POLICY: CANTEEN

1 Rationale

The canteen at St Michael’s school was established by parents and supported by the school to provide an alternative source of nutrition to the students. The canteen is supervised by the school administration through the employment of a canteen supervisor who in turn organises rosters for volunteers who are drawn from the community.

2 Aims

2.1 Provision of hot and cold food at competitive prices.
2.2 Provision of the above in a hygienic environment.
2.3 Provision of healthy food.
2.4 A venue for volunteers from the community
2.5 To provide another source of welcome for the children.

3 Implementation

3.1 The establishment of a role description for a canteen supervisor.
3.2 The employment of a canteen supervisor.
3.3 Establishment of regulations regarding food handling.
3.4 Establishment of regulations regarding volunteers, ie Child Protection regulations.
3.5 Procedures regarding OH&S ie children not permitted in the Canteen.
3.6 Purchase of food and drink left to the discretion of the supervisor.
3.7 Exclusion of all products containing peanut or sesame seed.
3.8 Children to collect whole lunch basket not individual lunches.
3.9 Lunch basket to be returned to the canteen window prior to the commencement of play.
3.10 Staff ordering food at times outside the normal time to send the child to serving window NOT the canteen door.
3.11 Teacher on canteen duty to exercise vigilance regarding lining up.
3.12 The canteen to be cleaned daily by the school contract cleaner.
3.13 Regular revision of pricing code.
3.14 Adherence to Catholic Education, Diocese of Parramatta regulations re counting of money and its subsequent dispersal.
3.15 A stock take to be conducted each term.

4 Evaluation

The policy to be reviewed annually by the supervisor, the accounts clerk, the Principal, a teacher and a selected volunteer parent.