



Canteen Policy

2012/2013

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Canteen Policy

Purpose and Aim

- To promote healthy food options which support students' rapid growth and development.
- To provide students with a better understanding of the nutritional value of food and enhance their ability to make healthy choices.
- Highlight linkages between the canteen and the classroom to reinforce the healthy eating messages.
- Offer a wide range of healthy food options that meet and enhance the needs of the school community.
- Provide a canteen service that provides nutritious food at affordable prices whilst following the guidelines of the Tasmania Canteen Association and the level of accreditation required.
- The Canteen Manager is responsible for the day-to-day operation of the canteen, stock control, financial management and the supervision of volunteers. The school is responsible for receipting and banking monies and creditor payments.
- The Canteen Manager will provide all new employees and adult volunteers with food safety training.
- Appropriate financial and stock records relevant to the operations of the canteen are to be maintained. Financial trading reports will be issued to the canteen manager by the Senior Executive Officer as requested. Audits are carried out twice annually internally and on a three yearly basis externally.
- The canteen will promote healthy food choices by providing attractive displays of seasonal choices and placing limitations on less healthy choices.
- Food and drink selections available on the menu will reflect Tasmania Canteen Association guidelines.
- Appropriate food safety and hygiene procedures are to be used at all times.
- The canteen offers a school support opportunity for parents and carers to help out at the canteen each school day. These volunteer services are highly valued and appreciated by the

school community who recognise that the ongoing viability of the canteen is linked to volunteer workers.

- The canteen, where possible, is to recycle and to ensure that the storage of other waste matter complies with health regulations.
- Documents relating to food handling and cleaning are to be clearly displayed in the canteen.

Canteen Committee Role

- To develop and review annually or as necessary a canteen policy.
- To act as a resource and assist the canteen manager in the implementation and compliance with the agreed accreditation level.
- To assist the canteen manager in the promotion of healthy food options, specials and theme days.
- Assist in obtaining volunteer staff.
- Develop a document with practical information for all volunteers clearly outlining food safety and personal hygiene procedures required.
- Develop and send home to parents a price list as is necessary.
- Include canteen information such as opening times, ordering system and menu in the enrolment package.
- Help maintain Occupational Health and Safety and Food Safe regulations.
- The committee will meet at least once a term or as is necessary and review the canteen policy annually.

Membership of the Committee

School Principal	Canteen Manager
Teacher	Senior Executive Officer
Volunteer Parent	Office staff member

Canteen Manager Role

- Supervise volunteers.
- Responsible for liaising with food suppliers, stock ordering and control.
- To be responsible for the cleanliness of the canteen and all written documentation required.
- Report to the Canteen Committee at the meeting.
- Discuss changes to the menu and pricing as required.
- Provide training and supervise all volunteers.
- Implement all the requirements of accreditation.
- Support the teaching staff.
- Responsible for the security of the canteen during its five day operation.
- Advertise canteen features and promotions in the school newsletter.

Operating hours: five days a week at recess and lunch. Canteen is operated by the school.

Nutrition Policy

Our aim is to provide a varied healthy canteen menu whilst following the requirements of accreditation. To reinforce and complement classroom goals about healthy food choices, by providing a wide range of healthy foods on the menu and through recess and lunch counter sales.

Suppliers

Supplier	Delivery Days	Contact number
PFD	As necessary	6273 1311 / 6272 4055
Juicy Isle (order Tuesday)	Thursday	0408 353 717 (Nick)
Tas Bakeries	As necessary	6270 0100 (account 633)
Daiquiri Isle	As necessary	0408 127 031
Other suppliers as per Cool Canteen suppliers' information.		

Stock Control Procedures

- All new stock to be placed behind present stock.
- All current stock to be moved forward and used first.
- Check all used-by-dates and discard as necessary.
- Freeze fresh yoghurt near use-by-date for use in milkshakes etc.
- Mark freezer items that are cooked ahead with date of making.
- Discard broken or damaged packet items.
- Do not store any stock on floor.
- Limited stocktake at the end of the day to facilitate ordering.

Review and Monitoring

- Stocktaking should always be undertaken at the end of the school year and on as necessary.
- All canteen equipment to be cleaned and maintained by the Canteen Manager.

- The school is responsible for purchase decisions of major canteen equipment.
- All faults or defects are to be reported to the Senior Executive Officer.
- The canteen policy is to be reviewed annually and is available from the school office or the school website.

Sickness and Illness Policy

- Any person must be excluded from working in the canteen if they are suffering any communicable illness such as diarrhoea, vomiting, gastroenteritis, sore throat, fever or influenza, causing coughing etc.
- They are asked to inform the manager as soon as possible and not return to work in the canteen until all symptoms have ceased. Usually up to 48 hours.
- Volunteers may not work if they have infected skin, boils or any condition which causes a discharge.
- Visitors and tradespeople to the canteen must be supervised at all times.
- No children to be accommodated in the canteen.
- If the manager is absent due to illness, a trained operator is available to relieve.

Occupational Health and Safety

- A notice advising the meeting place in the event of an Emergency Evacuation is on display in the canteen and would be led by the Manager.
- Only canteen staff may be present in the canteen during operating days.
- All staff to be dressed appropriately to ensure safety, closed toe shoes, minimum jewellery, long hair tied back, gloves and aprons when appropriate.

Cross-contamination Procedures

Physical contamination

- Always wear clean clothing.
- Aprons are recommended.
- Wash hands and change gloves between jobs.
- Apply hand sanitizer between jobs if not wearing gloves.
- Keep food covered.
- Ensure food is free from insect contamination.

Chemical Contamination

- Store all cleaning products away from food.
- Do not use fly spray when food is exposed.
- Follow cleaning chemical instructions.

Bacterial Contamination

- Store ready to eat food above raw food and vegetables.
- Store food in closed containers (as much as possible).
- All cutting boards must be washed and in good condition.
- Cover food on display.
- Do not handle money and food together. Keep serving hand covered by a glove.
- Keep hot and cold foods at the correct temperatures.
- Ensure all food handlers are aware of hand washing procedures after visiting the toilet, sneezing, coughing or touching hair, face or bins.
- Ensure rubbish bin is kept clean.

Cleaning Schedule (daily and occasional)

- Cover and refrigerate all foods as necessary.
- Clean all surfaces, benches, microwaves and sinks.
- Wash all dishes and put in closed cupboards and drawers.
- Clean pie ovens as necessary and replace foil liner in bottom tray.
- Clean top of stove.
- Clean and defrost freezers and fridges as necessary.
- Remove all rubbish and replace garbage bag. Clean bin as necessary.
- Sweep floor ready for mopping.
- Other cleaning of ovens, fans and cupboards as necessary.
- Defrost freezers, clean drink fridge and shelving.
- Dust cupboards.
- Clean dishwasher filter.
- Clean pie heater racks.
- Clean and lubricate slushy machine as per instructions (every 6-9 weeks).
- Clean cooling fan.

Pest Control Procedures

- Vermin control measures are undertaken throughout the school every three months.
- Check screen door for breaks etc. Keep closed.
- Make close inspection of cupboards and surrounds for evidence of ant or mice activity.

- Keep all areas of the kitchen clean and free from food residues.
- Remove all rubbish daily.
- Clean and sanitize surfaces.
- Check delivery cartons for evidence of insect infestation.
- Unpack all cartons as soon as possible once opened.
- Report to the school any maintenance problems that may need immediate attention to prevent pest entry to the canteen.

Sweep floor as necessary and at the end of the day. Cleaner to mop daily.