



## CANTEEN OPERATIONS POLICY

### Rationale

- The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for parents wishing to purchase lunches for their children, and presents an opportunity to raise funds for the school.
- Good food is essential for good health.
- A healthy diet is a contributing factor to a child's performance and general wellbeing.
- A healthy child functions more efficiently.
- School Councils may decide to provide canteen services as a School Council operated canteen or by outsourcing the canteen services to a third party by issuing a School Council Canteen Licence. For the template licence see: [School Council - Shared Use of Facilities, School Council Canteen Licence](#)
- A School Council operated canteen has the following features:
  - The School Council is responsible for the canteen and its policies.
  - The School Council is responsible for the employment and dismissal of staff and the ordering and sale of goods for the canteen.
  - A delegated officer is regularly responsible for the actual counting of the daily takings.
  - Under GST legislation the canteen may be operated as 'input taxed' (see section 3.8.3 for tax implications in relation to a School Council operated canteen).
  - Profits are transferred to the School Council.
- In this method of operation, the Principal exercises supervision of the canteen and the day-to-day operations are carried out by paid/voluntary workers.

### Purpose

- To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements and is approved by School Council.
- To ensure Footscray North Primary School Council manages the canteen in line with legislation and DET policy.

### Implementation

#### School Council Operated Canteen

- The School Council is responsible for the:
  - canteen and its policies
  - employment and dismissal of staff
  - ordering of goods for the canteen
- The Principal will supervise the canteen.
- Two delegated offices will count the daily takings.
- Paid or voluntary workers will manage operations on a day-to-day basis.
- Under GST legislation the canteen may be operated as 'input taxed'.
- Any profits will be transferred to the School Council.
- The Canteen Committee will assess the suitability and pricing of new or potential products.
- Profit and Loss Statements will be produced on a term basis to ensure the canteen is financially viable, that the income is sufficient to meet the full costs of maintaining and operating the canteen, including provisions for canteen staff annual leave, long service leave and any other related costs (refer to section 3.6 Trading Operations and 10.2.3 Trading Profit and Loss statement).
- Yearly maximum contributions to the school from the canteen would be equivalent to the:

- net profit for the year less any increase in working capital required for the canteen
- costs of any services met by the school
- Sound procedures for the receipt, control and banking of canteen moneys are essential to protect the school and the personnel involved. Accordingly, appropriate measures, as described fully in the Cash Handling Policy, will be adopted to safeguard the daily takings.
- A 'Food Safety' plan will be implemented according to relevant authorities.
- Parents/carers will be asked to assist in staffing the canteen.
- A Canteen Supervisor will be employed to manage the overall operation of the canteen.
- Menu and prices will be regularly reviewed in light of sale trends.

#### School Council Leased Canteen

- The School Council will invite public tenders following standard purchasing procedures.
- When it is agreed to operate the canteen through a private contractor, then:
  - income to the school is received as a hire of facilities and other stock and trading
  - staff issues are part of the leasing agreement between the contractor and School Council

#### Healthy Eating Principles

The School Canteens and Other School Food Services Policy (the policy) has been developed to support students in making healthy food choices at school and through life. The policy contains a number of resources to assist schools in developing healthy canteens and other food practices.

The policy explains the guiding principles, including food selection, food categories, food safety and the role of school council in developing a school food services policy. The policy applies to food services within the school environment, for example school events such as celebrations and sports days and vending machines. For a copy of the policy, see: [Healthy Eating - School Food Services](#)

The school will ensure this policy is in place in the operation of the school canteen.

- Please refer also to the school's *Healthy Eating – Food Services Policy* which describes the green, amber and red food groups for canteens.

#### Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early June 2018).

This policy was ratified by School Council 18/2/2019

Reference:

[www.education.vic.gov.au/school/principals/spag/finance/Pages/canteen.aspx](http://www.education.vic.gov.au/school/principals/spag/finance/Pages/canteen.aspx)