

CANTEEN

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.

Aims:

- To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.

Implementation:

- The *Victorian Food Act 1984* requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Council. This includes the school canteen.
- The school will secure the services of a catering firm that is able to provide a high quality and affordable Canteen service to its community. The successful tenderer will provide a wide range of high quality healthy food to students and staff. The service will be characterised by excellence in all aspects of its operations; customer service, financial management, compliance with relevant health and OH&S regulations, as well as DEECD policies and regulations.
- The School Council will seek tenders from individuals, groups and businesses to provide a daily canteen service from the school's existing canteen. As the canteen services will be outsourced to a profit making entity, the entity must register and account for the GST. Tenders will be a maximum of 3 years duration and are conditional upon compliance with the following criteria;
 - A canteen coordinator will be appointed and identified by the successful tenderer. The coordinator will be responsible for all aspects of the canteen operation and will be competent in Food Safety.
 - The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the '*Food Safety Program for School Canteens*' and '*A Checklist for School Canteen Coordinators*' contained within the Guidelines for '*Personal Hygiene and Food Safety in Schools*' document. The canteen coordinator will also ensure that all guidelines set out in the 'Go for your Life' Healthy Canteen Kit – School Canteens and Other School Food Services Policy (which explains the guiding principles, including food selection, food categories and food safety) are complied with.
 - School Council will be responsible for maintenance and replacement of equipment.
 - The successful tenderer will pay an agreed licence fee to the school council, in ten (10) equal and consecutive calendar monthly payments payable on the first day of the months of February to November (both inclusive).
 - All other matters to be agreed between the school principal and the successful tenderer.

Evaluation:

- This policy will be reviewed at the completion of each tender period.

This policy was last ratified by School Council in....

October 2008

References: Exec Memo 2003/017 Guidelines for School Canteens and other School Food Services
Guidelines for Personal Hygiene and Food Safety in Schools – www.health.vic.gov.au/foodsafety

Vic Govt Schools Reference Guide

<https://www.eduweb.vic.gov.au/edulibrary/schools/Guidelines/Food%20Safety/guidelines%20for%20personal%20hygiene%20and%20food%20safety%20in%20schools.pdf>

Healthy Canteen Kit - <http://www.education.vic.gov.au/management/schooloperations/healthycanteen/default.htm>