

CANTEEN & EVENTS POLICY & GUIDELINES

Rationale:

The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for parents wishing to purchase foods for their children.

Objectives:

- The school canteen menu will consist of foods offered to be nutritionally balanced with green identified foods being the preferred consumption for families. The school will aim towards these percentages of items to be within range of - 5% red, 35% Amber and 60% green.
- Identify healthy menu items by the colour coding on the menu and on QKR for parents to make an informed decision.

Aims:

- To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.
- To use the guideline of the healthy eating plate taught within the curriculum. [Australian guide to healthy eating | Eat for Health](#)

Management:

- To conduct all operations in a safe, suitable and correctly labelled environment in compliance with the Australia, NZ Food Standards Code and Food Act (2001).
- To employ a manager to efficiently manage resources, including property, equipment, personnel and stock.
- To operate financially to cover all costs and expenses and to endeavour to provide some contribution to the school education purposes.
- The Governing Council will ratify yearly the financial operations of the School Canteen from a GST perspective.

Implementation:

- The *Food Act 2001* requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Council. This includes the school canteen.
- The Woodville Primary School Governing Council is responsible for the administration of the Canteen through its Canteen Manager.
- The Canteen Manager will make recommendations to and advise Governing Council on any matters relating to the Canteen operation.
- Stock takes will be conducted termly.
- The Canteen Manager will be responsible for all aspects of the canteen operation and be competent in Food Safety guidelines.

- If a roster of parent volunteers is required, it will be organised by the Canteen Manager who will ensure that volunteers fully understand Food Safety procedures.
- The School Food Supervisor will effectively supervise food safety and health regulations as per Department guidelines.

DAILY PROCEDURES FOR THE CANTEEN MANAGER

Administrative:

- Open Canteen at 8:30 am Tuesday to Friday and close 2pm.
- Collect a print out of orders on a daily basis at the front office
- Buy fresh produce when needed
- Count money and enter in Canteen cash book

Prepare Food:

- Remove quantity needed from freezer/refrigerator
- Prepare food
- Pack orders

Maintain Hygiene:

- Ensure Health regulations are observed (a) personal and (b) storage and handling
- Hands must be washed with hot water and soap before handling food
- All persons dealing with the preparation of food and associated equipment items are to follow the correct food handling practises i.e. hair net, apron, suitable clothing and enclosed foot wear.
- Wash dishes, equipment, floors and wipe benches
- Ensure the facilities, equipment and surfaces are clean in accordance with the cleaning schedule that shows daily, weekly and termly adherence.
- All fridge and freezer appliances to be maintained and cleaned regularly with stock being rotated, first in first out (FIFO rule), with dates of use by and package open dates recorded on the containers.

Other Duties:

- Pass on takings to the school office on day of operation
- The Canteen Manager will ensure that all foods served at the canteen fit within healthy choices food plate and comply with the Governing Council's non-preferred items.
- The Canteen Manager will be responsible for the purchase of foods consistent with the Canteen Policy objectives
- The Governing Council will regularly evaluate the financial operations of the Canteen Balance Sheet and Profit and Loss Statement which will be presented at the relevant Governing Council Meeting.
- Price changes will be passed on to the students and notification will be placed in the school newsletter, class dojo and reflected on QKR app and menu.
- Governing Council will be responsible for maintenance and replacement of equipment.
- FoodChecker (online tool) will be used to check the nutritional balance of products/menu on offer.

Red Days: 2 School event days a term – to offer special discretionary food choices.

**The Governing council will allow for ‘outside of school functions/fundraising’ purposes to provide Governing Council’s non-preferred items to be on offer; as parents are present or are aware of what is on offer at a function/event and are able to make an informed decision as to whether items are purchased for child/ren to consume.

Governing Council’s non-preferred items:

Foods that should not be supplied are generally ultra-processed discretionary foods and drinks in the Australian Guide to Healthy Eating and should be consumed rarely and in small amounts. These items are not essential in a balanced diet and can contribute to excess energy intake, and the development of chronic disease risk factors if consumed frequently or in large amounts. These foods options are:

- high in energy (kilojoules)
- high in saturated fat, added sugar and/or salt
- lacking in important nutrients such as fibre.

Below is a summary of foods and drinks in this category

- **Confectionary** – all types of lollies, jelly, chocolate
- **Deep Fried Foods** – all deep-fried foods
- **Sweet Spreads and Toppings** – chocolate spreads, syrups, sprinkles
- **Products containing Confectionary, chocolate or yoghurt flavoured coatings** – coated muesli bars, dried fruit-based confectionary, ice-creams or deserts that contain confectionary, biscuits/cookies that contain confectionary
- **Frozen Ice Confection** – sugar sweetened ice blocks, slushies, gelato or sorbet
- **Artificial and Intense Sweeteners** - any food or drink product containing artificial or intense sweeteners (including natural sweeteners)
- **Energy Drinks and Other Caffeine Containing Drinks** - any food or drink containing caffeine and/or guarana including coffee, coffee milks, tea, iced tea, tea flavoured, cola & cola flavoured drinks, sports and energy drinks
- **Drinks** – sugar-sweetened or artificially sweetened drinks such as soft drinks, flavoured waters, flavoured mineral waters, flavoured teas, fruit drinks (less than 99 per cent fruit juice), cordials, sports waters, sports drinks. All carbonated drinks including juice and coconut water (excluding plain, carbonated water, high protein drinks and protein shakes)

The Australian guide to healthy eating is a food selection guide which visually represents the proportion of the five food groups recommended for consumption each day.



Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.

Grain (cereals) foods, mostly wholegrain and/or high cereal fibre varieties



Vegetables and legumes/beans



Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans

Milk, yogurt, cheese and/or alternatives, mostly reduced fat

Fruit

Use small amounts



Only sometimes and in small amounts



Australian guide to healthy eating

Policy ratified by staff: Date: 10/9/24
Endorsed by Governing Council: Date: 10/9/24
Review Date: 10/8/27