

KEITH AREA SCHOOL

CANTEEN POLICY

RATIONALE

1. An important factor affecting the growth and development of children is the nutritional quality of their diet.
2. The school community has a responsibility to demonstrate good choices and extend users' experience of healthy eating in the same way a classroom environment does.

OBJECTIVES

1. To encourage long term healthy eating habits amongst the school community
2. To encourage the school community to be involved in the school canteen.
3. To provide a range of foods based on the Australian Dietary Guidelines
4. The canteen committee continually reviews its menu with reference to the nutritional quality of the food.
5. To provide a cost effective, financially self-sustaining food service
6. To provide food which is fresh, varied and prepared under hygienic conditions

ACTION

- Nutritious, healthy food is attractively presented at affordable prices to users
- Food is presented in a way which is consistent with health education within the school
- Information of the products for sale is displayed
- The school parent community is encouraged and welcomed to assist in canteen duties
- Food meets the basic nutritional requirements
- The Canteen committee meets at least once a term
- The Canteen Committee reviews prices periodically and makes adjustments when necessary

THE CANTEEN COMMITTEE

- a. The committee shall represent the Keith Area School Governing Council in assisting the management of the Canteen in the policy laid down by the School Governing Council

- b. The committee will be appointed each year after the School Governing Council's Annual General Meeting
- c. The committee shall meet at least once a term

THE CANTEEN MANAGER

- Reports regularly to the Canteen committee
- Orders and checks canteen supplies
- Administers the daily operation of the canteen
- Cares for the equipment and is responsible for the cleanliness of the premises
- Opens and secures the canteen daily
- Performs a stock-take of food and drink stocks twice a year
- The daily takings to be checked by the manager and assistant and banked by the manager
- Prepares invoices and payment of cheques for authorisation by the Bursar
- Oversees and works cooperatively with canteen volunteer helpers
- Works in harmony with the Canteen Policy
- Has an affinity with students
- Exhibits and expects standards of courtesy from users of the canteen
- Ensures that cooking devices are properly extinguished at the end of each day
- Provides full and proper safety instructions to volunteers
- Complies with Health Regulations
- Consults with the Committee on price setting and equipment purchases.

ADMINISTRATIVE OFFICER (or nominee)

- Liases with the Canteen Manager
- Prepares a trading account at the end of the school financial year
- Authorises the payment of all accounts
- Reports to the School Council and Canteen Committee on financial issues