



Highgate School Canteen Policy

Objectives of the Highgate School Canteen

The canteen as part of the whole school implements the *Right Bite Healthy Food and Drink Supply Strategy*.

The canteen provides the means by which children and adolescents can put into practice the nutrition messages they are being taught in the classroom.

The canteen can model healthier food choices that are tasty, interesting and affordable. This can influence food choices at school and in the wider community.

The canteen will be managed as an efficient business providing a healthy food service to the school community. (*Refer healthy eating policy. However as in accordance with DECD Healthy Eating Guidelines the canteen is entitled to provide two red days per term*).

The Highgate School canteen aims to:

Provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices.

Help reduce health risk factors by encouraging the development of good eating habits consistent with the *Dietary Guidelines for Children and Adolescents*.

Function as an efficient enterprise.

Demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen.

Provide an opportunity for the school community, through the canteen committee, to participate in decisions concerning the operation of the school canteen and the implementation of government policy.

Provide an opportunity for parent and community involvement in children's education environment.

Duties of the Canteen Committee

The canteen committee will be responsible for operating the canteen in accordance with this policy and its supporting documents.

The Governing Council will manage the school canteen through a canteen committee.

The committee will include canteen manager, parent representative from Governing Council, principal or delegate, school finance officer, school services officers, parents, teachers (student representatives).

The canteen committee will meet at least twice a term and present a report to each general meeting of the Governing Council.

The committee chairperson shall present a written report and financial report (through the finance officer) to the Governing Council at the Annual General Meeting.

The Governing Council must approve all canteen capital purchases by a majority vote at a general meeting prior to purchase.

The Governing Council will have the right to reorganise, disband or close the committee.

The chairperson will either be the parent or principal (or delegate) from Governing Council.

The school finance officer working with the canteen manager shall provide current financial statements at each meeting.

Duties of the Canteen Manager

The canteen manager will:

Be responsible to the Canteen Management Sub-committee of the Highgate School Governing Council, with reporting on a regular basis to the principal or delegate.

Work collaboratively with the Canteen Management Sub-committee and make recommendations regarding improvements to food and drink supply and maintenance of facilities.

Ensure the service is managed effectively and efficiently.

Work with students and staff in promoting healthy, cost effective food choices to students in accordance to the *Right Bite Strategy*.

Liaise with the Highgate community in providing collectively the maximum of two occasions of foods in the red category (according to Right Bite Strategy) per term.

Comply with the current Food Safety and Hygiene Regulations.

Be trained as a certified Food Handling and Safety Supervisor.

Manage the daily operation of the canteen, including provision of an updated price list each term (as necessary).

Promote, organise and supervise volunteers.

Work cooperatively with the finance officer to count daily takings, monitor monthly financial reports and the trading statement once per term to ensure the canteen is cost effective.

Stock Management

The canteen manager, at least once per term will conduct a stocktake.

Occupational Health and Safety

The canteen will comply with the current occupational Health and Safety Act and Regulations, including:

1. All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency.
2. All canteen staff and volunteers will be required to wear closed-in footwear.
3. Ensure that only canteen workers enter the canteen kitchen premises during normal canteen opening hours.

Volunteers

The canteen will make use of volunteer help wherever possible.

1. Volunteers will be advertised for in the school newsletter.
2. Volunteers will be provided with orientation training by the canteen manager and supported in their work.
3. The canteen manager will provide volunteers with appropriate food safety and hygiene and OH&S training.

Canteen Operations

1. Lunches will be ordered at commencement of the school day through the use of lunch bags. Students who do not have a lunch will be provided with a basic sandwich. A note will be sent home to parents requesting payment.
2. Student helpers can assist in the canteen with the sale of pre-prepared items at the discretion of the canteen manager.