



# Narrogin Senior High School CANTEEN POLICY

## BACKGROUND

The school canteen is an integral part of the school community. Narrogin Senior High School promotes a healthy environment for all students and teachers. The school canteen provides food and drink that are consistent with the school's *Healthy Food and Drink Guidelines* and meet the criteria for the *Department of Education's Healthy Food and Drink Policy*. This policy has been developed in consultation with staff, students, parents and community members to address nutrition across the NSHS community.

## ROLE OF THE SCHOOL CANTEEN

The role of the school canteen is to provide a food service to students and staff that is part of a whole school approach that supports healthy eating, is affordable and financially sustainable. Financial profit is a secondary objective for school canteens and must be achieved through the sale of healthy foods. (Reference: *DOE Healthy Food and Drink Policy March 2008*)

The school canteen at Narrogin Senior High School is operated by the P&C and employs a manager to oversee operations of the business which provides funds to the P&C for school activities.

## AIMS

The school canteen will aim to:

1. Provide hygienically prepared, nutritious food and beverages that are well presented and sold at a reasonable price.
2. Operate an efficient, profitable business that meets the needs of the school community.
3. Encourage a friendly working atmosphere between the canteen manager, parents, staff and students who use the facility.
4. Keep abreast of current canteen policy as a member of the WA School Canteen Association.
5. Ensure the canteen is in a clean and safe condition.

## CANTEEN MENU

Nutrition is a priority when considering the foods and beverages that will be sold at the canteen. Food and drinks supplied through the canteen should comply with *the Department of Education's Healthy Food and Drink Policy*. This policy also applies to all areas in the school where the principal is directly responsible for the supply of food and drinks such as classroom rewards, school camps and excursions.

1. The school canteen menu needs to be consistent with the school's *Healthy Food and Drink Guidelines*.
2. The canteen manager and support staff have participated in "traffic light" training.
3. The school canteen will support healthy eating by ensuring the menu is filled with 60% GREEN foods and 40% AMBER foods:
  - a. Having available every day and promoting a wide range of food that should make up the majority of a healthy diet (GREEN foods).

- b. Having available only sometimes, choosing healthier alternatives and avoiding large serving sizes of foods that should be eaten in moderation (AMBER foods)
  - c. Not making available foods that do not meet specified minimum nutrient criteria (RED foods)
4. The canteen will have a different menu for summer (Terms 1 and 4) and winter (Terms 2 and 3) to optimise the sale of seasonal fruit and vegetables.
  5. The canteen will offer a wide range of foods taking into consideration Australia's multicultural society.
  6. The canteen manager will experiment with the sales of new food items and they may become a regular menu item if prove to be popular choices.
  7. The canteen may support healthy meals in a meal deal format.
  8. The canteen utilises the Traffic Light System, Star Choice Buyers Guide, Australian Guide to Healthy Eating, Dietary Guidelines for Children and Adolescents (2003) and *Anaphylaxis Management Guidelines for Schools* when planning menus.

### **PRICING POLICY/PROFITS**

1. The average mark up on healthy (GREEN) food items shall be lower than that applied to AMBER products.
2. The canteen food service should be a financially viable business enterprise.
3. The canteen food/service will endeavour to provide a financial contribution towards resources for all students in the school. The amount of money contributed will be dependent on the financial needs of the canteen (eg for maintenance of facilities and equipment, new equipment, professional development and training etc).

### **FOOD SAFETY AND HYGIENE**

Safe food means that it is prepared, cooked, transported and served in such a way as to retain nutrients and to minimise bacterial contamination and growth.

The canteen will comply with the *Food Act (2008)* and *Food Regulations (2009)*.

1. All staff (paid and volunteer) are to complete the FoodSafe Food Handler Training Program or equivalent.
2. All staff are to wear hats, hair nets and aprons, which will be provided by the canteen.
3. Only foods prepared in a commercial kitchen will be sold through the canteen. No food baked by parents in their home will be accepted for sale through the canteen.
4. All staff to wash hands before starting work and also washed again after returning from toilets.
5. Gloves must be worn if you have an abrasion to hands or if bandaids are worn
6. Canteen staff are aware of *Anaphylaxis Management Guidelines for Schools* and take this into account when preparing food.
7. Any costs of training will be funded by the P&C.

### **OCCUPATIONAL HEALTH AND SAFETY**

The canteen is a workplace and will comply with the *Occupational Health and Safety Act 1984* and *Regulations*.

1. All staff and volunteers are to be made aware of evacuation procedures in case of fire or other emergency.
2. Students are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity.
3. All staff and volunteers are to wear enclosed footwear. Shoes with heels, open sandals are not acceptable. Wear hats, hairnets and aprons.
4. Complete a Working with Children Check

### **ROLE OF THE CANTEEN COMMITTEE**

Each school is to have a canteen committee with representation from the whole school community including students, parents and teachers. The committee is to participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc.

## CANTEEN MANAGEMENT

The School Canteen will be overseen by a Canteen Committee, a Sub-committee of the P&C Association.

### 1. **Employment**

The canteen manager shall be appointed by, and if necessary, dismissed by the Executive of the parent body in consultation with the canteen committee and school principal.

The canteen will comply with equal opportunity guidelines for employment.

The canteen manager shall be employed in accordance with current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation).

### 2. **Skills and Knowledge**

- The canteen manager should undertake training and achieved competencies in nutrition, food safety and hygiene and canteen management.
- All staff to have completed the FoodSafe Food Handler Training Program.
- The canteen manager should refer to Department's web page for current information at [www.det.wa.edu.au/healthyfoodanddrink](http://www.det.wa.edu.au/healthyfoodanddrink)

## SCHOOL COMMUNITY INVOLVEMENT

As per the school's *Healthy Food and Drink Guidelines*, students, parents and staff contribute to the canteen's promotion of healthy eating. The school newsletter should include at least 2 newsletter communications per term on healthy eating and the school's canteen policy.

## ENDORSEMENT

We the undersigned hereby certify that this policy was adopted at the Annual General Meeting of the P&C held on:

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_

P&C President

\_\_\_\_\_ (NAME) \_\_\_\_\_

\_\_\_\_\_ (SIGN)

Chairperson Canteen Committee

\_\_\_\_\_ (NAME) \_\_\_\_\_

\_\_\_\_\_ (SIGN)