

Canteen Policy

St Albans East Primary School



Date: November 2016

Rationale	The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, a service for staff, and students wishing to purchase lunches, and presents an opportunity to raise funds for the school.
Aim	To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.
Implementation	<ul style="list-style-type: none">• The school canteen will operate in line with the Food Act 1984 requiring that premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Council.• The school will register as a food premise each year with the City of Brimbank• The school will use the <i>Healthy Canteen Kit – School Canteens and Other School Food Services Policy</i> to assist the school in developing a healthy canteen.• School Council will employ a canteen manager to provide a daily lunch order service from the school's existing canteen.• The canteen manager will be responsible for all aspects of the canteen's daily operation procedures.• The canteen manager will hold current Food Safety and Food Handling certificates.• The canteen manager will ensure that all health regulations and food preparation requirements are complied with.• The canteen manager will meet once a term with a nominated staff member to review the canteen operations and provide a written report to School Council.• A roster of parents/volunteers will be organised by the canteen manager who will ensure that volunteers fully understand the Good Safety procedures.• All foods served at the canteen will comply with the School Council's approved healthy foods list.• School Council will be responsible for all costs associated with the operation of the canteen, including electricity, gas, cleaning and wages for the canteen manager.• School Council will be responsible for maintenance and replacement of equipment.
Evaluation	This policy will be reviewed as part of the school's three-year review cycle.
Review Year	2019