

Marlborough Primary School

School Policies Manual



CANTEEN POLICY

Rationale:

Marlborough Primary School Canteen has been set up to provide students with a nutritious range of food which is reasonably priced. The canteen staff and teaching staff will work together to encourage students to develop healthy eating habits.

Aim:

Nutritional Purpose:

1. To provide a wide variety of food with good nutritional balance following the guidelines in the Go For Your Life Healthy Canteen Kit
2. Where possible to supply and reinforce the classroom programs relating to food, nutrition and health.
 - To promote sound long term nutritional habits for all students.
 - To encourage students to take responsibility for their own nutrition.
 - To assist in developing an appreciation of the social, ethnic and cultural aspects of diet.

Operational Purposes:

1. To provide a wide variety of food at reasonable prices.
2. To provide students the opportunity to choose from a variety of foods from the five basic food groups namely:-
 - Bread and Cereal.
 - Fruit and Vegetables.
 - Meat, Fish, Poultry and Eggs.
 - Milk and Milk Products.
 - Butter, Margarine and Sugar.
3. To implement the hygiene guidelines as devised by the Canteen Sub-committee and posted in the canteen in accordance with current Government Health Regulations.
4. To apply good management principles.
5. To operate financially to recover all expenses. Any minimal profits remaining at the end of each year to be used by School Council at their discretion.
6. To promote products/specials as ratified by the School Council.
 - To create an open friendly climate in which all volunteers are encouraged to contribute and are made to feel comfortable performing their tasks.
 - To give consideration to the use of environmentally sound food packaging

- To use the canteen as an educational resource for use in implementing classroom curricula.
- 7. To compile a roster of approved senior students to assist with over the counter sales. No student is to be inside the canteen unless he/she is rostered on for canteen duty.

Implementation:

Canteen will be managed by the Canteen manager who will be assisted by parent volunteers. The Canteen will be run as a Sub-committee of School Council.

Role of the School Council canteen Sub-committee

1. The Sub-committee will comprise a staff representative, the canteen manager and parent representatives.
2. The Sub-committee will meet twice per term, or as deemed necessary, to make decisions relating to routine management of the canteen and will be responsible for monthly reports to School Council.
3. The Sub-committee will be responsible for encouraging school community support and input into canteen through advertising in the newsletter and junior school council meetings.
4. Monitor the condition of canteen facilities and equipment and report to School Council where necessary.
5. Ensure Canteen Policy is adhered to.
6. Keep informed about new ideas, information and products.

Role of the Canteen Manager

1. To work in accordance with Canteen Policy.
2. To ensure that work procedures are adhered to.
3. Ordering of stock and regular review of prices.
4. Compiling food menus at the beginning of each term.
5. Stocktake at the end of each term and keeping an accurate stock inventory.
6. To maintain the Hygiene Guidelines as devised by Canteen Sub-committee in accordance with Government Health Regulations and to ensure that the Canteen Policy, Hygiene Guidelines and work procedures are displayed in canteen.
7. To organise rosters of volunteers and to co-ordinate work procedures.
8. To liaise with volunteers.
9. Supervision and assistance with food preparation and distribution to children.
10. Counting takings, receipting takings at General Office and giving to school personnel for banking.
11. Keeping accurate accounts and records.
12. Cleaning and maintaining the canteen in a manner consistent with health regulations.
13. Reporting any faulty equipment or breakages to the Principal to ensure replacement.
14. Regular reports (approximately monthly) to the Canteen committee.
15. Being responsible to the Principal re the Canteen operations.

Role of Volunteers.

1. To adhere to the work procedures as displayed in canteen.
2. To adhere to the Hygiene Guidelines as devised by Canteen Sub-committee in accordance with Government Health Regulations.

Evaluation:

This policy will be reviewed as part of the school's three year cycle