

# IPS CANTEEN POLICY

## Rationale

- The provision of an efficient and effective Canteen at the school reinforces healthy eating practices and provides a service for parents wishing to purchase food for their children.

## Purpose

- To develop student's skills in making healthy choices.
- Where possible, create links between classroom topics and the Canteen Menu.
- To maintain a viable business enterprise which provides a catering/food service for the school community.
- To provide a friendly environment where students can develop life-skills in communication, consumer choice and money management.

## Guidelines

### Management

- The Canteen Committee is to be governed by the Ivanhoe Primary School Canteen Committee Terms of Reference, Principal and School Council.
- The Canteen Manager is employed and works within his/her employment contract.
- The Canteen Manager is responsible for ensuring high standards of hygiene as recommended by Local Government Acts. The Canteen Manager must follow the practices outlined in the Food Safety Program for Class 2 Retail and Food Service Businesses. The Canteen Manager must comply with local council regulations and inspections of premises carried out by the Environment Health Officer.
- The Canteen Manager must hold a Food Safety Supervisor Certificate and ensure that regulations are followed when the Canteen is preparing and serving food.
- The Canteen Manager will be responsible for ensuring all students/volunteers follow appropriate safety, food handling and healthy hygiene practices.
- Employment of the Canteen Manager will be the responsibility of the Principal.
- The Canteen Manager, with support from the Canteen Committee will be responsible for the operation of the Canteen.
- Finance Committee will view and oversee financial reports twice a term to ensure the canteen is financially viable.
- Volunteers from the school community will be sought to assist the Canteen Manager.
- The food served at the Canteen will include options that comply with the Department of Education and Training's Healthy Canteen Kit: School Canteens and Other School Food Services Policy (see References at the end of the policy for the web link). Guidelines for the Healthy Canteen Kit: School Canteens and Other School Food Services Policy and Food Safety: [www.education.vic.gov.au/school/principals/management/Pages/canteendown.aspx](http://www.education.vic.gov.au/school/principals/management/Pages/canteendown.aspx)
- School Council will be responsible for the maintenance and replacement of Canteen equipment.
- On the occasion where the Canteen Manager is unavailable to carry out his/her duties it will be the responsibility of the Principal to seek a suitable replacement.
- Promotional signage should educate students about the value of making healthy choices and developing good eating habits.

## Food Provision

- The Canteen will offer a wide range of freshly prepared food at reasonable prices.
- The Canteen will provide a variety of food choices which cater to the needs of all students incorporating allergies, intolerances, cultural backgrounds and religious practices.
- The Canteen will be involved in special food days that incorporate food as part of the learning experience e.g. Multicultural/Italian Day, Sports Day etc.
- At times the Canteen will provide food options that link with Integrated Curriculum topics.
- The food choices/menu is to be based on the philosophy of continual review, evaluation and improvement. Student, teacher and parent feedback will be incorporated into this process.

## **Implementation**

### Management

- Professional Development opportunities will be made available to the Canteen Manager including but not exclusive to the maintenance of Food Handling and Food Safety Certificates.
- The wages of the Canteen Manager will be paid from locally raised funds generated by Canteen sales. This will be overseen by the Finance Committee.
- The Canteen Committee will meet twice a term to review Canteen procedures and prices. A report to School Council is to be provided after each Canteen Committee meeting.
- Canteen orders are made through an online ordering system, for example, My School Connect.
- The Canteen Manager and Canteen Committee will be responsible for selecting the Canteen menu. This menu will be placed on the online ordering system or accessed by following the Canteen link via the School website.
- To support positive, healthy body image, foods will not be identified as low fat/low sugar on the Canteen menu.
- A weekly roster of Year 5/6 student, and parent/community volunteers is required. Volunteers will be sourced via the newsletter, personal request, assembly and by word of mouth. The urgent need for volunteers on a given day will be posted on Compass.
- The Canteen Manager will organise rosters for the parent/community volunteers and student volunteers. The weekly roster of parent/community volunteers will be posted in the newsletter. The weekly roster of student volunteers will be posted in an accessible place for students. The Canteen Manager will ensure that all volunteers understand Food Safety Procedures that are applicable to the tasks being completed.
- Classroom lessons may provide healthy eating posters for display at the Canteen.
- School families are to be regularly informed about the Canteen menu through the newsletter, Compass, grade displays at assembly, classroom activities and the online ordering system.
- The Canteen Manager must implement any recommendations listed by the Environmental Health Officer.
- The canteen supports the Nude Food Initiative.

## Food Provision

- The Canteen menu will be regularly assessed by the Canteen Manager and Canteen Committee.
- Changes to the Canteen menu will be made by the Canteen Manager based on seasonal variations and the popularity of products.
- Food choices should be made available with a bias towards fresh produce.
- The Canteen Manager and Canteen Committee will source and prepare foods low in salt, sugar and fat where possible.

- The Canteen will ensure that all food available through the Canteen will not contain nuts, however the Canteen cannot guarantee that there will be no traces of nuts in the products used in food preparation.
- Special diets will be catered for on request by parents where possible.

### **Evaluation**

- Data from online ordering and over the counter sales.
- Parent Opinion Survey.
- Student/parent use of the Canteen.
- Feedback on Canteen services through the Junior School Council.
- Viability of the business over a twelve-month period (Finance Committee/School Council).
- Environmental Leaders.

This policy should be read in conjunction with:

- Current State Government Food Acts

### **References**

Guidelines for the Healthy Canteen Kit: School Canteens and Other School Food Services Policy and Food Safety:

[www.education.vic.gov.au/school/principals/management/Pages/canteendown.aspx](http://www.education.vic.gov.au/school/principals/management/Pages/canteendown.aspx)

*This Policy is to be reviewed every 4 years.*

*Reviewed by the Canteen Committee and Education Committee 2017.*