

## CANTEEN POLICY

### **Policy Statement**

The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for members of the school community, and presents an opportunity to raise funds for the College.

### **Our College will:**

- Provide an effective canteen service that provides healthy food in a manner that complies with all health regulations and operates in a financially secure and professional manner.

### **Implementation:**

#### *Setup*

- The College Council, through the *Education Act 1958*, has the authority to operate a College canteen. A canteen will operate at both the Morwell and Churchill junior campuses.
- The *Food Act 1984* requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be regarded as a food premises by the local Council. This includes the College canteen. Both canteens will be registered with Latrobe City Council and operate within their regulations.

#### *Management*

- A Canteen Manager will be appointed at both canteens to oversee the day-to-day operations of the canteen and menu selection.
- The Canteen Manager will ensure that all health regulations and food preparation requirements are complied with, in particular the "Food Safety Program for School Canteens" and "A Checklist for School Canteen Coordinators" contained within the Guidelines for "Personal Hygiene and Food Safety in Schools".
- The Canteen Manager will be responsible for the overall cleanliness and presentation of the canteen inside and outside.
- The College's Business Manager will be responsible for the oversight of the Canteen Manager and the canteen. The Business Manager will report to College Council through the Finance Committee on issues concerning the canteen as well as prepare yearly profit and loss statements. The Canteens, with approval from School Council may operate at a deficit if the College deems that the service provided to staff and students outweigh the impact of the financial loss.
- The Business Manager will monitor the canteen as part of the EOM procedures and perform an end of year stocktake.
- School Council will be responsible for maintenance and replacement of equipment.
- School Council will be responsible for payment of all expenses including wages, licensing, gas and electricity usage, and general purchases.


- All orders and purchases for the canteen are to be coordinated through the campuses office in line with the College's Financial Management and Control Policy.
- Daily takings are to be prepared for banking by the Canteen Manager. The campus office will cross check the total as part of standard banking procedures.
- At the discretion of the Canteen Manager, credit may be given to staff to the limit of \$40. All accounts must be settled before the end of each term.

*Nutrition*

- The College canteens will only sell food within the nutrition guidelines set out by the 'Go For Your Life' – Healthy Canteens Policy, 2007 and the Confectionary Guidelines, 2009.
- The canteens will only sell food in line with the College's Healthy Eating and Drinks policy.

**Evaluation**

This policy will be reviewed as part of the College's four year review cycle.

<b>Date Implemented</b>	Week 3 – Term 2 - 2014
<b>Approval Authority (Signature and date)</b>	
<b>Dates Reviewed</b>	Week 7 – Term 4 – 2014, Week 3 – Term 3 - 2015
<b>Responsible for Review</b>	Finance Committee
<b>Next Review date</b>	Week 3 – Term 3 - 2019
<b>References</b>	DET, Food Act 1984