

PURPOSE

At Ivanhoe East Primary School, the Canteen is run as a self-funded service to provide healthy lunches and snacks to the school community, during school hours, in accordance with current Department of Education & Training (DE&T) guidelines.

Current requirements specify that all registered food premises, including schools, must demonstrate that the food prepared and served is safe to eat in accordance with current food legislation. This policy is intended to apply only to the sale of food during school hours.

IMPLEMENTATION

- A Canteen Manager, with appropriate and current food-handling qualifications, is employed by the School Council to work with the School Council Canteen Committee to efficiently manage resources, including property, equipment, personnel and finance.
- The Canteen Committee comprises of: school staff member, the Canteen Manager, representative of School Council, the Business Manager and the Principal or his/her nominee.
- Students are given the opportunity to purchase foods, which is supplied in accordance with DE&T recommendations.
- The sale of confectionery is not allowed, in accordance with DE&T guidelines.
- The School Council is responsible for maintenance and replacement of equipment.
- The Canteen must strive to be financially viable.
- All volunteers who work in the Canteen must have a current Working With Children Check.
- Provision of catering for community groups, who hire conference facilities in the SPACE Centre will be the sole responsibility of the School Council in conjunction with the Canteen Manager.

The school council is responsible for the:

- canteen and its policies
- employment and dismissal of staff
- profits are transferred to the school council
- the principal supervises the canteen
- a delegated officer counts the daily takings
- paid or voluntary workers run day-to-day operations
- under GST legislation the canteen may be operated as 'input taxed'
- a canteen profit and loss statement is prepared at a minimum of once per year
- yearly maximum contributions to the school from the canteen would be equivalent to the:
 - net profit for the year less any increase in working capital required for the canteen

In managing and maintaining this facility, the School Council is committed to ensuring that:

- All operations are conducted in a safe and hygienic environment in compliance with the Food (Amendment) Act 2001 – Act No.14 and the National Food Safety Standards.
- Food to be sold reflects the *Healthy Canteen Kit* and *Health Education Approaches*.
- The Canteen Manager or Acting Canteen Manager will be on duty at all times when the canteen is preparing and serving food.
- Students are provided with a choice of healthy food options, as recommended in the DE&T guidelines.
- On occasion the Canteen menu supports special lunch days, e.g. sushi days.

- Safety guidelines are in place to support Canteen parent helpers.
- A roster of parent volunteers is organised by the Canteen Manager. A copy of the roster is to be lodged at the school office.
- The Canteen Manager must ensure that volunteers fully understand Food Safety procedures through visual signage and the annual briefing.

For Occupational Health & Safety reasons:

- Parent volunteers need to sign in, register their presence on site and collect a visitor's badge at the school office.
- Training will be provided by the Canteen Manager on an annual basis, with support from the school if required.
- Parent volunteers must be aware of and comply with Emergency Management guidelines and OH&S policy guidelines in relation to Manual Handling, Hazardous Substances and Working at Height: Ladder Safety.
- Students and preschool children are not permitted to enter the canteen area.
- Parent volunteers are to follow instructions as outlined by the Canteen Manager.

EVALUATION:

Policy to be reviewed as part of the school's four-year review process in 2021.

RELATED POLICIES AND DOCUMENTS

This policy should be considered in consultation with the following other policies and documents:

Number	Name
229	Child Safety – Code of Conduct
307	Visitors
304	Volunteers
401	Occupational Health & Safety
402	Hazardous Substances
403	Working at Height
404	Manual Handling
Section 2.3.5 of the <i>Education and Training Reform Act 2006</i>	
<i>Food (Amendment) Act 2001 – Act No. 14</i>	
National Food Safety Standards	

<i>Australian Guide to Healthy Eating</i>	www.health.gov.au/pubhlth/strateg/food/guide/whatis.htm
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