



# Bentleigh West Primary School

## CANTEEN POLICY

### Rationale

The Bentleigh West Primary School Canteen (“**Canteen**”) will reflect the value the school puts on healthy eating practices to students and the wider school community. In addition to providing healthy foods, the canteen has an important health promotion, educational and sociocultural role within the school. For students that use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition.

Healthy eating is important to a healthy life and it is particularly important at times of rapid growth and development, which include the school years.

### Objectives

The objectives of the Canteen are to:

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

### Canteen Committee

The Canteen Committee, which is a sub-committee of the School Council and thus is reportable to the School Council, will be established and maintained.

### Canteen Operating Hours

The Canteen will be open on Monday, Wednesday & Fridays to provide morning recess snacks and lunch.

### Healthy Eating Policy

The Canteen will provide foods consistent with the *Dietary Guidelines for Children and Adolescents in Australia* and the Department of Education’s *School Canteens and Other School Food Services Policy*. This includes:

- No sale of confectionary or drinks containing high levels of sugar or caffeine.
- Foods categorised as “Green” (Everyday Foods) being offered daily and dominating the menu.
- Foods categorised as “Amber” (Select Carefully Foods) not dominating the menu and healthier options being offered.
- Foods categorised as “Red” (Occasional Foods) not being offered more than twice a term.

- Links to classroom and other school activities to compliment and reinforce healthy eating messages.
- Offering a range of foods that take into consideration the school's multicultural enrolment.

### Menu Planning

- Maintain consistency with the Bentleigh West Primary School Healthy Eating Policy.
- Menu is planned in accordance with the *'Go for your life' Healthy Canteen Kit – Food Planner*. All foods will be categorised as Green, Amber or Red and made available accordingly, utilising support from parent volunteers, where appropriate.
- Have a different menu each school term to reflect seasonal tastes, and the availability of fresh produce. Terms 1 and 4 will have summer themes and Terms 2 and 3 will have winter themes.
- Encourage healthy choices through regular promotion and marketing activities such as daily specials or theme days.
- Provide information to the school community via the school newsletter and emails.

### Food Hygiene and Safety

- Comply with the current food safety and hygiene regulations (i.e. Food Act 1984 (Vic) and the National Food Standards).
- The Canteen Manager must have a certified Food Handling Certificate and then complete a Food Safety Supervisors course.
- Complete and maintain current food hygiene and safety training.
- The Canteen Manager will be required to inform all volunteers about food safety and canteen operating procedures.
- Replacement staff will also need to be trained with the appropriate qualifications (e.g. Food Handling Certificate).
- Ensure that aprons, provided by the school, are worn at all times when preparing food.

### Occupational Health and Safety

- Comply with the 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 when preparing food.
- Ensure that only rostered Canteen workers enter the canteen kitchen premises during normal canteen operating hours.

### Canteen Staff

- The School Council will appoint the Canteen Manager.
- The Canteen will comply with equal opportunity guidelines for employment.

### Volunteers

- The Canteen will encourage and make use of volunteer help wherever possible.
- Volunteers will be provided with orientation training by the Canteen Manager and supported in their work.
- Volunteers will be provided with appropriate food safety and hygiene practices, and OH&S information.

- The Canteen Manager will provide positive recognition to volunteers.

### **Staff Training**

- The Canteen Manager will be required to have completed appropriate qualifications (e.g. a certified Food Handling Certificate).
- The Canteen Manager will be required to inform all volunteers in food safety and canteen operating procedures.
- Replacement staff will also need to be trained with the appropriate qualifications (e.g. a certified Food Handling Certificate).

### **Financial Management**

- While it is important for the Canteen to be managed as an efficient and profitable business, it must be recognised that the main purpose of the Canteen is to provide a healthy food service to the school community.
- All food items should be comparable to market prices, and prices approved via the Canteen Committee.

### **Stock Management**

- A stocktake will be conducted by the Canteen Manager in June and December each year and presented to School Council.
- The Business Manager will provide a monthly Profit & Loss Statement for the canteen to the Treasurer of the School Council.

### **Canteen Equipment**

- The Canteen Committee will monitor the provision of essential, safe equipment that it is well maintained, in good repair and used correctly.
- The Canteen Committee will report any structural defects within the Canteen to the School Principal or School Council.

### **Gifts and Concessions**

- All discounts, allowances, complimentary items, gifts, concessions and the proceeds thereof from any supplier of goods or services, made directly or indirectly to the Canteen, will remain the property of the Canteen and will be properly recorded and later accounted for at the time of stocktaking.

### **Evaluation**

This policy was last ratified by School Council in December 2018 and is due to be reviewed in 2022.