible for operating the canteen in accordance with this policy.
- ❖ A canteen supervisor will be employed at the award rate, for the number of hours per week determined by the sub-committee in consultation with the P&C.
- ❖ Canteen accounting records will be subject to an audit each year by an external body to be decided at the Annual General Meeting of the P&C.

STRATEGIES

- ❖ The canteen will always provide a variety of foods from each of the five food groups and in accordance with the Healthy Schools Canteen Strategy.
- ❖ Correct food storage and stock rotation practices will be followed in order to avoid wastage.
- ❖ All equipment will be well maintained and kept in good repair and used correctly.
- ❖ Regular liaison with the Student Representative Council to promote sharing of ideas between students and canteen management.
- ❖ The canteen committee will invite all parents and interested school community members to work as a canteen volunteer or to assist in canteen management.

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OUTCOMES

- ❖ The canteen is financially viable as evidenced by the treasurer's term reports presented at P&C meetings and annual audit statements.
- ❖ The canteen committee will ensure the canteen runs efficiently and provides a service to the school community.

EVALUATION

The Grays Point Public School P&C Executive Committee, the Canteen Committee and the Principal will monitor implementation of this policy. It will be formally reviewed every 2 years. Evaluation procedures will take into account feedback from parents, staff and students as to the appropriateness of the policy, audit and treasurer's reports, and records of goods sold.

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CANTEEN VOLUNTEER RULES AND OBLICATIONS

HOURS:

- ❖ The supervisor's hours are 10:00am to 2:15pm, Monday, Tuesday, Thursday and Friday. On your rostered day you are requested to be in attendance at the canteen no later than 10:30am or as prearranged with our supervisor.

INABILITY TO ATTEND:

- ❖ If you are unable to attend your rostered day it is your obligation to find a replacement and notify the supervisor, please refer to the information on the reverse side of the canteen roster. In the case of an emergency contact one of the committee members.

DRESS:

- ❖ You are required to wear an apron, which is provided by the canteen. Jewellery is to be kept to minimum as it can harbour bacteria.

CLEANLINESS:

- ❖ On entering the canteen and through out the day please be mindful of washing hands in the hand washing basin, not in the sink, and wear gloves as provide whilst preparing food.

- ❖ Use tongs and gloves for handling food whenever possible.
- ❖ Schools are tobacco free zones.
- ❖ Keep handbags etc away from food preparation area.
- ❖ Do not allow anyone to sit on bench tops.
- ❖ Do not allow your children to come into the canteen preparation area.

DUTIES

- ❖ On entering and leaving the canteen sign the Attendance Book.
- ❖ At the beginning of the day it is the supervisor's duty to collect and collate all recess and lunch money, whilst the volunteer's task is to prepare the food required as directed by the supervisor.
- ❖ As a volunteer you will be required to assist with making pikelets, fill the containers, take food from freezer and place in warmer, organise cakes, fruit etc for selling at recess, complete all recess preorders and serve over the counter sales at recess.
- ❖ During the period between recess and lunch you will be required to assist in completing all lunch orders, which includes preparing sandwich fillings, making sandwiches, ensuring all hot foods

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ordered are place in warmer etc and complete orders and place in class baskets which are collected by the students.

- ❖ Restock refrigerator and freezer with canteen made items, drinks and water-ice blocks as directed by the supervisor.
- ❖ Serve over counter sales at lunchtime until closing time at 1:45pm.
- ❖ Washing-up of utensils, wiping bench tops and sweeping the floor.
- ❖ Assist supervisor with tally of days takings.
- ❖ Assist in washing of tea towels used.

LUNCH:

- ❖ As a canteen volunteer you are entitled to a lunch consisting of a sandwich of your choice and a tea or coffee. All hot items or extra items must be paid for. If your preferred roster time is only to work for one or two hours you are entitled to a tea or coffee.

PRE-SCHOOL CHILDREN:

- ❖ The committee are most grateful for any help you can give us in the canteen, however, if pre-school children are to be in the canteen it is responsibility of the parent to

ensure the safety of the child. Please be aware pre-schoolers are not covered by insurance. There are some toys and a small table and chairs provided outside our counter area for use of pre-school children.

STUDENT HELPERS:

- ❖ Parental written permission must be obtained to enable students to help with lunchtime counter sales. Students are not to operate any machinery, cutting implements, ovens, pie warmers etc. The assistance of students in the canteen is at the discretion of the supervisor. Written permission is to be directed to the principal.
- ❖ Any other students are not allowed in the canteen.

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CANTEEN COMMITTEE ROLES AND RESPONSIBILITIES

The Principal

- By virtue of his position as principal is automatically a member of the sub-committee (ex-officio member)
- Acts as an adviser on department of Education and Training policies
- Does not have the right to veto discussions or decisions of the sub-committee
- Must be given notice of every sub-committee meeting by the meeting is not dependant on the principal being present.

The Co-ordinator

- Arranges and chair meetings, usually held monthly and maybe on the same day as P&C meeting
- Discusses new ideas with other members
- Ensures day to day running of the canteen in going smoothly and to aid the supervisor if necessary to ensure the same
- Assists on extra-ordinary occasions as required
- Prepares information for school newsletters as required
- Relates to P&C meetings any decisions made of which the P&C should be aware or may have to approve
- Advises parents at P&C meetings of happenings
- Talks to new parents on orientation day
- Organises committee members to assist Supervisor with end of term stock take and end of term clean-up
- Is a signatory of the bank account

The Treasurer

- Is responsible for payment of wages and associated items, keeping correct records of same as required by Government Legislation
- Is responsible for payments accounts
- Records all entries in relevant cash books, reconciles bank account and prepares Profit & Loss Account each term
- Presents books for audit one a year
- Prepares monthly report for P&C meetings
- Assists in the financial status of canteen, eg: pricing policy
- Attends canteen meetings
- Is a signatory of the bank account

Committee Members

- Attend meetings
- Provide feedback from the school community
- Provide input at meetings
- Provide numbers for the quorum of five for voting
- Assists on extra-ordinary occasions as required
- Provides relief when necessary
- Help with end of term stock take and cleanup