

# **CANTEEN POLICY**

## **PURPOSE**

Good nutrition and healthy eating habits are essential to each child's growth. The school canteen provides the opportunity to encourage children to be aware of the components of a healthy diet.

## **GUIDELINES**

- Provide a selection of nutritious foods.
- Promote good health and nutrition.
- Develop the student's awareness of the variety of foods available to them.
- Make it possible for the canteen to be self-sufficient.
- Ensure that the canteen complies with health regulations.
- The canteen coordinator is responsible for the organisation of the canteen's day to day functions.
- A nominated person be responsible for the parent roster.

## **CANTEEN SUBCOMMITTEE**

### **AIMS:**

- To ensure the efficient operation of the school canteen within the canteen policy.
- To provide the children with a high standard of food service.

### **STRUCTURE**

- The committee should consist of:
- The principal or his proxy.
- Representatives of the school council
- Canteen Subcommittee will meet at least once a term to discuss issues, approve menus etc.

## **CANTEEN COORDINATOR**

To be appointed by school council and will be recorded in the minutes as such.

1. Ordering and monitoring of stock
  - Ensure that stock is rotated in storage so that, where possible use-by dates do not expire.
  - Orders to be phoned or faxed through by canteen coordinator
  - Copy of order to be left in the school office.
2. Keep a record of purchases and orders in the canteen.
  - List quantities ordered and date as per statements.
  - Stock required and date as per statements.
3. Supervision of cleaning/maintenance of canteen and equipment.

- Floors and benches to be thoroughly cleaned after each canteen day
- Fridges to be thoroughly cleaned at least once a term

4. Canteen coordinator to have canteen key.
5. Canteen closes at 2.30pm and canteen parent to bring the money to the school office.

### **EVALUATION**

An annual report and a summary of discussions at meetings will be submitted by the canteen committee to school council. This policy to be reviewed in April 2015.



COUNCIL APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_