



Howlong Public School Canteen Policy

Statement of Purpose - the “Why”:

The Howlong Public School Canteen provides a service to the parents and students of Howlong Public School.

The Howlong Public School Canteen exists to provide healthy food options to students in line with the Fresh Tastes@ School NSW Healthy Canteen Strategy. It is supportive of learning programs in PDHPE and environmental education programs such as the Stephanie Alexander Kitchen Garden Program.

The Howlong Public School canteen contributes to funds raised by the Howlong P and C Association to support school projects and learning activities.

The Howlong Public School Canteen helps to provide parents with opportunities to contribute to the school and their child’s education in a practical way.

The “What”

The canteen should be a bright, inviting and safe place for all to be.

The general operation of the canteen will be overseen by the Canteen Committee which operates as a sub committee of the Howlong Public School P and C Association.

The committee shall consist of at least (5) members and all must be financial members of the P & C. The composition of the committee will be:

Chairperson

Treasurer

Canteen Minute Taker

Meetings will be held once a month prior to each P and C Meeting to discuss any relevant issues as well as to compile a comprehensive report to be given at that meeting.

The Principal or nominated executive staff member will liaise with the Canteen Committee to assist with management issues and to facilitate a good working relationship with the Canteen Committee and the school.

The Canteen Committee will decide on appropriate menus.

A delegated member of the Canteen Committee will organise the rosters of volunteers.

The Canteen Committee will produce a set of guidelines for food handling, preparation and storage as well as guidelines for service and transaction procedures.

Members of the Canteen Committee are responsible for the ordering and purchasing stock and will approve selling prices of new items introduced to the canteen. Where possible all food should be packaged in recyclable containers.

Canteen Equipment

- The committee will organise the canteen equipment and ensure it is kept in a safe, workable and hygienic manner
- The committee will decide on any new canteen equipment to be purchased
- The committee will report any faults or defects or equipment to the principal.

Stocktake:

- A stocktake of equipment and stock will take place at the end of each term.

Food and safety and Hygiene – the Canteen Committee will:

- Ensure compliance with local food safe requirements
- Ensure all volunteers have read the food safety guidelines

Occupational Health & Safety – The Canteen Committee will:

- Ensure all canteen volunteers are aware of the evacuation procedure in case of emergency
- Ensure volunteers are dressed appropriately including correct footwear

The “How”

The Canteen Committee will communicate effectively with all volunteers and lead by example to help establish a collaborative, welcoming work environment.

Issues arising should be dealt with in a collaborative and calm manner.

This Policy was compiled as a result of collaboration between all stakeholders – students, parents, teachers.

It will be reviewed annually

Ratified by the P and C Association: (date)