



# St. Bernadette's Catholic Primary School

## Canteen Policy

Initiated 2001  
 Revised 2002  
 Revised 2005  
 Revised 2008  
 Revised 2013  
 Due for Review 2015

### Rationale

Saint Bernadette's School aims to provide for the whole child - physically, emotionally and educationally. It is a well recognised fact that children perform better when they eat balanced meals that are high in vitamins and minerals and low in preservatives and colouring.

The aims of our school canteen are as follows:

1. Support educational programs taught within the school.
2. Act as a role model in providing interesting food that is nutritionally sound, and attractively served, at a reasonable cost.
3. Provide a service that meets the needs of both students and teachers.
4. Operate an efficient business that meets the school needs at reasonable costs, without compromising standards.

### Guidelines

#### **Management and Operation of the Canteen**

- The Canteen will maintain good business practices and be commercially viable, so that it does not constitute a drain on the school's resources.
- The Canteen Manager shall be suitably trained, and be sympathetic to the ideals of a healthy Canteen policy, and hold a Certificate in School Canteen Management (TAFE), or equivalent. The Canteen Manager shall be familiar with the new Traffic Light System of food labelling and remain up to date with current health findings.
- The Canteen Manager and Administration Officer will be responsible for keeping the Canteen Accounts in good order. The Administration Officer will be responsible for the banking of monies taken by the Canteen.
- Lunch will be provided if forgotten, a note will be sent home with amount owing, no further credit being given until payment has been received.
- Children must order their lunches through the basket system by 9.00am on any school morning. Only genuine excuses will be accepted after this time, up to 9.15am. Late students will be told to return at recess time, to order in their own time. Then the menu is limited Classroom teachers will be encouraged to utilise the canteen for classroom activities.
- A percentage (to be determined at the end of the first twelve months of operation) will be set aside to provide for repair and replacement of equipment.
- As required, there will be a training session conducted by the Canteen Manager to familiarize volunteers with the operation of the Canteen.
- Small stationery items, such as pens, pencils and rubbers will be kept in stock for sale.
- The Canteen Manager will carry out a stocktake at the end of each term.

## **Hygiene**

*All food handling must be in accordance with current food hygiene. Main points to note are:*

- Long hair should be tied back and suitable headgear worn. Clean caps and aprons will be provided by the Canteen.
- Absolutely no smoking within the premises as Catholic Schools are smoke free zones.
- Preparation of food shall be done on clean surfaces using clean utensils.
- Hands and utensils must be washed frequently and particularly before commencing new tasks. Tongs shall be used wherever possible.
- No children shall be permitted in the food preparation area of the Canteen.
- Flat, enclosed footwear must be worn in accordance with Worksafe WA Regulations.
- The Manager is responsible for the daily cleaning of floors, sinks and benches.
- Fridges and freezers will be kept clean and tidy on a daily basis. Drinks and food will rotate to cover all expiry dates on a regular basis. Partially used and perishable food items will be covered in a sealed container, or with cling wrap, and stored under refrigeration.
- Fridges and freezers will be emptied and cleaned at the end of each Term, and in the event of spoilage, in accordance with Health Department Regulations.
- Pie warmers and ovens will be kept clean on a daily basis. At the end of each Term, they will be stripped down and racks washed wherever possible, in accordance with Health Department of WA Regulations.
- Only foods prepared in a commercial kitchen will be sold through the canteen. No cake baked by Parents in their homes will be accepted for sale through the canteen.
- Due to health and safety reasons, no food brought from home will be reheated in the canteen.

## **Nutrition**

- The Canteen shall follow the guidelines of the National Heart Foundation, the Western Australian School Canteen Association (WASCA) and the Dietary Guidelines for Children and Adolescents.
- Star Choice and Green and Amber registered foods will be used where possible and promoted through daily specials.
- Fruit will be offered on a daily basis, at recess and lunchtime. Fruit will be kept to a minimal
- The Canteen and the school will encourage students to bring homemade lunches or purchase lunches from the Canteen, and shall discourage parents from bringing take-away into the school.
- The Canteen shall refuse any parents who wish to leave take-away at the Canteen to be heated/ kept cold. Children will not be allowed to leave soft drinks in the Canteen fridges.
- The Canteen will, however, allow items to be left in cold storage for end of term class parties etc. following prior arrangement with the Canteen Manager.

## **Food/Drinks that will be sold:**

- 👍 Fresh and frozen tinned (in natural juice) fruit .
- 👍 Vegetables and salads made using reduced fat dressings.
- 👍 Wholemeal and fibre enriched white bread.
- 👍 Reduced fat dairy products including plain milk.
- 👍 Lean meats.
- 👍 Fruit juices - preferably with no added sugar.
- 👍 Plain water and water flavoured with fruit juice. (No added sugar.)

## **Foods sold but limited:**

- 👎 Reduced fat pastry items approved by WASCA or the NHF, limited to two days a week.
- 👎 Hot dogs made using frankfurters approved by WASCA or the NHF.

- 👉 Assorted muffins approved by WASCA or the NHF.
- 👉 Ice creams/Icy poles approved by WASCA or the NHF.

### **Foods that will not be sold:**

- 👉 Full fat pastry items.
- 👉 Chocolate confectionary/lollies/potato chips/cream filled buns.
- 👉 Soft drinks.
- 👉 High caffeine drinks - e.g. drinks containing guarana or caffeine.
- 👉 Deep fried food of any description.

### **MENU PLANNING**

- ☐ The canteen menu will follow the guidelines of this canteen policy. When the policy is reviewed, the canteen menu will also be reviewed to ensure it remains consistent with the canteen policy.
- ☐ The Canteen Manager and Committee will be responsible for making decisions about changes to the menu.
- ☐ The canteen will have a different menu for each school term. Terms 1 and 4 will have summer themes and Terms 2 and 3 will have winter themes.
- ☐ The Canteen Manager will be responsible for determining the selling prices of the food items, taking into consideration the overhead costs of the canteen and the profit margin set by the Canteen Committee.
- ☐ The canteen will subsidise the cost of all fruit items. Increasing the price of pastry items will offset this cost.

### **TRAINING AND HEALTH & SAFETY**

*The canteen will comply with current Occupational Health and Safety Regulations which include:*

- ☠ The Canteen Manager will be required to train all volunteers - e.g. FoodSafe etc.
- ☠ The Canteen Manager will be required to ensure all food hygiene and occupational health and safety legislation is strictly followed.
- ☠ All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or any other emergency.
- ☠ All canteen staff and volunteers are required to wear close in footwear. Shoes with heels are not acceptable.

### **GENERAL POLICY ISSUES:**

- ☞ A copy of this policy and any supporting documents will be at hand for reference in the school canteen.
- ☞ A copy of the current Canteen Policy that has been signed and dated will be given to all canteen committee members at the first committee meeting of the school year.
- ☞ A copy of the current Canteen Policy will be given to all staff members at St. Bernadette's.
- ☞ The Canteen Policy will be reviewed every three years.