



Orroroo Area School

RESPECT

RESPONSIBILITY

EXCELLENCE

TOLERANCE

HONESTY

ORROROO AREA SCHOOL CANTEEN GUIDELINES

A) The following canteen guidelines are endorsed by the SRC, Crunch, Classes R-12, Governing Council, Staff, Volunteers.

B) Role of the Canteen

The school canteen has many important functions:

- It provides a service to the students and staff of the school.
- It supports nutrition education programs that are being taught in the classroom, so that those students do not receive conflicting messages about food and making healthy choices.
- It provides, at reasonable cost, a wide variety of healthy, nutritious, enjoyable food and drinks, which are acceptable to the students and staff.
- Its profits, when it functions efficiently, can be used for the benefit of the school.
- Staffed by parent volunteers, it provides an opportunity for these parents to meet and be part of their children's school life.

C) Operation of the Canteen

- The day to day services are carried out by the Manager and/or Volunteer Parents. Starting duties Monday, Tuesday, Thursday, Friday at 10.40am and completing duties at 1.20 pm.
- The Canteen is open for serving, Monday, Tuesday, Thursday, Friday during lunch-time, 12:50 pm – 1:10 pm, subject to changing needs
- The Canteen manager will oversee all aspects of the overall operation of the canteen.
 - The organisation of physical resources.
 - The cleaning of the canteen facilities.
 - The provision of all feedback to the principal.
 - Liaison with parent and interested bodies.
 - Manager reimbursed for personal expenses per term.
- The Canteen Committee consists of: Canteen Manager(s), Governing Council Representative, Staff Representative, Parents, SRC, Finance Officer, and other co-opted members
- Volunteers (Parents) who assist in serving at the canteen are not expected to be responsible for the orderly behaviour of children. The staff member on yard duty will supervise children's purchasing of goods and will assist in ensuring

- politeness and orderliness during queuing. Students are not permitted to serve in the canteen due to Occupational, Health, Welfare and Safety Regulations.
- Due to OHS&W risk assessments, preschool children are not to be present in the canteen.
- D) All Parent Volunteers must have a DCSI approved Criminal History Screening(which school is willing to pay for)
- E) School Support Officer
- The organization of a parent duty roster.
 - Arranging relief assistance in the canteen when the situation so demands.
- F) Children learn about food and nutrition from many sources. The Canteen is part of the school environment, and can and should support classroom nutrition programs.
- The Canteen Committee, with guidance and advice from a Health professional decides selection of food. This is then taken to the Governing Council.
 - The principles taught in the classroom through the Healthy Eating Education Program should be reflected in the kinds of foods made available in the canteen, served at school camps, and sold for fundraising, promoting better choices.
- G) Promotion of the Canteen is carried out through various methods within the school. These can include the School newsletter, price list, posters and blackboard.
- H) Although not seen as a prime aim, the operation of the school canteen is also seen as a fundraising venture for the school. The Canteen will aim to make a small profit from the sale of goods.
- I) New and replacement equipment is seen as priority of purchasing
- Purchasing decisions less than \$50.00 can be made by the Canteen Manager/s.
 - Purchasing decisions more than \$50.00 to be taken to the Canteen Committee/Governing Council
- J) Pricing Policy of the canteen will be to cover the cost price and freight of all articles, including a small profit margin to cover other running costs. The aim is to encourage children to purchase items for sale to increase healthy eating habits and thus prices of goods will be kept as low as possible.
- K) Records are kept and often collated to assist with the running of the Canteen.
- Daily records of items sold and gross profit are kept by the Volunteers in the ‘Parent (Volunteer) Canteen Manual’.
 - Records of goods purchased are kept by the Canteen Manager/s in the ‘Canteen Managers’ Manual.
 - The Canteen Manager/s carry out a stock-take on a regular basis once a year.
 - Auditing is carried out by the Departmental Auditor once a year.

L) Finance Officer:

- Prepares a Money Tin with a Float of \$10.00 each day.
- The money is counted each day by the volunteer/s each day, and passed to the Finance Officer who re-counts and banks the profits.
- The money is banked into the Canteen Account at Bank SA
- Access to the account is any two signatories from the Finance Officer, Principal and/or delegated signatory.
- The Finance Officer receives, and duly pays, all accounts.

M) There are various Food Handling Guidelines for the handling, preparation, and storage of food displayed in the canteen and also in the Volunteers (Parent) Canteen Manual. It is further supported by appropriate equipment and is readily available.

N) Insurance Policy for the canteen is Public Liability by DECD.

- Due to WHS it is a requirement that only equipment with a current Check sticker be used. Volunteers are not to use their own equipment.

O) Expenses

- Purchases of food and equipment come from the Canteen Account.
- The WHS Officer within the school, who follows the School Standards, maintains equipment. Any repairs required are either by the School Grounds men or contracted out e.g.: local electrician.

P) Review Canteen Guidelines every three years.