



CANTEEN POLICY

Rationale

The provision of an efficient and effective canteen at the school provides a service for parents wishing to purchase lunches for their children. Nutrition is important to the health and growth of students in their school years so the canteen will provide healthy food options that comply with all health regulations.

1 Guidelines

1.1 School Council (or designated sub-committee) will seek tenders from businesses to provide a daily lunch order service from the school's existing canteen. As the canteen services will be outsourced to a profit making entity, the entity must register and account for the GST. Tenders will be a maximum of 2 years duration and are conditional upon compliance with the following criteria;

- A canteen coordinator will be appointed and identified by the successful tenderer. The coordinator will be responsible for all aspects of the canteen operation, will be competent in Food Safety and will be on duty at all times when the canteen is preparing and serving food.
- The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with.

School Canteens and Other School Food Services Policy is located at

<https://www.education.vic.gov.au/school/principals/spag/finance/pages/canteen.aspx>

Safe Food Handling, located at

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>

Go for your life- Healthy Canteen Kit- Food Planner and the Dietary Guidelines for Children and Adolescents in Australia located at

<http://www.education.vic.gov.au/Documents/school/principals/management/gfy/plan.pdf>

1.2 The successful tenderer will pay an agreed annual commission to the school council, payable at the commencement of each year.

1.3 All other matters to be agreed between the school principal and the successful tenderer.

1.4 All workers in the canteen will have a Working With Children Check.

2 Implementation

2.1 In 2017 Wheelers Hill Primary School entered into an agreement with Hungry Hamper Catering Pty Ltd until December 2020

2.2 The Canteen Manager will comply with current Occupational Health and Safety (OHS) standards

2.3 The Canteen will provide a service to parents through online ordering, or paper bag order handed in to the classroom and delivered to the canteen each morning. Students are also able to purchase items over the counter

2.4 The Canteen operates five days per week between the hours of 9.00am-2.30pm.

2.5 Prep students are not permitted to order over the counter

2.6 School Council will review the canteen menu on a regular basis

2.7 The Canteen space is shared with OSHC program. This is negotiated between both parties

2.8 Wheelers Hill Primary School is responsible for the payment of electricity, gas, and water

2.9 The licensee is responsible for the costs of repairs to parts of and/or equipment used by the canteen, including and maintenance to fixed plant used solely for canteen use.

2.10 School Council will be responsible for structural and capital repairs to the Licensed Area and for all damage caused or contributed to by, or due to the negligence of, the School council.

2.11 One day a term (i.e. 4 times per year), outside catering (usually a fundraiser) is available for the school. On these days the licensee will not be required to operate the canteen.

3 Evaluation

3.1 The Canteen policy will be reviewed by School Council at the completion of each tender period.

Related policies and guides

Policy Area	Ratified by School Council	Next review
School Operations	August 2019	2023