CANTEEN POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

- to provide an enjoyable, nutritious, and attractively presented selection of food and drink at reasonable prices
- to promote and encourage healthy food choices
- to function as a trading operation under School Council oversight

SCOPE

This policy applies to all operations of the canteen at Auburn South Primary School.

This policy should be read in conjunction with the Department of Education and Training's Healthy Canteen Kit, the *Dietary Guidelines for Children and Adolescents in Australia*, the Department of Education and Training's *School Canteens and Other School Food Services Policy*, and the National Healthy School Canteens *Guidelines for Healthy Foods and Drinks supplied in School Canteens.*

DEFINITIONS

Canteen opening days and hours are to be agreed with the Canteen Manager and the Principal.

Green menu items – Every day. These are consistent with the Dietary Guidelines for Children and Adolescents in Australia and most suitable for school food services, including canteens.

Amber menu items – Select Carefully. These contain some valuable nutrients, but may also include unhealthy ingredients. They are mainly processed foods that have fat, sugar, or salt added.

Red menu foods – Occasionally. These are not consistent with the Dietary Guidelines for Children and Adolescents and are not recommended for school food services, including canteens.

POLICY

Auburn South Primary School is committed to providing foods consistent with the *Dietary Guidelines for Children and Adolescents in Australia,* the Department of Education and Training's *School Canteens and Other School Food Services Policy,* and the National Healthy School Canteens *Guidelines for Healthy Foods and Drinks supplied in School Canteens.*

Link to the classrooms and other school activities to complement and reinforce healthy eating messages.

As a guide aim for 10% red foods, 30% amber and 60% green over a term, recognising this is only a guide and not entirely consistent with the referenced guidelines and policies referenced above.

Weekly target of not more than three red items on the menu once per week with a target to reduce red items to a couple of times per term.

Where possible all orders should use Flexischools.

Responsibilities:

Canteen Manager(s)

The Canteen Manager(s) is/are responsible for:

- Maintaining consistency with this canteen policy.
- Complying with the Duties and Responsibilities outlined in the Canteen Manager Position Description.
- Managing and setting of the menu in accordance with the guidelines and policies listed above.
- Making decisions about changes to the menu in line with the red, amber, and green guide detailed above.
- Approval from the School council is not needed for individual items on the menu as long as the red, amber, and green guidelines are followed.
- Making decisions about pricing to encourage higher sales of green foods.

- Promoting, encouraging, and marketing healthy choices through regular promotion and marketing activities such as daily specials or theme days.
- Complying with the current food safety and hygiene regulations.
- Maintaining a current Food Handling and Safety Supervisor certificate.
- Establishing and maintaining an updated induction pack for staff and volunteers which include the OH&S regulations and Anaphylaxis policy and any other policy/guideline relevant (for example Covid guidelines from the Department of Education)
- Complying 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.
- Complying with the current Anaphylaxis Policy
    - all existing and new canteen staff and volunteers will read and understand the anaphylaxis policy, before their first shift in the canteen
- Making use of volunteer help wherever possible, manage volunteer roster, and provide the relevant support, induction and training.
- Report any equipment failure/problem to the trading operations sub committee and the school maintenance officer in a timely fashion.
- Conducting a stock-take at least once per year.
- Following the Auburn South Primary School's Cash Handling Policy.
- Obtaining a monthly Account Transaction Report.
- As a school trading operation the canteen should make a surplus or at the very least, break even.
- Obtaining menu and price approvals from the School Council at least twice per year.

School Council

School Council is responsible for:

- Appointing the canteen manager(s) and, if necessary, their dismissal in consultation with the school principal.
- Ensure the provision of essential, safe equipment and that it is well maintained and in good repair.
- Completing an annual profit and loss statement.

RELATED POLICIES AND RESOURCES

- Auburn South Primary School's Cash Handling Policy
- Auburn South Primary School's Volunteers Policy
- Auburn South Primary School's Anaphylaxis Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	School Council
Next scheduled review date	February 2029