



A Respectful and Responsible Learning Community  
**Canteen Policy**

#### **PURPOSE**

The school's canteen reflects the value the school puts on healthy eating practices with students, staff and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, educational and sociocultural role within the school, while at the same time providing a service for parents wishing to purchase healthy lunches for their children.

For students that use the canteen regularly, the foods purchased make a significant contribution to their total food intake and nutrition. Nutrition is important to health all throughout life and it is particularly important at times of rapid growth and development, which include the school years.

#### **We aim to**

- Provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.
- Promote and encourage healthy food choices.
- Function as an efficient business enterprise.
- Encourage courtesy and consideration among all personnel using canteen facilities.

#### **IMPLEMENTATION**

##### **Canteen Operations**

- Provide a lunch order service 5 days per week.
- Provide over the counter snack sales at recess and lunch 5 days per week.
- Provide an online ordering service.

#### **NUTRITIONAL REQUIREMENTS**

- Provision of foods consistent with the Dietary Guidelines for Children and Adolescents in Australia and the Department of Education & Training's School Canteens and Other School Food Services Policy
- Linking with classroom and other school activities to complement and reinforce healthy eating messages.
- Offering a wide range of foods that takes into consideration Australia's multicultural society.

#### **MENU PLANNING AND DEVELOPMENT**

- Will maintain consistency with this canteen policy.
- When the policy is reviewed, the canteen menu will also be reviewed.
- Planning will be in accordance with the 'Healthy Together Victoria Achievement Program' and the 'Healthy Canteen Kit – Food Planner'.
- Allow the canteen manager the responsibility to make recommendations about changes to the menu.
- Offer a varied menu each school term. Terms 1 and 4 will have summer themes and terms 2 and 3 will have winter themes.
- The menu provided to the community must be assessed and approved by The Healthy Eating Advisory Service.
- The menu provided to the community must clearly classify food and drinks according to the DET 'School Canteens and Other Food Services Policy' categories.

#### **PROMOTING AND MARKETING HEALTHY CHOICES.**

- Encouragement of healthy choices through regular promotion and marketing activities such as daily specials or theme days.
- Promotion of daily specials using displays at the front of the canteen – all daily specials are to be healthy meal deals.

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- Provision of a regular canteen column in the school newsletter.
- Conduct at least one promotional theme day per term promoting healthy food.
- Links with environmental programs running in the school such as the Sustainable Schools program and implement environmentally friendly practices by minimising packaging and using recyclable materials where possible.

**FOOD HYGIENE AND SAFETY REQUIREMENTS**

- Compliance with the current food safety and hygiene regulations.
- Canteen manager certified as a Food Handling and Safety Supervisor.
- Completion of relevant food hygiene and safety training.
- Aprons and hats or hairnets, provided by the canteen and worn at all times.

**OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

- Compliance with current Occupational Health and Safety (OH&S) regulations:
- all canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency
- all canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure that only canteen workers enter the canteen kitchen premises during normal canteen opening hours.

**CANTEEN STAFF**

- The canteen manager shall be appointed by and, if necessary, dismissed by the operational organisation\* in consultation with the canteen committee and school principal.
- The canteen will comply with equal opportunity guidelines for employment.
- The canteen manager shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation - refer to the separate canteen manager's employment agreement and job description documents for roles and responsibilities of the canteen manager).
- The canteen manager will be given an annual performance review with input from the canteen committee/school council representative.

**FINANCIAL MANAGEMENT**

- Pricing and income; While it is important for the canteen to be managed as an efficient business, it must be recognised that a major purpose of the canteen is to provide a healthy food service to the school community.

**CANTEEN EQUIPMENT**

- The canteen shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- Canteen equipment provided by the canteen operator is for the sole use of the canteen operations only and will be maintained by the canteen operator.
- Canteen equipment provided by the school is for the shared use of the canteen operator and other facility users and will be maintained by the school.

\* Operational organisation refers to the company or individuals responsible for the canteen operations.

**EVALUATION**

This policy was last ratified by School Council in 2016 and will be reviewed in 2020