

# Ingle Farm East Primary School



## Canteen Policy

Endorsed by Governing Council 5th May 2020

Review date May 2023

***The Ingle Farm East Primary School Canteen provides an important service to the school community by providing food and drink items at an affordable price. The Canteen also reflects the need to model sound educational and nutritional services and goods that support the principles of the school curriculum in respect to healthy eating and lifestyles.***

## **AIMS**

Aims of the Canteen include to:

- Provide students and families with healthy food options as well as catering for individual dietary requirements where possible
- Provide foods consistent with the Right Bite Healthy Food and Drink Supply Strategy for SA Schools and Preschools.
- 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 parent and community involvement in the canteen by assisting in a voluntary capacity.

## **GOVERNING COUNCIL**

The Ingle Farm East Primary School Governing Council manages the Canteen through a Canteen Committee. At least one representative from Governing Council must be a member of the Canteen Committee.

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.

A written report and financial statement regarding the Canteen proceeds and expenses is to be presented to Governing Council at each Governing Council meeting by the Canteen Committee Chairperson (through the Finance Manager).

Governing Council must approve all canteen capital purchases of greater than \$500 prior to purchase. In the event of an equipment malfunction and/or breakdown where urgent action is required, authority is delegated to the Principal to approve purchases above this limit.

## **CANTEEN COMMITTEE**

The Canteen Committee is responsible for ensuring the canteen operates in accordance with this Policy and its supporting documents.

Members of the Committee should include at least 3 of the below:

- A member of the Leadership Team
- Governing Council Representative
- Finance Manager
- Canteen Manager
- Parent Volunteer

The Committee is to be chaired by an elected member of the Committee, with meetings held twice per term, prior to Governing Council meetings. Minutes of each meeting are to be recorded and tabled at the respective Governing Council meeting.

## **RESPONSIBILITIES**

### Canteen Manager

The Canteen Manager should:

- Coordinate stock orders and deliveries with suppliers
- Manage the day-to-day preparation of lunch orders and break time sales
- Coordinate the Canteen Price List and any amendments required
- Facilitate the voluntary assistance of parents and staff
- Provide training where required to volunteer helpers

### Volunteer Helpers

All staff and parent volunteer helpers should:

- Undergo canteen volunteer training by the Canteen Manager
- Respect the roles and responsibilities of other Canteen workers
- Work cooperatively with others

### School Leadership Group

Leadership staff should:

- Introduce new parents to the Canteen staff
- Encourage voluntary assistance of parents
- Advise the Canteen Manager of any known student food allergies
- Ensure overall operations, safety and work conditions abide with the Work Health and Safety Act 2012 (SA) and Regulations.

## **LUNCH ORDERS**

- When ordering lunches, parents/students are requested to:
  - make selections in accordance with daily menu items
  - use a lunch bag which can be collected from the Canteen or Front Office or order online
  - clearly label the lunch bag with the student's name and class/pod number
  - specify the required food/drink items and the price for each
  - include the total cost and any change required on the lunch bag
- Students are to place lunch orders in their classroom lunch crate by 9am
- Lunch crates are to be delivered to the Front Office by 9:15am for collection by the Canteen Manager
- Online orders can be placed through the My School Connect app, online orders close at 10am
- Every effort shall be made to supply ordered items, however substitutions may be required when:
  - there is insufficient stock
  - an order is placed late
  - there is insufficient money in the lunch bag
  - the ordered food/drink item is not available on that day
- Canteen Manager will negotiate alternative items with students where necessary.

## **SPECIAL FOOD EVENTS (Red Category - Limit to two occasions per term)**

The Canteen will allocate two RED days per term, the Canteen Committee and/or Governing Council may, at their discretion, waive the restrictions on food products during these events by permitting "Sometimes Foods" for sale.

## **NOTES**

**This policy should be read in conjunction with other relevant supporting documents including:**

- Right Bite Healthy Food and Drink Supply Strategy for SA Schools and Preschools
- Work Health and Safety Act 2012 (SA) and Regulations
- DECD "Mark-Up Tool"
- Volunteer Policy