

APPLICABLE TO	Principal, School Canteen Committee, Canteen Supervisor, Canteen Volunteers
DOCUMENT OWNER	Director of Schools through the Parent Liaison Officer
APPROVAL DATE	December 2017
APPROVED BY	Catholic Schools Office
SCHOOL ACTIONS	System Policy – schools are to ensure their practices are consistent with this policy. A local policy is not required but schools must write specific procedures based on this policy.
LAST REVIEW DATE/S	2008
NEXT REVIEW DATE	2020
RELATED DOCUMENTS	Canteen Volunteers Welcome Kit Code of Conduct 2017 Resource Manual for School Canteens 2017 Volunteer Induction Handbook

Purpose

This policy aims to ensure that school canteens in the Diocese of Maitland-Newcastle operate as viable businesses while supporting the health and wellbeing of their customers.

Policy Statement

School canteens are an integral part of the School Community. Canteens are to provide nutritious, value for money food and beverages to students, while being financially viable and adhering to good governance practices.

Scope

This policy applies to all persons who work for or in the school canteen and includes persons who have entered into a relationship with the school for a specified period of time, including volunteers, contractors and consultants.

Guiding Principles

- The canteen reflects the value the school puts on healthy eating practices to students.
- In addition to providing nutritious foods, the canteen has an important health-promoting role within our school.
- For students who use our canteen regularly, the food purchased makes a significant contribution to their total daily food intake and nutrition. Nutrition is important to health through life and it is particularly important to young growing minds and bodies.
- The canteen needs to function as an efficient business enterprise.

Responsibilities

Principal

The responsibilities of a Principal or their delegate are to:

- Oversee the general operation of the canteen.
- Be responsible for ensuring, in conjunction with the Canteen Committee and Supervisor, that the school has a healthy, safe and hygienic canteen.
- Approve duties of canteen personnel.
- Approve extra ordinary expenditure for the canteen, e.g. new equipment etc.; not day to day purchases.
- Approve any outgoing correspondence for the canteen.

Canteen Volunteers

All Canteen Volunteers are required to complete a 'Working With Children Check'; which involves a national criminal history check and a review of findings of workplace misconduct (see Definitions).

Volunteers will need to follow the operating and procedure manual in the canteen.

New Canteen Volunteers will receive the Catholic Schools Office Induction for Volunteers and Volunteer Induction Handbook.

On a rostered day each volunteer worker will:

- Sign in as being present on school grounds using the sign on method applicable at the school (Volunteers Book, Electronic iPad).
- Be provided free lunch.
- Work as part of a team.

Canteen Committee

The role of the Canteen Committee where one is established is to:

- Uphold the healthy eating practices rationale, which is in line with state and diocesan policies and initiatives.
- Support the Canteen Supervisor by advising and recommending strategies for the betterment of the canteen.
- Audit the number of hours work by the Canteen Supervisor through relevant work program documentation.
- Assist the Canteen Supervisor to develop and induct a procedure manual outlining canteen functions and routines, including hygiene requirements, as well as safe operating procedures for equipment, with daily/weekly/occasional cleaning and maintenance procedures.
- In the case where the Canteen Committee is a sub-committee of their School's Parents & Friends Association; Sections 3 and 8 of the Parents & Friends Associations, For The Diocese of Maitland-Newcastle, Constitution applies.
- The activities of the Canteen Committee are deemed to be under the direct control of the Principal / or their delegate, in line with school operations and management (Refer to Sections 3 and 8 of the Parents & Friends Associations, For The Diocese of Maitland-Newcastle, Constitution

The committee is at the discretion and under the direction of the Principal / or their delegate and may include:

- Principal or delegate
- Canteen treasurer
- P & F executive representative
- Staff member
- At least one parent representative

These representatives are elected by their respective organisations.

The Canteen Supervisor will occupy an ex-officio position, who will report to the Canteen Committee meeting and to answer any questions.

All parent representatives will average one day per term assisting in the school canteen.

Should any member be absent for more than three consecutive meetings, without reasonable cause, their position will be declared vacant. Such a vacancy is to be filled at the next meeting of the absentee's representative body.

Election of Office Bearers

Office bearers will be elected at the committee meeting following the sponsoring body's annual general meeting.

Office bearers will be limited to a three (3) year consecutive term in the one office.

Committee Meetings

The committee will:

- Meet on a convenient day, at least once a term or when deemed necessary
- Have a quorum of at least three (3) members at each meeting.

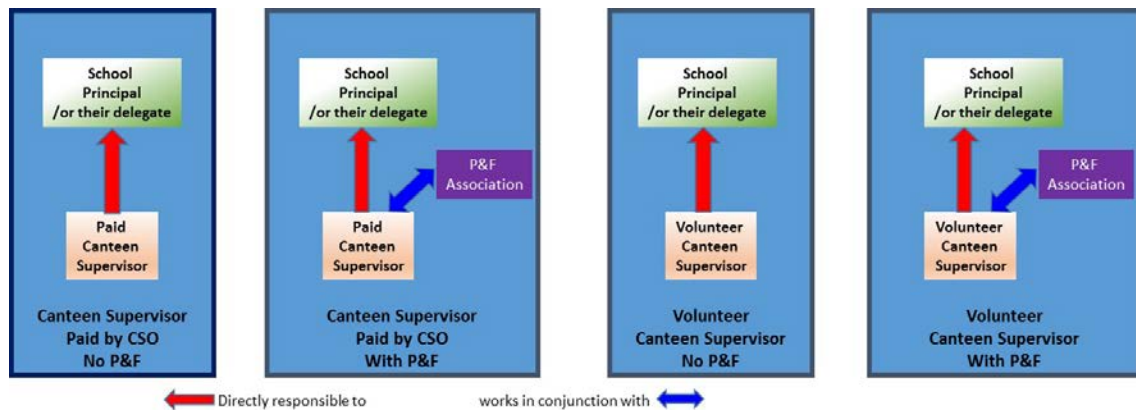
The committee, at the written request of at least three members, can be called to a special meeting. Seven (7) days' notice of any such meeting (stating the business of the meeting) will be given to all members of the committee.

Canteen Supervisor

The Canteen Supervisor position can be filled in one of five ways:

1. The Canteen Supervisor is a paid employee of the Catholic Schools Office. There is no Parents & Friends Association at the school. The Canteen Supervisor works directly to the Principal /or their delegate. Conditions and salary are in accordance with the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015, and will be subject to review.
2. The Canteen Supervisor is a paid employee of the Catholic Schools Office. There is a Parents & Friends Association at the school. The Canteen Supervisor works in conjunction with the Parents & Friends Association but is ultimately answerable to the Principal /or their delegate. Conditions and salary is in accordance with the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015, and will be subject to review.
3. The Canteen Supervisor is an Unpaid Volunteer. There is no Parents & Friends Association at the school. The Volunteer Canteen Supervisor works directly to the Principal /or their delegate. No salary is paid; hours are as mutually agreed upon by both parties.
4. The Canteen Supervisor is an Unpaid Volunteer. There is a Parents & friends Association at the school. The Volunteer Canteen Supervisor works in conjunction with the Schools Parents & Friends Association and is ultimately answerable to the Principal /or their delegate. No salary is paid; hours are as mutually agreed upon by the Volunteer and the Principal / or their delegate.

5. The Canteen Supervisor is an employee of an External Contractor; working under a Service Level Agreement between the Contractor, Catholic Schools Office and the Principal / or their delegate.



The responsibilities of the Canteen Supervisor are to:

- Occupy an ex-officio position on the Canteen Committee
- Execute the job description and work on conferral with the Canteen Committee
- Attends canteen networking meetings on a regular basis run by Community Health where possible.
- Report on Canteen activities to each canteen Committee meeting and on the management of the Canteen
- Report to the School Executive any equipment malfunction or safety issue that arises.
- Reports to the school executive immediately any injury that has been incurred by personnel within the canteen or outside the canteen when related to products sold by the canteen.
- Have a Catholic Schools Office verified Working With Children Check.
- Ensures all Canteen Volunteers comply with WHS and child protection legislation, including having a current Working With Children Check.
- Ensures all Canteen Volunteers receive the Catholic Schools Office Induction for Volunteers and Volunteer Handbook.

Guiding Practices

PRICING POLICY

The canteen menu will be reviewed each term by the Principal/or their delegate in conjunction with the Canteen Committee and the Canteen Supervisor being mindful of the community they serve.

The pricing of products will be reviewed bi-annually.

TRADING HOURS

The canteen will offer a recess and/or lunch service on a number of days per week to be determined by the Principal/or their delegate.

WORK HEALTH AND SAFETY

The Principal, in conjunction with the Canteen Committee, will provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.

The canteen will comply with NSW Food Handling procedures.

The Canteen Supervisor/Committee will report to the Principal any structural defect/s within the canteen. Volunteers are also expected to report in accordance with Management protocols.

Further information can be found in the section 'Legislation, WHS, COSI and Local Government Authorities' in the *Resource Manual for School Canteens*.

PROMOTING THE CANTEEN AND MENU

New foods will be advertised to students, staff and primary school parents.

Taste tests, menu boards, competitions, VIP cards and displays will be used to promote the choice and sale of healthy foods.

Health theme 'days' and/or 'weeks' will be used to promote certain healthy foods.

Take advantage of special days (e.g. Grandparents Day) and cater for these.

Further information can be found in the section 'Promoting Your Healthy Canteen and Menu' in the *Resource Manual for School Canteens*.

INSURANCE

As an employee of the CSO, the Canteen Supervisor is covered by the diocese's employee insurance; Canteen Volunteers are covered by the general cover provided by the Catholic Schools Office when they are partaking in school-sanctioned activities.

SPECIAL ACTIVITIES

The Principal or their delegate in consultation with the Canteen Supervisor and the Canteen Committee will decide when the canteen should cater for school functions and determine the arrangements (e.g. Grandparents Day, athletics carnival).

Canteen stock should not be sold during these functions, unless sold at the regular price and all money raised is kept by the Canteen. For example; money collected during a school sanctioned fundraising activity (i.e. for Missions, St Vincent de Paul) should be allocated to those groups and kept separate to Canteen takings.

FOOD SAFETY AND HYGIENE

A copy of the Food Safety Standard (3.2.2 Division 4) will be on permanent display in the school canteen (available for download from www.healthy-kids.com.au).

According to the legislation:

- The Canteen Supervisor will provide evidence of appropriate safe food and personal hygiene skills and knowledge.
- The canteen as a food business in NSW will notify its details to the NSW Food Authority.
- The canteen will have food handling procedures consistent with the Food Safety Standard.
- Canteen Volunteers and staff will have appropriate training commensurate with their duties. The Principal /or their delegate to provide an induction day/s for training in 'daily routine' run-through. Training records for inductions are to be maintained for each Volunteer inducted.
- The above will be monitored by the Canteen Committee and reviewed by the Principal.

Information relating to promoting the canteen can be found in the section 'Legislation, WHS, COSI and Local Government Authorities' in the *Resource Manual for School Canteens*.

MONIES

All money from the canteen will be deposited into the designated bank account.

All accounts are to be paid within creditor payment terms by cheque or EFT transaction.

The Canteen Supervisor may in some instances have access to a store account otherwise arrangement needs to be made with suppliers.

Payments are to be approved within the Catholic schools Office policy,

Cash Purchases may be made, if infrequent and of a low monetary value. A signed receipt must accompany these transactions.

The Canteen takings will be counted and banked on a regular basis and stored in the school safe between banking days.

If a float is required, it will not exceed \$100. This float will be left in the school safe overnight.

Treasurer will present a written report to each P&F committee meeting.

A budget with recommendations for future improvements, repairs and equipment will be tabled and reviewed annually.

Accurate records will be kept of the monies received and expended. Templates for financial recording can be found in the section 'Financial Management' in the *Resource Manual for School Canteens*.

AUDITOR

For P&F-run Canteens an auditor will be appointed at the Annual General Meeting of the P&F Association to conduct the audit.

The auditor will not be a member of the P&F Association or the committee or the Principal.

The auditor will at all times have reasonable access to the books, accounting records and other documents of the committee.

For Principal-run Canteens audits will be conducted as part of the normal CSO audit process.

Templates for financial recording can be found in the section 'Financial Management' in the *Resource Manual for School Canteens*.

REPORTING

Report and recommendations will be forwarded to the P&F for their monthly meetings through the Principal.

The Auditor's Report and Annual Report will be presented at the AGM of the P&F Association.

Templates for financial recording can be found in the section 'Financial Management' in the *Resource Manual for School Canteens*.

Legislative/Professional Guidelines

Information relating to relevant legislation can be found in the section Legislation, WHS, COSI and Local Government Authorities in the *Resource Manual for School Canteens*.

Definitions

Working with Children Check

The Working With Children Check (WWCC) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. The WWCC is fully portable and can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

- The Catholic Schools Office (CSO) verifies employee Working with Children Checks clearances with the Office of Children's Guardian
- Zimmerman Services verifies Volunteer Working with Children Check clearances

For more information and how to apply for clearance please refer to the Office of the Children's Guardian (<http://www.kidsguardian.nsw.gov.au>).