



Canteen Policy

Star of the Sea Catholic Primary School

Star of the Sea Catholic Primary School Canteen reinforces nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable. The canteen has the potential to influence food choices of students at school and in the wider community, and helps to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

The Role of the Canteen

The canteen complies with the requirements of the Department of Education's *Healthy Food and Drink* policy.

The canteen provides a food service to students and staff that meets their nutritional needs, promotes healthy food, is part of a whole school approach, and is affordable and financially sustainable.

To ensure every student is fed and no one is without recess and lunch.

Confidentiality Policy

Confidentiality must be kept at all times. All confidential matters pertaining to staff, other children or any in school matters are not to be discussed with parents, volunteers and others who are not entitled to be party to such matters. All canteen volunteers including parents must attend a meeting with the Assistant Principal before working in the canteen. Volunteers who are not parents must have a working with children check. Parents of children at the school do not require a working with children check. Confidentiality will be explained at the meeting.

Accreditation To Work in a Catholic School

All paid staff in the canteen must complete their Accreditation to work in a Catholic School.

Professionalism

The highest standards of professionalism are expected by all people working in the canteen. These standards include being punctual, neatly dressed, willingness to assist the school, appropriate communication skills, interacting and relating with all staff and students positively.

Respect for the Environment

The canteen must comply with the school environmental policy by recycling as many goods as possible, giving food scraps to the worms and buying fresh produce from the garden centre.

Nutritional Policy

The policy will apply to all operators of the canteen. The policy also applies to all areas in the school where the Principal is directly responsible for the supply of food and drinks – for example, classroom rewards, school camps and excursions.

The Australian Guide to Healthy Eating (AGTHE) and the national Dietary Guidelines for Children and Adolescents in Australia (2003) establish the basis for a healthy eating approach. A key message of the AGTHE is to enjoy a variety of foods every day. All products are measured against criteria for each food type using the national Federation of Canteens in Schools (FOCiS) nutrient criteria to determine if products are able to be registered in the Star Choice Buyers' Guide. All processed food and drink sold in the school canteen must meet a minimum nutrient standard.

Canteen Committee

The canteen committee is to represent the whole school community. The Assistant Principal, Canteen Manager, Parent Representative and Staff Representative will all be on the committee. The committee is to participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc. They are also responsible in over seeing that the canteen is run according to the canteen policy.

Menu planning

- The canteen menu will be guided by with the Department of Education's *Healthy Food and Drink* policy.
- Menus change according to the summer and winter seasons.

The canteen menu will support healthy eating by:

- having available every day and promoting a wide range of the foods that should make up the majority of a healthy diet (GREEN)
- having available only sometimes, choosing healthier alternatives and avoiding large serving sizes of foods that should be eaten in moderation (AMBER)
- not making available foods that do not meet specified minimum nutrient criteria (RED).
- a wide range of foods will be offered taking into consideration Australia's multicultural society.

Note - Savoury commercial products in the AMBER group will be limited to those that meet the criteria for registration and will be available no more than twice a week.

Links with the Curriculum

Childhood obesity is now recognised as a world wide epidemic. The whole school approach to healthy food policy provides consistent messages through the curriculum, social and physical environments at Star of the Sea Catholic Primary School. The relationships between school, home and the community are key elements of health promotion in schools.

Theme Days/ Weeks

The canteen will run a theme week/day once a term. The week/day can be based around the curriculum, whole school approach or a healthy food theme.

School Community Involvement

The Canteen manager will contribute to the canteens promotion of healthy eating. The canteen manager will place in the newsletter once a term a promotional healthy food initiative the canteen will be carrying out for the week. This could be promoting fruit and veg week or a canteen theme for the week.

Ordering Food For the Canteen

All food in the canteen will be ordered by the Canteen Manager. It will be ordered during work hours and an office computer or by phone will be used to order online shopping. Non perishable items will be ordered once a week and perishable items will be purchased daily by the canteen manager.

Food safety and hygiene

The *Food Act 2008 (WA)* and the *Food Regulations 2009* legislates that:

- All food services must apply for registration with the local council as a food business. A fee may be applicable.

All canteen/voluntary staff must:

- Must comply with the FoodSafe Food Handler Training program or its equivalent.
- Wear hats, hairnets and aprons which will be provided by the canteen
- Not sell foods made at home through the canteen food service; and
- Must prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth. Coloured boards are used to stop cross contamination.
- Check temperatures of fridges and food on a daily basis.

Canteen Cleaning Roster

The canteen cleaning roster must be displayed in the canteen and carried out each day/ week/month or term. See Appendices

Occupational Health and Safety

The canteen/food service is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. The Catholic Education Office has a number of policies and procedures related to health and safety. Health and Safety requirements of Star of the Sea Catholic Primary School include:

- All canteen staff and volunteers to be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff and volunteers to wear enclosed footwear. Shoes with heels, open sandals are not acceptable.
- Students are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity.
- Children are not permitted in the canteen during normal canteen opening hours.

Canteen Management Issues

1. Employment

- The canteen manager and paid canteen staff shall be appointed by the school Principal.
- The Principal will review the canteen manager and paid workers to see if they are complying with the canteen policy.
- The canteen will comply with equal opportunity guidelines for employment.
- All canteen paid staff will stay on the grounds of the school during paid work hours. If they need to leave they must sign out at the office.
- All canteen paid staff must call the Assistant Principal if they are unable to work due to illness. If possible inform the Assistant Principal the day before the absence or anytime after 6:00am.
- All applications for leave must be put in writing and addressed to the Principal. Leave approval will be at the discretion of the School board. Staff must complete the application for leave form after any absence and return to the Administrative officer.

Hours Of Attendance

In accordance with the relevant award the canteen manager is required to be onsite and work a 37.5 hour week (1.0 FTE). The following starting and finishing times have been negotiated with the canteen manager to accommodate the daily routine of the school.

Monday: 8:00am – 2.00pm Offsite 2:00-3:30pm

Tuesday 8:00am – 2.00pm Offsite 2:00-3:30pm

Wednesday: 8:00am – 2.00pm Offsite 2:00-3:30pm

Thursday: 8:00am – 2.00pm Offsite 2:00-3:30pm

Friday: 8:00am – 2.00pm Offsite 2:00-3:30pm

2. Skills and knowledge

- Canteen supervisor and employer will undertake 'traffic light' training conducted by the Western Australian School Canteen Association and achieve competencies in nutrition, food safety and hygiene and canteen management.

3. Pricing policy/profits

- The canteen should be a financially viable business enterprise.
- The canteen will endeavour to provide a financial contribution towards the payment of paid workers in the canteen and resources for all students in the school. The amount of money contributed to the students will be dependent on the financial needs of the canteen (eg for maintenance of facilities and equipment, new equipment, professional development and training etc).
- The canteen intake for the day will be counted and banked daily.
- All canteen orders will go through the cash draw in the canteen to enable daily takings to be recorded each day. The canteen will have a float of \$100 a day.

4. Canteen/food service equipment

- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used according to the appliance directions.
- The canteen committee shall report to the Principal any structural defect(s) within the canteen.

5. Gifts/concessions

- All discounts, allowances, complimentary articles, gifts concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the canteen shall remain the property of the canteen and be properly recorded and later accounted for at the time of stocktaking. The Bursar must be made aware of all these when they occur.

Distribution of the policy/general policy issues

- A copy of the current canteen policy that has been signed and dated will be given to all canteen committee members.
- This policy shall be added to, or amended after any canteen committee meeting.
- This policy will be reviewed annually by the canteen committee and suggested amendments will be approved by the canteen committee.

Appendix 1

What's on the menu for WA schools

The table below provides examples GREEN, AMBER AND RED foods under the traffic light system for WA public schools. This is not the entire list of available foods.

Nuts and nut spreads do not appear in the table.

Schools are advised to refer to the Department of Health's *Anaphylaxis Management Guidelines for WA Schools* <http://www.health.wa.gov.au/anaphylaxis/roles/schools.cfm>.

Breads	A variety of bread types
Cereal foods	Wholegrain cereals, pasta, noodles, rice
Vegetables	Vegetables and salads (reduced fat dressing only), all salad mixtures
Fruit	Fresh, frozen and tinned (in natural juices)
Legumes	Tinned (eg bean mix, kidney beans), cooked
Reduced fat dairy products	Reduced fat: milk (plain and flavoured), yoghurt (fresh, frozen, plain or fruit), cheese
Lean meat, fish, poultry and alternatives	All lean meats, chicken (no skin) or registered meats, * fish (eg tuna, salmon, sardines), and egg
Sandwich fillings	All lean meats, lean chicken, fish, creamed corn/corn kernels, egg, canned spaghetti (reduced salt), salads, baked beans, low fat cheese, hommos, vegemite, yeast spreads and fish spreads *
Hot food	Jaffles/hot rolls/toasted sandwiches (fillings as for sandwich fillings), baked potatoes, rice, soups, toast, English muffins, crumpets (wholemeal), raisin toast, and meals meeting the criteria for registration such as curry and rice and pasta dishes
Snacks	Yoghurt, scones, raisin or fruit bread, pikelets, cheese sticks, bread sticks, bruschetta, water crackers, rice cakes, rice crackers, popcorn (plain/ low fat/ flavoured), dried fruit, seed packs, trail mix based on breakfast cereals, registered snacks *
Drinks	Water, reduced fat milk, fresh fruit milkshakes, soy, 100% fruit juice (small size), plain mineral water

AMBER – Select carefully and limit	Examples
Breakfast cereals	Refined cereals with added sugars
Full fat dairy foods	Milk, yoghurt, custard, low fat dairy desserts and cheese
Savoury commercial products	Registered products such as ovenable fish/chicken/ potato portions should be chosen because they are lower in fat/salt*
Snack foods bars	Registered products such as breakfast bars, cereal bars and fruit bars *
Savoury snacks	Registered products such as oven baked vege chips, garlic or herb bread (lightly spread) *
Cakes, muffins and sweet biscuits	Registered products such as cakes, muffins and biscuits (reduced fat and/or sugar and based on wholemeal flour) *
Ice creams, ice blocks, fruit based icepops, slushies	Registered ice-creams, milk based ice confectionary, frozen yoghurts and rice cream *
Drinks	Fruit drinks, mineral waters flavoured with fruit juice, low joule cordials
RED – Off the menu	Examples
Sugar and artificially sweetened drinks	Soft drinks, artificially sweetened soft drinks, energy drinks, cordials, sports drinks and mineral waters flavoured with sugar, high caffeine drinks (eg drinks containing guarana)
Confectionery	All types, caramelised popcorn
Pastry items	All types that do not meet the criteria for registration
Sandwich meats	High fat sandwich meats including polony (devon) and salami
Deep fried foods	All types
Savoury snacks	Crisps, chips and other similar products that do not meet the criteria for registration
Ice creams	Chocolate coated and premium ice creams
Sandwich fillings	Honey, jam, chocolate spreads, confectionary sprinkles
Cakes muffins, sweet pastries	Croissants, doughnuts, cream filled buns/ cakes, sweet pastries, slices

* Meets the criteria for Star Choice™ registration

Appendix 2

DAILY PROCEDURES

7.30 – 8.00 Purchase fresh produce

8.00 - 8.30 Morning set-up
 Unlock all drawers and cupboards
 Turn on oven and sandwich press
 Put away early morning deliveries, check against invoice
 Set up front counter with lunch bags, lunch basket, pens, menu etc

Prep hot trays for recess (changes daily depending on weather and lunch menu), make cheesies and pikelets
Make jelly cups, muffins, date balls etc as required

8.30 - 9.00 Collect and collate lunch orders

9.00 - 10.30 Morning prep
Hot food (as per lunch orders) in to pie warmers
Make sandwiches and cold orders (as per lunch orders)
Prep fresh hot food for pie warmers (to go in after recess)
Heat recess food ready for service

10.30 - 10.40 Set-up for recess

10.40 - 11.00 Serve recess

11.00 - 12.15 Lunch prep
Fresh hot food to go in to pie warmers
Prep meal deals and daily specials
Cook toasted sandwiches
Count and sort lunch bags, add straws, spoons etc
Complete foodsafe temp charts

12.15 - 12.40 Bagging, boxing and serving of lunch orders (Students will begin to collect at 12.30)

12.40 - 1.30 Lunch time service

1.30 - 2.00 Clean up
Restock fridge
Refill Slushy machine
Make ice/fruit cups
Complete food safe cleaning charts
Ordering of stock
Prepare banking
Paperwork - daily meal count, wastage charts, injury charts etc
Put all bench top stock away
Lock all drawers and cupboards

Banking

All day, every day

Ensure all food is covered
Ensure safe temperature of food
Check pie warmer temp, and fridge and freezer temps
Cleaning up and dishes

Monday pm Green bins to go out
Tuesday am Green bins to come in
Friday pm Recycling bins to go out

(every second week)

MANAGER ONLY – NOT DAILY

Check pricing on creditors invoices

Invoice debtors

IOU reminder notes to parents

Payment of creditors

Income and Expenditure Statement

Compare supplier pricing

Contact reps for new products

Menu planning

Review Recipes

Canteen EXPO and Meetings