Resource Manual for
SCHOOL CANTEENS

♦ SCHOOL PRINCIPALS
♦ P&F ASSOCIATIONS
♦ CANTEEN SUPERVISORS
♦ CANTEEN VOLUNTEERS
♦ PARENTS/CARERS

September 2017
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Templates, checklists and interactive worksheets featured in this manual are available in an Excel file ‘Operational Templates for the Resource Manual for School Canteens’. This document can be requested by emailing debbie.ryan@mn.catholic.edu.au.

The Resource Manual for School Canteens and the Canteen Volunteers Welcome Kit are available on the Catholic Schools Office website.

Please follow the link below:

Canteen Structure and Responsibilities

The Catholic Schools Office is responsible for paying all employees in schools and this includes paid Canteen Supervisors. All employees are subject to the terms and conditions of the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015. Therefore, the relationship of the Canteen Supervisor to the school is that of a normal employee/employer.

The duties of a Canteen Volunteer are determined by the Principal (whenever the Principal is referred to this will also indicate his/her delegate where applicable). All Canteen Volunteers are responsible for ensuring that the school has a healthy, safe and hygienic canteen.

Every canteen worker in a school, whether a paid employee or volunteer, is responsible to the Principal.

CANTEEN ORGANISATIONAL CHART
The Diocese of Maitland-Newcastle’s Canteen Policy is available on MNWorks – Policy Documents or the Catholic Schools Office on the following link

Schools are responsible for developing and writing a local procedures document for their canteen using the policy as a guide.

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 worked 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
- Attend 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).
Canteen Supervisor

Job Description

Reporting to
School Principal/Canteen Committee

Conditions of Employment

Volunteer/Restaurant, Tearoom and Catering Workers award (Level 6)

Working Hours

Permanent part-time, hours to be decided by Principal in Consultation with the Catholic Schools Office

Location

[Your school details]

Job Requirements

The Canteen Supervisor is responsible for the efficient and professional operation of a healthy school canteen, and upholding the school’s values and Catholic ethos.

This includes the following role requirements:

► Providing high quality, healthy food in a professional manner to our customers, who are primarily students but also include staff and parents.
► Working with the Canteen Committee/Principal to ensure the canteen operates profitably.
► Ensuring that all staff and Canteen Volunteers comply with all relevant policy and procedures as outlined by the Canteen Committee/Principal.
► Helping students to improve their life skills, especially in interacting with adults in a safe environment.

Responsibilities and Duties

This position has the following responsibilities and duties:

► Management of canteen staff and Canteen Volunteers
► Canteen operation
► Effective communication
► Management of manuals, policies and procedures
► Liaison with Canteen Committee/Principal
► Financial management and record keeping
► Stock management
► Ensuring canteen security
► Planning special events
► Encouraging and developing children’s life skills
► Miscellaneous duties
Effective Communication
- Establish effective communication between School Principal, Canteen Committee, Canteen Volunteers, staff and suppliers.
- Ensure any changes are communicated to all appropriate parties.
- In conjunction with the Canteen Committee/Principal ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for Canteen Volunteers, theme dates etc.
- Communicate customer and staff feedback to the Canteen Committee/Principal.
- Liaise with staff and Canteen Volunteers to ensure operational matters are attended to.

Management of Manuals, Policies and Procedures
In conjunction with the Canteen Committee/Principal, maintain and update (as necessary) manuals, policies and procedures for the canteen:
- School canteen procedure
- Money handling policies and recording of sales and expenses
- Health and hygiene practices and procedures including a canteen cleaning roster
- Any additional relevant policies or procedures

Liaison with Canteen Committee/Principal
The Canteen Supervisor ultimately reports to the school Principal and then the Canteen Committee, which is a sub-committee of the Parents & Friends Association of the school directed to oversee the strategic management of the canteen and ensure its staff can operate the canteen effectively and profitably, meeting all specified requirements.

This role is required to meet with the Canteen Committee/Principal at least twice a term to discuss:
- Strategic directions and opportunities
- Management of staff and Canteen Volunteers
- Review of menu items, costs, profit margins, sourcing, combos and specials
- Promotion or removal of products
- Profitability
- Proposed changes
- Any items outside the allocated financial delegation
- Any other canteen issues or topics

This role is also required to provide the following information regularly to the Canteen Committee/Principal:
- Relevant information to assist with reporting to the P&F meetings
- Stocktake numbers
- Product information
- Supplier information and changes
Assessment of new and current products for profitability, healthiness, suitability
Feedback on staff and Canteen Volunteers
Additional reports as required

Financial Management and Record Keeping
In conjunction with the Canteen Committee/Principal and the P&F Treasurer, ensure the effective financial management of the canteen.
Identify costs and profit margins for each product.
Advise the Canteen Committee/Principal of any concerns or changes in profit margins.
In conjunction with the Treasurer, ensure all banking is finalised.
Ensure daily takings are signed off correctly and placed in the school safe at the end of each day.
Utilise petty cash according to procedures set out by the Treasurer.
Be responsible for the timely follow-up of student account debts ensuring accounts owing are manageable and finalised each term.
Provide as necessary all financial records as requested by the Treasurer.
Record all orders, recess and lunch sales.
Review financial information provided (e.g. actual costs of products ordered) and provide feedback to the Canteen Committee/Principal.

Stock Management
Effective ordering to meet demand where possible.
Order within financial delegation.
Establish a process to ensure the checking delivery dockets to ensure deliveries meet requested orders.
Retain delivery dockets and provide to Treasurer for checking against invoices as required.
Manage supplier relationships.
Regularly review suppliers’ options to evaluate value for money, alternative options and specials using information supplied by the Canteen Committee/Principal.
Coordinate weekly shopping with Canteen Volunteers (as required).
Manage stock expiry dates to ensure minimal wastage or spoilage of food.
In conjunction with the Canteen Committee/Principal, undertake stocktakes at the end of each term.

Canteen Security
Ensure security of cash and keys.
Assist with locking up at the end of the working day and switching off certain appliances if required.
Ensure that only authorised personnel enter the canteen.

Planning Special Events
In conjunction with the Canteen Committee/Principal, establish an annual and quarterly plan of events in which theme days, canteen closures and other events will be proposed.
Events will need to be scheduled in conjunction with school events and other groups.

In conjunction with the Canteen Committee/Principal, devise and implement at least two theme days per term to increase sales and profitability.

Propose event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.

Provide timely proposed event details to the Canteen Committee/Principal for input and assistance.

**Children’s Life Skills**

Assisting students by providing a safe and respectful environment where children can learn to interact with adults effectively, including how to:

- Put in lunch orders and purchase from the canteen.
- Communicate requests.
- Handle money.
- Make timely decisions and good choices.
- Display appropriate manners.

**Miscellaneous Duties**

- Weekly washing of canteen laundry.
- Any other duties that may be requested by the Canteen Committee/Principal from time to time.
**Interviewing for a Canteen Supervisor**

Principals can choose from the following questions to ask during an interview for a Canteen Supervisor.

- Have you worked in a school canteen previously?
- If Yes, where, and for how long? What were your responsibilities? What was the school's student population?
- If No, have you worked in a related situation?
- Why do you wish to work in our canteen?
- Are you aware of the Fresh Tastes @ School NSW Healthy School Canteen Strategy?
  - If Yes, can you explain it in a nutshell?
- Have you undertaken any relevant formal training (e.g., food safety or canteen operations)?
- Are you aware of the health and hygiene requirements of working in a food preparation area?
- Have you had experience with managing people?
- If so, describe the types of things you did to ensure the staff followed procedures.
- Have you worked with volunteers before?
- Tell us about your experience in organising people to prepare foods.
- What skills and processes would you use to ensure food is prepared and ready on time?
- Why is a mark-up sheet important?
- What food would you like to serve at the canteen?
- Tell us about your financial management experience either in a canteen or elsewhere.
- How would you market the canteen and its menu?
- How would you promote healthy eating?
- What role do you feel the Canteen Committee should play in the operation of the canteen?
- Can you provide a Current Working With Children’s (WWC) Number as this is a requirement of the Mandatory Child Protection screening?
- How will you maintain confidentiality?
- How would you cope with abusive or unruly students at the canteen?
- When would you be able to start work if your application is successful?
- Do you have any questions?

Note: At the conclusion of the interview, tell the applicants when you will let them know if they have or haven't got the job.
Training in Food Handling

A school canteen must be a clean and safe environment. Children are quite susceptible to food borne illness and canteen workers must take the proper steps to always ensure all foods are safe for consumption. That means practicing safe personal hygiene, knowing how to properly store foods, keeping foods at the proper temperatures, and maintaining cleanliness.

School canteens in most areas of Australia are required by law to have a Food Safety Supervisor on staff, so Principals need to make sure that the school’s Canteen Supervisor, be it a paid or volunteer position, is trained on a nationally recognised course.

The attached link provides information on registered training organisations in NSW who provide this nationally accredited training. Please select a provider and arrange the appropriate training for your school’s Canteen Supervisor.

CANTEEN VOLUNTEERS

Volunteers are the canteen’s most precious resource. With plenty of volunteers plus effective management, the canteen has a good recipe for producing a healthy profit.

In 2010 36.2% of people aged 18 years and over participated in formal volunteering, this equates to 6.1 million people. The most active group are aged between 44–54 years of age and 38% of these people are adult women. In 2010, formal volunteering (excluding travel) was worth $25.4 billion to the Australian economy.

The Canteen Volunteer Welcome Kit is a template for the information that should be shared with volunteers when they join the team. It should be personalised to your school, updated as required and given to canteen volunteers as part of their orientation process.

It can be found at https://www.mn.catholic.edu.au/parents-community/pf/

Job Description

Reporting to
Canteen Supervisor and Principal

Conditions of Employment
Volunteer

Working Hours
As per canteen roster

Location
[Your school details]

Job Requirements
The Canteen Volunteer assists and supports the Canteen Supervisor for the efficient and professional operation of a healthy school canteen and uphold the school’s values and Catholic ethos. This includes the following job requirements:

► Providing high quality, healthy food in a professional manner to our customers who are primarily students but also include staff and parents.
► Assisting the Canteen Supervisor to maintain canteen profitably.
► Helping students to improve their life skills, especially in interacting with adults in a safe environment.

Responsibilities and Duties
This position has the following responsibilities and duties:

► Assisting with the operation of the canteen.
► Complying with policies and procedures.
► Ensuring canteen security.
► Supporting other Canteen Volunteers.
► Encouraging and helping to develop children’s life skills.
► Miscellaneous duties.
Assisting with the Operation of the Canteen

- Please check rosters and provide sufficient notice if you are not available for your shift.
- When commencing a shift please ensure that you sign on in the attendance register.
- When leaving please ensure that you sign off in the attendance register.
- Preparing and selling menu items as per the canteen menu; for example:
  - Making sandwiches and salads
  - Toasting sandwiches
  - Making up popcorn, jelly cups, veggie sticks and other snacks as required
  - Heating and packing hot food
  - Labelling and sorting lunch bags
- Serving students, staff and parents (as required) during recess and lunch.
- Restocking fridges and freezers.
- Washing, drying and putting away equipment.

Policies and Procedures Compliance
You must adhere to the policies of the canteen, including Work Health and Safety and Food Handling Procedures, and money handling policies as outlined by the Canteen Supervisor.

Ensuring Canteen Security

- Ensuring security of cash and keys.
- Assisting with locking up at the end of the working day and switching off certain appliances if required.
- Ensuring that only authorised personnel enter the canteen.

Supporting Other Canteen Volunteers

Develop ongoing positive relationships with all Canteen Volunteers.

Children’s Life Skills

Assisting students by providing a safe and respectful environment where children can learn to interact with adults effectively, including how to:

- Put in lunch orders and purchase from the canteen.
- Communicate requests.
- Handle money.
- Make timely decisions and good choices.
- Display appropriate manners.

Miscellaneous Duties

Any other duties that may be requested by the Canteen Supervisor from time to time.
Finding Volunteers for the School Canteen

When searching for Canteen Volunteers, keep in mind the different social, ethnic and educational backgrounds of your school community. Try to achieve a representative selection of volunteers.

Ways to find and approach prospective volunteers:
- Approach people personally (in the playground, by letter, or by visiting them at home)
- Place an invitation for volunteers in the school newsletter
- Speak at a parent meeting
- Hand out leaflets
- Conduct canteen tours on the first day of school or during orientation week

Benefits of volunteering that you can ‘sell’ to potential volunteers:
- Make new friends
- Improve skills for employment
- Possibly learn new skills
- Help raise funds
- Contribute to the school community

Make working in the canteen attractive to volunteers by:
- Keeping the workload of each volunteer reasonable
- Making volunteer rosters flexible
Induction

Canteen Volunteers Welcome Kit

The aim of the Welcome Kit is to provide Canteen Volunteers with all the information they need to walk in the canteen door and fit right in. There is a wealth of information in this kit. Canteen Volunteers are encouraged to take the time to read it; if they have questions the Canteen Supervisor will be only too happy to answer them.

The Canteen Volunteer Welcome Kit can be found at:

Canteen Volunteer Induction Checklist

This checklist should be completed by the Canteen Volunteer with the Canteen Supervisor prior to starting in the canteen.

The Principal or their delegate must have already completed the WWCC checklist and signed off on it to allow the Canteen Volunteer to commence.

All Canteen Volunteers must also complete the Induction for School Volunteers and read the Volunteer Induction Handbook.
# Canteen Volunteer Induction Checklist

<table>
<thead>
<tr>
<th><strong>ACTIVITY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION TO THE CANTEEN</strong></td>
<td></td>
</tr>
<tr>
<td>Sign-in and sign-out procedure and the need for a Visitor Pass</td>
<td>✓</td>
</tr>
<tr>
<td>Office Staff have emergency contacts details for Canteen Volunteer</td>
<td></td>
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<tr>
<td>Canteen Volunteer has advised how name and contact details should appear on the Canteen Roster</td>
<td></td>
</tr>
<tr>
<td>Provide Canteen Volunteers Welcome Kit and Resource Manual for School Canteens; answer any questions</td>
<td></td>
</tr>
<tr>
<td>Complete a tour of school site and show Evacuation Points, classrooms, toilets (student toilets are not for the use of adults), etc.</td>
<td></td>
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<tr>
<td>Ask if Canteen Volunteer has any questions regarding the Canteen Policy or procedures</td>
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<tr>
<td>Locate the photos of the food allergy students and explain what their allergies are and the procedures involved</td>
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<tr>
<td>Discuss current menu and Food Colour Groups</td>
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<tr>
<td>Explain location of cash drawer</td>
<td></td>
</tr>
<tr>
<td>Explain location of fridges, dry store etc.</td>
<td></td>
</tr>
<tr>
<td><strong>DAILY TASKS</strong></td>
<td></td>
</tr>
<tr>
<td>Locate appropriate and secure place for handbags/mobiles etc.</td>
<td></td>
</tr>
<tr>
<td>Ensure footwear is appropriate</td>
<td></td>
</tr>
<tr>
<td>Ensure hair is tied back</td>
<td></td>
</tr>
<tr>
<td>Perform correct pre-food-handling hand-washing procedure</td>
<td></td>
</tr>
<tr>
<td>Put on disposable apron, tie hair back or put on a disposable hat</td>
<td></td>
</tr>
<tr>
<td>Explain ow student orders are collated (bags and online orders)</td>
<td></td>
</tr>
<tr>
<td>Locate various food preparation areas and the tasks that need to be completed, including timing for recess and lunch foods</td>
<td></td>
</tr>
<tr>
<td>Timing and products available for recess and preparation of lunch products</td>
<td></td>
</tr>
<tr>
<td>Timing and collection procedures for lunch orders</td>
<td></td>
</tr>
<tr>
<td>Timing and products available for lunch service</td>
<td></td>
</tr>
<tr>
<td>Clean-up requirements for utensils, benches, fridges, sinks floors etc.</td>
<td></td>
</tr>
<tr>
<td>Restocking of fridges from freezers, counter displays, plastic utensils, serviettes etc.</td>
<td></td>
</tr>
<tr>
<td>How to notify Canteen Supervisor of items that need to be reordered</td>
<td></td>
</tr>
<tr>
<td>Process for counting, recording and banking daily cash takings</td>
<td></td>
</tr>
<tr>
<td>Closing-up procedures</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Canteen Volunteer:  

Signature of Canteen Supervisor:  

Date:
### Canteen Volunteer Roster Template

#### CANTEEN VOLUNTEER ROSTER

**MONTH:**

<table>
<thead>
<tr>
<th>Week of the Month</th>
<th>Day</th>
<th>Name</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>ONE</td>
<td>Monday</td>
<td>Volunteer 1</td>
<td>8:30</td>
<td>15:30</td>
<td>0578963482</td>
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<tr>
<td></td>
<td>1/05/2017</td>
<td>Volunteer 2</td>
<td>8:30</td>
<td>15:30</td>
<td>0156198981</td>
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<tr>
<td></td>
<td></td>
<td>Volunteer 3</td>
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<td>0156198981</td>
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</tbody>
</table>

**Available Replacements for this Week**

- Volunteer A: 0578963482
- Volunteer B: 0156198981
- Volunteer C: 0578963482

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If you have a contagious disease or are suffering gastric symptoms such as diarrhoea or vomiting, please advise the Canteen Supervisor that you will not be able to fulfil your allocated roster.

**IT IS AGAINST THE LAW TO HANDLE FOOD IF YOU HAVE ANY OF THE ABOVE**
## ATTENDANCE REGISTER

*Note: Work Health and safety requirements are that all Canteen Volunteers and visitors must ensure the health and safety of themselves and others.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Name</th>
<th>Time In</th>
<th>Time Out</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-December-2017</td>
<td>Tuesday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>D Wallace</td>
</tr>
<tr>
<td>12-December-2017</td>
<td>Tuesday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>H Sheppard</td>
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<td>Volunteer</td>
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<td>Volunteer</td>
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<tr>
<td>13-December-2017</td>
<td>Wednesday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>S Sleepy</td>
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<td>Volunteer</td>
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<td>H Happy</td>
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<td>14-December-2017</td>
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<td>D Rodges</td>
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<td>8:30</td>
<td>12:00</td>
<td>A Miller</td>
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<tr>
<td>14-December-2017</td>
<td>Thursday</td>
<td>Volunteer</td>
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<td>14-December-2017</td>
<td>Thursday</td>
<td>Volunteer</td>
<td>8:30</td>
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<td>15-December-2017</td>
<td>Friday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
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<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>B Bianco</td>
</tr>
<tr>
<td>15-December-2017</td>
<td>Friday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>V Viola</td>
</tr>
<tr>
<td>15-December-2017</td>
<td>Friday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>12:00</td>
<td>N Nero</td>
</tr>
<tr>
<td>15-December-2017</td>
<td>Friday</td>
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<td>V Verde</td>
</tr>
<tr>
<td>15-December-2017</td>
<td>Friday</td>
<td>Volunteer</td>
<td>8:30</td>
<td>15:30</td>
<td>R Rosa</td>
</tr>
</tbody>
</table>

Thank you for your support and assistance today
# Canteen Job List Template

<table>
<thead>
<tr>
<th>DAY</th>
<th>JOB LIST</th>
<th>SUGGESTED SKILL SET</th>
<th>FREQUENCY</th>
<th>JOB ALLOCATION</th>
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</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>Collating Orders</td>
<td>organisation / good processing</td>
<td>Each Morning</td>
<td>B Ryan</td>
</tr>
<tr>
<td></td>
<td>Food Preparation</td>
<td>can follow instructions, aware of Food Safety</td>
<td>In time for recess and lunch</td>
<td>B Bianco</td>
</tr>
<tr>
<td></td>
<td>Serving Customers</td>
<td>listen, polite, add up and make change</td>
<td>Recess and Lunch</td>
<td>V Viola, N Nero, V Verde, R Rosa</td>
</tr>
<tr>
<td></td>
<td>Clean up</td>
<td>follow WHS, Food Safety and Hygiene</td>
<td>After Lunch each day</td>
<td>N Nero</td>
</tr>
<tr>
<td></td>
<td>Cash Counting/Recording</td>
<td>basic math and concentration</td>
<td>End of Each Day</td>
<td>Canteen Supervisor and V Verde</td>
</tr>
<tr>
<td></td>
<td>Stock Ordering</td>
<td>noting what items need to be replenished</td>
<td>Each Day</td>
<td>R Rosa</td>
</tr>
<tr>
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CLOSING UP THE CANTEEN

At the end of each day …

1. Make sure all equipment is secured and all storage areas (cupboards, fridges and freezers) are properly closed and locked.
2. Turn off all fans, ovens, urns and other appliances (except refrigeration).
3. Make sure the time settings for any security lighting are correct and that the light works.
4. Close all windows. Secure all doors and roller shutters.
Creating a Healthy School Canteen

Is your school canteen Good for Kids?

What is Good for Kids. Good for Life?

Good for Kids is Australia’s largest ever program promoting healthy eating and physical activity for kids aged up to 15 years. Good for Kids is a pilot program, implemented in the Hunter New England (HNE) Health area as part of the NSW Government’s Live Life Well program.

The Good for Kids program has formed partnerships with the Catholic Schools Office to support schools in the Hunter, New England and Lower Mid North Coast areas to promote and implement nutrition and physical activity programs. Many schools have already introduced the Good for Kids program into the classroom, the school environment and the broader school community, with initiatives such as Crunch&Sip® and Get Skilled, Get Active, Go!

The Good for Kids program provides schools with a wide range of information, ideas, resources and support to help schools create a healthy environment for learning.

Why?

In order to improve the health and well-being of students the Catholic Schools Office has, through the signing of a Memorandum of Understanding (MOU), committed to implementing programs which support students to eat well and be active. These changes are reflected within the Good for Kids Guiding Principles (see over for more information), which includes the implementation of healthy canteens through the NSW Healthy School Canteen Strategy Fresh Tastes @ School. Other great reasons for having a Good for Kids canteen include:

- It’s healthy - having healthy foods and drinks available at the school canteen encourages kids to try new nutritious foods and develop lifelong positive eating habits, and can help to improve students’ academic and physical performance.
- It’s easy - Good for Kids staff can help you create a healthier canteen with advice, support, ideas and resources.
- It’s supportive - reinforces teaching and learning programs within the classroom that promote the benefits of healthy eating.

How?

How do school canteens become Good for Kids?

It’s easy:

- Go to the Good for Kids, Good for Life website www.goodforkids.nsw.gov.au to access information and supporting resources.
- Call Good for Kids on 1300 657 197 to talk to a staff member.
- Check out the Healthy Kids Association website www.schoolcanteens.org.au for information about the Fresh Tastes Healthy School Canteen Strategy and Fruit’n’Veg Month.
- Contact your local Community Dietitian / Nutritionist. Refer to the Good for Kids website for contact details.

Find out more...

www.goodforkids.nsw.gov.au
Good for Kids Guiding Principles
Creating a healthy environment for learning

In the School environment...
- Fully implement Fresh Tastes @ School (NSW Healthy School Canteen Strategy) throughout canteens and vending machines.
- Ensure that school fund-raising activities, classroom rewards and school events are consistent with the Fresh Tastes @ School principles.
- Ensure that water is freely available at all breaks.
- Where appropriate, restrict access to stores and food outlets during school hours.
- Encourage and provide opportunities for active play at recess and lunch including the provision of adequate supervision in the playground.
- Limit as much as possible, non educational (out of lesson time) small screen and sedentary activity at school.
- Ensure the physical environment is appropriate for promoting physical activity through access to equipment and facilities during school hours.
- Encourage participation in extra-curricular sport and active weekly school sport, as well as non-organised sport such as walking, skating and skipping.

In the broader community...
- Involve parents and carers in both school and home based nutrition and physical activity programs / activities.
- Encourage healthy lunchboxes and lunchbox programs for all students.
- Promote active transport to and from school to parents and students.
- Promote and provide opportunities for after school physical activities and programs.

In the classroom...
- Introduce fruit, vegetable and water consumption during school hours.
- Encourage water consumption during class time.
- Integrate healthy eating and physical activity messages across the curriculum.
- Involve students in at least two hours of mandatory physical activity per week (including sport and PE).
- Provide opportunities for the development of fundamental movement skills through active PE lessons.

Find out more...
www.goodforkids.nsw.gov.au
"New .... Exciting .... Healthy .... Delicious"
The NSW Government has asked all schools to fill canteens and vending machines with healthy and tasty food and drinks. The types of foods that will be sold are shown in the Canteen Menu Planner (below).

Why a Healthy Canteen?
- provide your child with tasty and healthy lunches and snacks
- teach healthy eating messages

Healthy eating is important for the health of your child
A variety of healthy foods will help your child to:
- grow
- learn well at school
- avoid sickness and tooth decay
- learn healthy eating habits

Too many fatty, sugary or salty foods may make your child less healthy
They give:
- too many kilojoules
- not enough vitamins and minerals
Your child may:
- feel more tired
- find it harder to think at school
- become overweight if they do not get enough active playtime
- have more tooth decay

Do not eat these foods very often. Only eat them in small amounts.

The NSW Healthy School Canteen Strategy is a partnership between the NSW Department of Education and Training, the NSW Department of Health, the Catholic Education Commission and the Association of Independent Schools.

Encourage and promote these foods.
Examples of foods that may be sold in healthy canteens

CANTEEN MENU

- Salad
- Fruit salad cup, water, milk and cereal
- Noodles, pasta and rice dishes
- Sandwiches, wraps and rolls
- Mini pizzas
- Delicious wraps with crazy bread
- Roasted potatoes withILLUS

Support your healthy school canteen by:
- Talking to your child about eating healthy food
- Serving healthy food at home
- Helping your child choose healthy food from the canteen
- Sending only healthy food to school
- Sharing your ideas with your school canteen
- Helping in the canteen or on the canteen committee
- Encouraging healthy fundraising activities at school

Every day your child needs:
1. Serve fruit
2. Serve vegetables
3. Serve milk, cheese or yoghurt
4. ½ to 1 serve meat, fish, chicken, eggs or legumes
5. 2-4 serves bread, cereal, rice, pasta or noodles
6. A healthy breakfast. Some schools have breakfast programs or canteens that provide breakfast.
7. Water to drink

For more health information in your language visit:
http://www.mhcs.health.nsw.gov.au

For more healthy eating information (in English) visit:
www.schoolcanteens.org.au
www.freshforkids.com.au
www.healthykids.nsw.gov.au

*Your child may need more as they grow or if they are very active.

This resource was reviewed by Sydney West Area Health Service in consultation with community members, the Auburn Health Promoting Schools Interest Group, NSW Multicultural Health Communication Service and NSW Health.

Photos courtesy Healthy Kids
School Canteen Association
DEVELOPING A HEALTHY MENU CHECKLIST

Are there potential customers you could be serving?

- Do you have foods suitable for a range of ages (teachers as well as students)?
- Do you have food for vegetarians, students who arrive early and other members of the school community with special requirements?
- Do you cater for people who use the school outside of school hours?
- Do you cater for significant events outside of normal recess and lunch hours, such as examinations and excursions?

Can customers see what is available?

- Can your customers see the food displays while they wait for service? Can short customers see the displays as well as tall customers?
- Do the healthier products have the best position in all displays?
- Do you use posters to promote foods? Are the posters positioned so they can be read easily.
- Do fruit displays show how good the fruit is? Can hanging wire baskets be easily reached by servers and customers?
- Are cut fruit displays fresh and enticingly presented?

Are customers getting quality food?

- Are you selling fruit in season to make sure it is the best quality?
- Are salad vegetables fresh and crisp?
- Are sandwiches bursting with filling?
- Are milk and fruit juices refrigerated so they are icy cold?
- Is only undamaged fresh produce for sale?
- Are only undamaged packaged products for sale?

Do you advertise?

- Do you use school notice boards, blackboards or menu boards away from the canteen to promote what’s for sale?
- Do you announce daily specials during assembly or over the school PA system?
- Is the canteen’s range of products promoted in school newsletters which students take home?
- Is the current menu placed on the school’s SKOOLBAG app?
- Is the current menu placed on the school’s website?
- Do you have printed menus or price lists for customers to take home or put up in the staff room?

Is the canteen an active part of the school community?

- Do you promote the canteen’s products using theme days?
- Do you use events in different classroom subjects to promote the canteen?
- Do you promote healthy products during promotional weeks? (e.g. healthy bones week, national heart week)
Are healthy food choices made easy and appealing?

- Are cut, or small portions of fresh fruit available?
- Are cut, or small portions of fresh vegetables available? (e.g. celery, carrot)
- Do you promote healthy snacks or meals as a single produce (e.g. a creepy crawly meal deal for World Environment Day)
- Do you make healthy food enticing through imaginative recipes and names?
- Do you regularly put stickers or swap cards in healthy lunch meals? (Contact your state or territory School Canteen Association for more information.)

Are new products promoted?

- Are free samples of new products offered in bite size portions to entice customers to buy?
- Do you have ‘tasting’ days to promote new products?
- Do you use the Student Council to sample new products?
- Does the menu change?

Are slow moving lines promoted?

- Do you offer two for one deals, free entry into a prize draw; or other incentive to increase the sales of slow moving lines?

PROMOTING YOUR HEALTHY CANTEEN AND MENU

- Use innovative or novel ways to display foods in the canteen.
- Use posters or menu boards to promote foods in the canteen.
- Decorate your printed menu in an interesting way.
- Conduct a theme day in the canteen e.g. St Patrick’s Day and promote special foods as part of the day.
- Conduct a ‘health promotion’ day such as Healthy Bones week and promote special foods as part of the day.
- Use imaginative names for menu items.
- Ask the Student Representative Committee (SRC) to help promote the canteen.
- Use special ‘meal deals’ to promote healthy foods.
- Promote the canteen by the school newsletter, P&F announcements, school assemblies etc.
- Conduct taste testing of new products to help to promote them.
- Decorate the canteen in a special way to promote healthy food.
- Run a competition to name the school canteen.
- Run a competition to name a new food.
- Run a poster competition to promote a new food.
- Use a classroom activity where students prepare healthy food, sample them and then select those that could be tried in the canteen.
- Contact a local paper to promote a special canteen activity.
• Use technology such as email, SKOOLBAG app, school website to promote the canteen menu.
• Take advantage of special days (e.g. Grandparents Day) and cater for these.
• Place some tables and chairs and plants near the canteen to create a nice eating atmosphere.
• Utilise any spare ground near the canteen for a small herb or vegetable garden, or use pots. It not only provides a pleasant area for eating but also provides quick and easy access to fresh herbs when preparing foods.
• Provide catering service for staff meetings.
• Consider offering a ‘breakfast’ service before school.
SAFE FOOD HANDLING
FACT SHEET

FEDERATION OF PARENTS & FRIENDS ASSOCIATIONS, DIOCESE OF MAITLAND-NEWCASTLE

RESOURCE MANUAL FOR SCHOOL CANTEENS
August 2017
Temperature danger zone

- The temperature danger zone is between 5°C and 60°C, when it is easiest for harmful bacteria to grow in food.
- Minimise the time that food spends at these temperatures in order to keep food safe.
- Refrigerated food needs to be kept at 5°C or below.
- Hot food needs to be kept at 60°C or above.

4-hour/2-hour rule

If a refrigerated food (e.g., dairy, cut fruit, sandwiches, salad) or a hot food (e.g., casserole, pie, lasagne, meatballs) has been in the temperature danger zone for a total time of:

- 0 to 2 hours: Use immediately, or keep at or below 5°C, or at or above 60°C.
- 2 to 4 hours: Use immediately.
- More than 4 hours: Throw away.

If you intend to use the 4-hour/2-hour rule, you will need to demonstrate that the food is safe. See the guideline on the 4-hour/2-hour rule on the Authority's website.
Financial Management of the Canteen

There are many factors and parties involved in ensuring good financial management of the school canteen. The canteen and its policies should uphold the school vision and policies, always modelling the Catholic ethos and healthy practices, while aiming to operate as a profitable enterprise.

Normally, canteen income (and reserves) are intended to cover operating costs, purchase of stock, future purchases such as ovens, fridges etc., though there may be a separate fundraising initiative for this purpose. In some cases, the canteen income may provide for the wages of canteen personnel where feasible. Any excess funds are to be used to benefit the school.

The various parties involved in ensuring sound financial practices include the following:

- **Principal**: ensures that the canteen is running effectively.
- **Canteen Supervisor**: promotes sound financial principles in their purchasing, planning, pricing, stock control, wastage etc.
- **P&F or Canteen Committee**: oversees the activities of the canteen.
- **Canteen volunteers**: ensure that the day-to-day processes are efficient.

Sound financial management is about:

- The monies which are paid and received, and good processes around counting and tracking.
- The control of stock with processes to track receipt and usage.
- Achieving the right costing to ensure the effective running of the canteen while offering a viable service to families.

Canteens should submit their records to be audited on an annual basis either with the P&F Association annual audit or separately.

Financial Services at the Catholic Schools Office is strongly committed to a culture that demonstrates stewardship and accountability for resources. A key performance indicator to enable sound financial management and internal controls is to ensure effective operational guidelines are in effect.

The financial aim of a school canteen should be to operate as a profitable enterprise with surplus funds being used to benefit the school. Where there is a P&F committee, an appropriate process would determine how surplus funds are allocated to school needs. The following financial guidelines are provided to assist P&F committees operate school canteens.

**BANK ACCOUNT**

- Each canteen is to have a separate bank account. The bank account would ideally be a CDF held account with current committee authorities. It would be customary to restrict the number of account signatories to a responsible and practical number. Generally, though, it is recommended that two approved persons sign and authorise transactions. Approved persons should be nominated in committee minutes, and would include the P& F President and Treasurer and may include the Principal. It may be customary for rules to be stated for example that ‘one signatory be the President, with any of remaining authorised persons’.
• The bank accounts are to be titled for canteen use only.
• Regular bank reconciliations are to be reviewed and authorised according to P&F committee guidelines.
• Retain a complete register of bank statements and relevant CDF correspondence.

DAILY BANKING AND SALES CONTROL

• At the beginning and end of each school day the monies are to be balanced for daily banking. An agreed appropriate float is to be locked in a P&F canteen safety box which is stored overnight in a safe location. The daily takings, being the amount aside from the float, are to be recorded and banked as soon as practical. Authorisation of the deposit slip should be signed by two people.
• The balancing of canteen float and takings should be counted and agreed by two people. Recording of the float and daily takings should be recorded in a sales register. An example of a sales register is included in the attached ‘P&F Canteen Financial Tools’.
• The recording of daily sales will provide assurances to the canteen committee that the canteen is operating effectively. Fluctuating sales should alert supervising committee members of any issues which need to be reviewed. In situations where sales discrepancies become apparent, the P&F Treasurer and committee are to be informed.
• In some instances, a P&F committee may allow credit sales. Credit sales exist when goods are provided, with an arrangement for payment at a later date. As a guideline, credit sales should be discouraged. If the P&F committee however has decided to allow this to occur, then appropriate sale recording and collection procedures need to be enforced.

STOCK ORDERING AND PURCHASE PAYMENTS

• All items purchased must be supported by an externally generated delivery docket/invoice.
• Delivery doockets/invoices/statements must be checked for accuracy of supply and pricing.
• Goods should not be unpacked by the supplier. Any differences in goods invoiced and supplied are to be agreed between canteen and supplier as soon as practical.
• Once purchases and invoices have been agreed, invoices can be formally authorised for payment.
• Payment terms should be determined between both parties.
• Payments will generally be settled either by cheque or cash. Cheque payment provides the highest level of ensuring adequate financial controls is undertaken. In some cases, however it may be necessary to settle the payment by way of cash. Ideally cash payments should be discouraged as this may lead to a weakness in financial controls. If a P&F committee has agreed to allow cash payments to occur, it is strongly recommended that payments be made from a Petty Cash till. Recording of Petty Cash transactions should be authorised and recorded on a regular time period.
• It is very important to ensure that following receipt and authorisation of goods received that the payment process shows evidence of authorisation. Authorisation of the invoice/statements would generally be supported by an ‘Authorised Payment’ stamp or payment voucher. Authorised payment stamps can be purchased at local newsagents; payment vouchers can be manually designed to meet committee
requirements. It is strongly recommended for committee structures to ensure that two P&F members or other authorised persons review and authorise the invoice/statement and cash/cheques.

- Once payments are made it is important to ensure complete and secure filing of payments. Complete filing would usually indicate that authorised delivery docket/ invoices and statements would be attached to each cheque remittance/voucher. This information would then be filed in date and cheque sequence in a secure file. It is generally acceptable to file these records in a ring binder folder. Petty cash records would normally be filed in a month by month basis.

- There may be occurrences when some payments need to be cancelled. If this is to occur, it is important to ensure that the cheque is cancelled at the CDF and that the cheque be indicated as cancelled. Cancelled payments would be filed in date and cheque sequence with approved payments.

**STOCK CONTROL AND PRICING**

- Ensure that all stock listed on the external invoices have been delivered, counted and meets quality standards.
- Keep stores in a secure location.
- Access to the canteen should be restricted to authorised personnel.
- P&F committees may have other agreed policies for controls placed on volunteer workers.
- Use old stock first. Damaged, out of date stock and wastage should be recorded.
- Canteen pricing should be reviewed on a regular basis. This will ensure that sales margins are maintained. Sales margin recording is important in ensuring that the financial goal of generating profits is achieved. To assist in measuring sales margins, refer to the ‘P&F Canteen Financial Tools’.
- It is recommended that stocktak es be performed at the end of each term. This process will give assurance to the P&F committee that strong financial controls exist for personnel attached to the canteen.
- An example of a stocktake sheet is included in the ‘P&F Canteen Financial Tools’. The stocktake worksheet has been designed to list individual selling prices and determine comparative sale margins.

**BUDGETING**

- Preparing a budget will help determine the goals for the following year. This forward planning may identify issues, which preclude the canteen committee from achieving the stated financial goals.
- Reviewing the budget against actual performance at regular intervals may assist in achieving stated goals or identify issues, which the P&F committee will need to address.

**FINANCIAL RECORDS AND REPORTING**

- It is important to ensure that all financial transactions are clearly recorded in a complete and accurate format. Generally, this can be achieved by using standard cashbook journals. Cashbook journals can be purchased from newsagents. Recording in this format is predominately a manual process. As a variation to the manual cashbook, many worksheets could be duplicated in an excel spread sheet format.
• The next level of recording financial transactions would be to use an electronic accounting package. Electronic accounting packages are many and varied. Generally, though, people using these packages need to be proficient in using the packages, otherwise problems will occur in recording transactions over a period of time.

• At meaningful financial periods (monthly or termly) it is advisable the P&F Treasurer prepare a summary of financial performance. As a guide an example of a useful report is included in the ‘P&F Canteen Financial Tools’.

• In a committee structure it is recommended that financial performance reports be tabled and approved at P&F committee meetings. In other formal structures, it may be necessary for reports to be tabled to the Principal of the school.

• At the conclusion of each year it is a requirement that the annual financial performance be audited by an independent body. Independent audits not only fulfil a P&F requirement, but also serve to give assurance to committee members, volunteers and paid workers that internal financial controls are being met.
# Income and Expenditure Statement and Financial Statistics Template

## Income and Expenditure Statement

<table>
<thead>
<tr>
<th>Financial Period</th>
<th>Term 1</th>
<th>YTD</th>
<th>Term 2</th>
<th>YTD</th>
<th>Term 3</th>
<th>YTD</th>
<th>Term 4</th>
<th>YTD</th>
<th>Total For Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment</strong></td>
<td>135</td>
<td>135</td>
<td>132</td>
<td>132</td>
<td>133</td>
<td>133</td>
<td>136</td>
<td>134</td>
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</tr>
<tr>
<td><strong>Canteen Sales</strong></td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>$14,500.00</td>
<td>$25,000.00</td>
<td>$7,000.00</td>
<td>$32,000.00</td>
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<tr>
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<td>$7,600.00</td>
<td>$8,000.00</td>
<td>$18,600.00</td>
<td>$7,600.00</td>
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<td>$6,600.00</td>
<td>$28,900.00</td>
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<td><strong>GROSS PROFIT/LOSS</strong></td>
<td>$2,900.00</td>
<td>$2,900.00</td>
<td>$6,500.00</td>
<td>$7,400.00</td>
<td>$300.00</td>
<td>$9,700.00</td>
<td>$1,400.00</td>
<td>$11,100.00</td>
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<tr>
<td><strong>Gross Profit Sales Margin</strong></td>
<td>28%</td>
<td>28%</td>
<td>45%</td>
<td>38%</td>
<td>4%</td>
<td>30%</td>
<td>18%</td>
<td>28%</td>
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<td>$22.00</td>
<td>$22.00</td>
<td>$3.00</td>
<td>$25.00</td>
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<td>$22.00</td>
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<td>$35.00</td>
<td>$0.00</td>
<td>$55.00</td>
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<tr>
<td><strong>Bank Discrepancies / Errors</strong></td>
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<td>$12.00</td>
<td>$0.00</td>
<td>$12.00</td>
<td>$0.00</td>
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<td>$1,000.00</td>
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<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Bank Discrepancies / Errors</strong></td>
<td>$13.00</td>
<td>$13.00</td>
<td>$0.00</td>
<td>$13.00</td>
<td>$0.00</td>
<td>$13.00</td>
<td>$5.00</td>
<td>$18.00</td>
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</tr>
<tr>
<td><strong>Sub total - Trading Expenses</strong></td>
<td>$1,470.00</td>
<td>$1,470.00</td>
<td>$1,093.00</td>
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<td><strong>Net profit / Deficit</strong></td>
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<td>$1,509.00</td>
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<td>14%</td>
<td>37%</td>
<td>28%</td>
<td>30%</td>
<td>17%</td>
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<td><strong>Balance Sheet Items</strong></td>
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<td><strong>Less:</strong></td>
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<td><strong>Donations to School Account</strong></td>
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## Financial Statistics

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<tr>
<th>Financial Period</th>
<th>Term 1</th>
<th>YTD</th>
<th>Term 2</th>
<th>YTD</th>
<th>Term 3</th>
<th>YTD</th>
<th>Term 4</th>
<th>YTD</th>
<th>Total For Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment</strong></td>
<td>135</td>
<td>135</td>
<td>132</td>
<td>132</td>
<td>133</td>
<td>133</td>
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<tr>
<td><strong>Canteen Sales</strong></td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,450.00</td>
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<tr>
<td><strong>Gross Canteen Sales Per Student per Week</strong></td>
<td>$7.78</td>
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</tr>
<tr>
<td><strong>Net Profit per Student per Week</strong></td>
<td>$1.12</td>
<td>$1.12</td>
<td>$4.10</td>
<td>$2.62</td>
<td>$1.19</td>
<td>$1.34</td>
<td>$0.11</td>
<td>$0.97</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Profit Sales margin</strong></td>
<td>28%</td>
<td>28%</td>
<td>45%</td>
<td>38%</td>
<td>4%</td>
<td>30%</td>
<td>18%</td>
<td>28%</td>
<td></td>
</tr>
<tr>
<td><strong>Net Profit Margin</strong></td>
<td>14%</td>
<td>14%</td>
<td>37%</td>
<td>28%</td>
<td>23%</td>
<td>17%</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ONLY ENTER DATA IN THE GREEN CELLS. THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL CALCULATE AUTOMATICALLY FOR YOU.
### Daily Takings Record Template

<table>
<thead>
<tr>
<th>Denominations</th>
<th>Sales</th>
<th>Float</th>
<th>Banking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheques</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>$50.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>$20.00</td>
<td>$220.00</td>
<td>$200.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>$10.00</td>
<td>$200.00</td>
<td>$150.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>$5.00</td>
<td>$70.00</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>$2.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>$1.00</td>
<td>$35.00</td>
<td>$30.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>$0.50</td>
<td>$12.50</td>
<td>$10.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>$0.20</td>
<td>$11.40</td>
<td>$10.00</td>
<td>$1.40</td>
</tr>
<tr>
<td>$0.10</td>
<td>$5.80</td>
<td>$5.00</td>
<td>$0.80</td>
</tr>
<tr>
<td>$0.05</td>
<td>$6.70</td>
<td>$2.00</td>
<td>$4.70</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$811.40</strong></td>
<td><strong>$507.00</strong></td>
<td><strong>$304.40</strong></td>
</tr>
</tbody>
</table>

This is the break-up of the cash that is in the cash draw at the end of the day.

This is the cash that the Canteen Supervisor designates as the starting cash for each day.

This is the break-up and amount that is to be processed as cash to be banked.

If the cash in the drawer does not allow for the float to be made up as noted; you should try to get as near to the float as you can with the denominations you have. Ensure that you amend the Banking column to reflect what was banked and the Float column to show what float was left for the next day.

Signature 1:

Signature 2:

**ONLY ENTER DATA IN THE GREEN CELLS.**
**THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL AUTOMATICALLY UPDATE.**
## Wastage Record Template

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Cost Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2017</td>
<td>Slimy Lettuce</td>
<td>$2.00</td>
</tr>
<tr>
<td>14/12/2017</td>
<td>Smashed Olive Oil Bottle 1.25L</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**TOTAL** $27.00

*ONLY ENTER DATA IN THE GREEN CELLS. THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL AUTOMATICALLY UPDATE*
**Volunteer Purchase Record Template**

### VOLUNTEER PURCHASE RECORD

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Packets of dishcloths</td>
<td>$4.00</td>
</tr>
<tr>
<td>12</td>
<td>Aunty Rita’s Farm Fresh Eggs</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

**TOTAL** $10.00

**ONLY ENTER DATA IN THE GREEN CELLS. THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL AUTOMATICALLY UPDATE**
Cheque Voucher Template

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque Number</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Paid to</td>
<td></td>
</tr>
<tr>
<td>Ledger Column</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Signature 1</td>
<td></td>
</tr>
<tr>
<td>Signature 2</td>
<td></td>
</tr>
</tbody>
</table>
### Petty Cash Voucher Template

**PETTY CASH VOUCHER**

- **Please attach receipts here**
- **Voucher Number:**
- **Date:**
- **Amount:**
- **Details:**
  - 
  - 
  - 
  - 
  - 
  - 
  - 
- **Signed:**
**PETTY CASH RECORD**

<table>
<thead>
<tr>
<th>Amount Received</th>
<th>Date</th>
<th>Details</th>
<th>Voucher No.</th>
<th>Amount Spent</th>
<th>Stock Purchase</th>
<th>Stationery</th>
<th>Equipment</th>
<th>Miscellaneous</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>01-Jul-17</td>
<td>Petty Cash Float</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50.00</td>
<td>01-Jul-17</td>
<td>Envelopes</td>
<td>1</td>
<td>$2.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2.75</td>
</tr>
<tr>
<td>$5.25</td>
<td>15-Jul-17</td>
<td>Fruit</td>
<td>2</td>
<td>$5.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5.25</td>
</tr>
<tr>
<td>$16.15</td>
<td>16-Jul-17</td>
<td>Groceries</td>
<td>3</td>
<td>$16.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$16.15</td>
</tr>
<tr>
<td>$6.50</td>
<td>20-Jul-17</td>
<td>Vegetables</td>
<td>4</td>
<td>$6.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6.50</td>
</tr>
<tr>
<td>$2.15</td>
<td>23-Jul-17</td>
<td>Tongs</td>
<td>5</td>
<td>$2.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2.15</td>
</tr>
<tr>
<td>$2.15</td>
<td>24-Jul-17</td>
<td>Stamps</td>
<td>6</td>
<td>$2.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2.15</td>
</tr>
<tr>
<td>$16.15</td>
<td>25-Jul-17</td>
<td>Groceries</td>
<td>7</td>
<td>$16.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$16.15</td>
</tr>
<tr>
<td>$12.70</td>
<td>25-Jul-17</td>
<td>Cash on Hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$12.70</td>
</tr>
<tr>
<td>$50.00</td>
<td>25-Jul-17</td>
<td>Float Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>$37.30</td>
<td>26-Jul-17</td>
<td>Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$37.30</td>
</tr>
<tr>
<td>$27.90</td>
<td>27-Jul-17</td>
<td>Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$27.90</td>
</tr>
<tr>
<td>$2.75</td>
<td>28-Jul-17</td>
<td>Fruit</td>
<td>8</td>
<td>$2.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2.75</td>
</tr>
<tr>
<td>$11.20</td>
<td>29-Jul-17</td>
<td>Groceries</td>
<td>9</td>
<td>$11.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$11.20</td>
</tr>
</tbody>
</table>

1. Record the date and amount of the cashed cheque that starts the Petty Cash Float
2. Enter details of each voucher in date order and note the individual items
3. When the float is running low add up how much has been spent
4. Make note of the amount of cash still in the Petty Cash Float
5. If the cash on hand and the amount spent add up to the original Petty Cash Float amount it balances
6. A Reimbursement cheque can now be written and cashed to replenish the Petty Cash Float
7. Continue to record entries and reimburse as required.

Ensure you start a new Record at the beginning of each financial year.
# Monthly Income Ledger Template

## MONTHLY INCOME LEDGER

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT RECEIVED</th>
<th>CANTEEN SALES</th>
<th>Bank Interest</th>
<th>Miscellaneous Income</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jul-17</td>
<td>$564.00</td>
<td>$545.00</td>
<td>$19.00</td>
<td>$0.00</td>
<td>$564.00</td>
</tr>
<tr>
<td>02-Jul-17</td>
<td>$259.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$59.00</td>
<td>$259.00</td>
</tr>
<tr>
<td>03-Jul-17</td>
<td>$840.00</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$190.00</td>
<td>$840.00</td>
</tr>
<tr>
<td>04-Jul-17</td>
<td>$500.00</td>
<td>$450.00</td>
<td>$0.00</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>05-Jul-00</td>
<td>$350.00</td>
<td>$350.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

**Totals:**

- AMOUNT RECEIVED: $2,513.00
- CANTEEN SALES: $2,195.00
- Bank Interest: $0.00
- Miscellaneous Income: $0.00
- Total: $2,513.00

**ONLY ENTER DATA IN THE GREEN CELLS.**

**THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL AUTOMATICALLY UPDATE.**

These totals verify that the entries balance; they must be the same. Check Total Verifies each entry.
### Monthly Expenditure Ledger: Cost of Goods Sold (COG)

**Month:** July  
**Year:** 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>Payee</th>
<th>Cheque No/Direct Debit</th>
<th>Amount</th>
<th>Milk</th>
<th>Drinks</th>
<th>Frozen Snack Food</th>
<th>Snack Food</th>
<th>Hot Food</th>
<th>Ingredient s</th>
<th>Fruit &amp; Vegetables</th>
<th>Miscellanea us C.O.G. Items</th>
<th>Check Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jul-17</td>
<td>Thompson's Pies</td>
<td>Direct Debit 4569887</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>02-Jul-17</td>
<td>Cordina Chicken</td>
<td>Direct Debit 7895425</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>03-Jul-17</td>
<td>Dominos</td>
<td>Petty Cash Voucher 2</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>04-Jul-17</td>
<td>Franco's Fruit and Veg Barn</td>
<td>Chq No 12456</td>
<td>$90.00</td>
<td>$90.00</td>
<td>$90.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$90.00</td>
</tr>
<tr>
<td>05-Jul-17</td>
<td>Coles</td>
<td>Petty Cash Voucher 4</td>
<td>$25.00</td>
<td>$15.00</td>
<td>$10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Totals**  
$615.00 | $15.00 | $0.00 | $0.00 | $300.00 | $200.00 | $90.00 | $10.00 | $615.00

*Only enter data in the green cells. The other cells have formulas in them and will automatically update. These totals verify that the entries balance; they must be the same.*
### Stocktake Record Template

#### STOCKTAKE RECORD

**Year:** 2017 **Page:** 1 of 20

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Price</th>
<th>Term 1 Qty</th>
<th>Total Value $</th>
<th>Term 2 Qty</th>
<th>Total Value $</th>
<th>Term 3 Qty</th>
<th>Total Value $</th>
<th>Term 4 Qty</th>
<th>Total Value $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasta</td>
<td>$2.00</td>
<td>4</td>
<td>$8.00</td>
<td>1</td>
<td>$2.00</td>
<td>5</td>
<td>$10.00</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td>Tomatoes</td>
<td>$0.45</td>
<td>5</td>
<td>$2.25</td>
<td>2</td>
<td>$0.90</td>
<td>1</td>
<td>$0.45</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuna</td>
<td>$1.25</td>
<td>4</td>
<td>$5.00</td>
<td>5</td>
<td>$6.25</td>
<td>8</td>
<td>$10.00</td>
<td>2</td>
<td>$2.50</td>
</tr>
<tr>
<td>Lettuce</td>
<td>$1.00</td>
<td>1</td>
<td>$1.00</td>
<td>8</td>
<td>$8.00</td>
<td>9</td>
<td>$9.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Butter</td>
<td>$4.35</td>
<td>4</td>
<td>$17.40</td>
<td>9</td>
<td>$39.15</td>
<td>2</td>
<td>$8.70</td>
<td>2</td>
<td>$8.70</td>
</tr>
<tr>
<td>Salt</td>
<td>$2.00</td>
<td>2</td>
<td>$4.00</td>
<td>5</td>
<td>$10.00</td>
<td>3</td>
<td>$6.00</td>
<td>2</td>
<td>$4.00</td>
</tr>
<tr>
<td>Pepper</td>
<td>$2.50</td>
<td>2</td>
<td>$5.00</td>
<td>4</td>
<td>$10.00</td>
<td>2</td>
<td>$5.00</td>
<td>2</td>
<td>$5.00</td>
</tr>
<tr>
<td>Cucumbers</td>
<td>$1.00</td>
<td>3</td>
<td>$3.00</td>
<td>5</td>
<td>$5.00</td>
<td>5</td>
<td>$5.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Chicken Nuggets</td>
<td>$4.50</td>
<td>4</td>
<td>$18.00</td>
<td>8</td>
<td>$36.00</td>
<td>10</td>
<td>$45.00</td>
<td>3</td>
<td>$13.50</td>
</tr>
<tr>
<td>Juice Box - Apple</td>
<td>$6.00</td>
<td>24</td>
<td>$144.00</td>
<td>5</td>
<td>$30.00</td>
<td>26</td>
<td>$156.00</td>
<td>10</td>
<td>$60.00</td>
</tr>
<tr>
<td>Juice Box - Mixed Berries</td>
<td>$5.80</td>
<td>28</td>
<td>$162.40</td>
<td>3</td>
<td>$17.40</td>
<td>40</td>
<td>$232.00</td>
<td>10</td>
<td>$58.00</td>
</tr>
<tr>
<td>Handroll</td>
<td>$3.50</td>
<td>3</td>
<td>$10.50</td>
<td>1</td>
<td>$3.50</td>
<td>2</td>
<td>$7.00</td>
<td>1</td>
<td>$3.50</td>
</tr>
<tr>
<td>Dishwashing Detergent</td>
<td>$2.00</td>
<td>2</td>
<td>$4.00</td>
<td>3</td>
<td>$6.00</td>
<td>2</td>
<td>$4.00</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td>Lettuce</td>
<td>$3.00</td>
<td>0</td>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
<td>1</td>
<td>$3.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $384.55 $174.20 $501.15 $159.20

Your list of items should include everything in the Canteen excluding equipment.

**ONLY ENTER DATA IN THE GREEN CELLS.**

**THE OTHER CELLS HAVE FORMULAS IN THEM AND WILL AUTOMATICALLY UPDATE.**

If an item’s price changes significantly you should make a new entry for the new price eg see lettuce above.

QTY (Quantity) refers to the packaging you buy them in eg Handroll (pack of 3 = 1 item).
## Markup Schedule Template

### Enrolment: 210

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Price</th>
<th>Selling Price</th>
<th>% Markup</th>
<th>Number Sold</th>
<th>Number Sold Per Student</th>
<th>Sales Income</th>
<th>Cost of Goods Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>$0.45</td>
<td>$0.50</td>
<td>11%</td>
<td>36</td>
<td>0.2</td>
<td>$18.00</td>
<td>$14.20</td>
</tr>
<tr>
<td>Bananas</td>
<td>$0.35</td>
<td>$0.50</td>
<td>43%</td>
<td>34</td>
<td>0.2</td>
<td>$17.00</td>
<td>$11.90</td>
</tr>
<tr>
<td>Oranges</td>
<td>$0.25</td>
<td>$0.50</td>
<td>100%</td>
<td>14</td>
<td>0.1</td>
<td>$7.00</td>
<td>$3.50</td>
</tr>
<tr>
<td>Cheese Tom Roll</td>
<td>$0.81</td>
<td>$1.00</td>
<td>23%</td>
<td>213</td>
<td>1.0</td>
<td>$213.00</td>
<td>$172.53</td>
</tr>
<tr>
<td>Chicken Lettuce Roll</td>
<td>$1.15</td>
<td>$2.10</td>
<td>83%</td>
<td>236</td>
<td>1.1</td>
<td>$495.60</td>
<td>$271.40</td>
</tr>
<tr>
<td>Salad Roll</td>
<td>$0.95</td>
<td>$1.50</td>
<td>58%</td>
<td>326</td>
<td>1.6</td>
<td>$489.00</td>
<td>$309.70</td>
</tr>
<tr>
<td>Sandwich - Tuna Salad</td>
<td>$1.20</td>
<td>$2.00</td>
<td>67%</td>
<td>23</td>
<td>0.1</td>
<td>$46.00</td>
<td>$27.60</td>
</tr>
<tr>
<td>Sandwich - Baked Bean</td>
<td>$1.60</td>
<td>$1.80</td>
<td>13%</td>
<td>36</td>
<td>0.2</td>
<td>$48.90</td>
<td>$57.60</td>
</tr>
<tr>
<td>Sandwich - Egg</td>
<td>$0.50</td>
<td>$0.90</td>
<td>80%</td>
<td>39</td>
<td>0.2</td>
<td>$33.10</td>
<td>$19.50</td>
</tr>
<tr>
<td>Sandwich - Ham</td>
<td>$0.40</td>
<td>$1.10</td>
<td>175%</td>
<td>64</td>
<td>0.3</td>
<td>$70.40</td>
<td>$25.60</td>
</tr>
<tr>
<td>Sandwich - Vegemite</td>
<td>$0.42</td>
<td>$0.80</td>
<td>90%</td>
<td>25</td>
<td>0.1</td>
<td>$20.00</td>
<td>$10.50</td>
</tr>
<tr>
<td>Lasagne</td>
<td>$1.40</td>
<td>$1.70</td>
<td>48%</td>
<td>224</td>
<td>1.1</td>
<td>$380.80</td>
<td>$257.60</td>
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<tr>
<td></td>
<td>$1.00</td>
<td>$1.00</td>
<td>0%</td>
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<td></td>
<td>$1.00</td>
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<td>0%</td>
<td>0.0</td>
<td>0.0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total**              | $1,856.70  |               |          |             |                        | $1,183.63    |                   |

**Gross Profit:** $673.07

**Expected Average Markup:** 56.86%
## Prepared Foods Record Template

### PREPARED FOODS RECORD: COST AND RECIPE

**Menu Item:** Duck Egg Pancakes  

**Total cost of ingredients:** $0.64  

**Number of Serve:** 10  

**Cost per Serve:** $0.06  

**Selling Price per Serve:** $0.50  

**% Markup:** 87.20%  

**Date Last Reviewed:** 11-Jul-17

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Quantity</th>
<th>Cost</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck Egg</td>
<td>1</td>
<td>$0.42</td>
<td>Whisk duck egg until fluffy.</td>
</tr>
<tr>
<td>Sugar</td>
<td>1 teaspoon</td>
<td>$0.01</td>
<td>Fold in sugar.</td>
</tr>
<tr>
<td>Milk</td>
<td>1 cup</td>
<td>$0.20</td>
<td>Add milk and whisk again.</td>
</tr>
<tr>
<td>Honey</td>
<td>Drizzle</td>
<td>$0.01</td>
<td>Place in fridge overnight.</td>
</tr>
</tbody>
</table>

Next morning lightly whisk.  
Each pancake uses 2 tablespoons of mixture.  
Cook in a greased, hot, flat pan until golden brown.  
Serve with drizzle of honey.

**Time to prepare:** 15 mins  

**Total**  

$0.64  

**Number of serves:** 10 pancakes

**Notes:**

---

**ONLY ENTER DATA IN THE GREEN CELLS.**  
**THE OTHER CELLS HAVE FORMULAS IN THEM.**

### Prepared Foods Record: Cost and Recipe

<table>
<thead>
<tr>
<th>Date Prepared</th>
<th>Number of Serves Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Canteen Finance Budget Tips

The following are guidelines to ensure that the canteen functions as an efficient business enterprise while providing nutritious, appetising and affordable food:

- A cash float should be kept and it should be the same amount every day.
- The amount of the float is to be recorded in the front of the Daily Takings book.
- **NO PURCHASES OR PAYMENTS** of any description are to be made from the cash float.
- All money collected must be counted by two people.
- The total money counted and the signatures of the **TWO** persons who counted the money should be recorded in the Daily Takings book.
- Cash purchases should be well documented and reviewed by the Canteen Committee/Principal.
- All payments should be supported by appropriate documentation (e.g. a supplier’s invoice) which should have items received ticked and dated.
- Each cheque should be signed by two authorised signatories.
- Cheque signing officers should sight the supporting documentation before signing cheques and ensure the amount of the cheque agrees with the invoice.
- Use-by dates of stock should be checked and old stock used first if not out of date.
- A record should be kept of daily wastage of goods.
- Stocktake should be conducted at the end of each term and records kept for audit purposes.
- Records must be kept of all credits given and marked off when paid by the person who owed them money.
- A budget should be prepared for the next year by estimating expenses and costs by using last year’s figures – **THIS IS WHY IT IS IMPORTANT TO KEEP ACCURATE RECORDS.**
- A report should be forwarded to the Principal monthly, stating the financial position of the canteen.
- All expenditure should be approved by the Principal.
- Canteen cash book must be audited annually.
# COMMON ACCOUNTING TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td>Items that the canteen/school owns. This includes equipment such as ovens, pie warmers, utensils, as well as cash and food stock. It does not include fridges and freezers owned by beverage companies.</td>
</tr>
<tr>
<td><strong>Cost of goods sold (COGS)</strong></td>
<td>Also known as the cost of sales. It includes the cost directly involved in the purchase/production of the canteen menu items for sale (e.g. bread, salads and salad wrap in the making of a salad sandwich). It includes the cost of the raw materials needed to produce a saleable item.</td>
</tr>
<tr>
<td><strong>Cost price</strong></td>
<td>The original cost of a product/raw ingredient needed to produce a saleable item, this is the invoice price of an item before any other costs are added.</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>Costs of running the canteen and include food ingredients, packing etc.</td>
</tr>
<tr>
<td><strong>Fixed costs</strong></td>
<td>The expenses that do not change, regardless of the volume of sales.</td>
</tr>
<tr>
<td><strong>Gross profit</strong></td>
<td>Can be calculated as income from sales minus COGS. It is the profit after the COGS are taken from the sales income. It can be represented as a percentage or number. When a percentage is used, it is a percentage of the sale price.</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td>Money generated from the sale of items in the canteen.</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td>Any debts payable to an individual/business outside the canteen.</td>
</tr>
<tr>
<td><strong>Markup</strong></td>
<td>The amount added to the cost of the item to determine the sale price. Markup is the amount added to the cost price to cover all the fixed and variable costs of operating the canteen. Markup percentages are thought of as the minimum percentage that is required on the cost price of each sale item to ensure all expenses are met.</td>
</tr>
<tr>
<td><strong>Net profit</strong></td>
<td>The gross profit minus the cost of fixed costs and overheads. It is what is left over after all the bills for the year are paid.</td>
</tr>
<tr>
<td><strong>Overheads</strong></td>
<td>Like fixed costs and include other things such as purchases, depreciation, maintenance etc. it is the expenses necessary for the continued functioning of the canteen but which do not directly generate profit. Does not include food and packaging.</td>
</tr>
<tr>
<td><strong>Profit margin</strong></td>
<td>The difference between selling price and total cost price.</td>
</tr>
<tr>
<td><strong>Sales</strong></td>
<td>Income derived from the items for sale.</td>
</tr>
<tr>
<td><strong>Selling price</strong></td>
<td>The price advertised on the menu and paid by the students. The selling price should include cost of the item plus a contribution to all other costs.</td>
</tr>
<tr>
<td><strong>Stock</strong></td>
<td>Also called inventory. Includes food purchases (both dry stock such as tinned beetroot and tomato sauce, as well as drinks, frozen food, dish washing liquid, gloves etc.)</td>
</tr>
<tr>
<td><strong>Stocktake</strong></td>
<td>A count of all the stock left at certain times of the year, for example at the end of term. The stocktake calculates the dollar amount of the stock on hand and is valued at cost.</td>
</tr>
<tr>
<td><strong>Variable costs</strong></td>
<td>The costs that change with the volume of sales.</td>
</tr>
<tr>
<td><strong>Wastage</strong></td>
<td>All the food or materials that are left over and cannot be used or sold.</td>
</tr>
</tbody>
</table>
SUPPLIERS
Suppliers are individuals or businesses that provide goods or services to your canteen in return for the agreed upon compensation/price.

It is not unusual for a supplier to provide volume discounts to vendors when they agree to sign long-term contracts or place orders for large quantities. Discounts can also be achieved if you increase your purchasing requirements; one such method is to work as a co-operative with other Canteens close by, by increasing the amount of goods you purchase you can negotiate for a cheaper price.

Don’t be afraid to negotiate the costs of your items but ensure that once a price is agreed on that it is documented for future reference.

You should keep a list of your trusted and reliable suppliers to ensure that even if you are not there, others know which supplier to order which product from. A register is a good idea.

Supplier Information Template

<table>
<thead>
<tr>
<th>SUPPLIER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: Thompson Pies</td>
</tr>
<tr>
<td>Contact Name: Baker Bill</td>
</tr>
<tr>
<td>Telephone: 041597864</td>
</tr>
<tr>
<td>Email: <a href="mailto:bakerbill@thompsonpies.com.au">bakerbill@thompsonpies.com.au</a></td>
</tr>
<tr>
<td>Postal Address: Po Box 333</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>State: NSW</td>
</tr>
<tr>
<td>Post Code: 2567</td>
</tr>
<tr>
<td>Supplies:</td>
</tr>
<tr>
<td>pies</td>
</tr>
<tr>
<td>cakes</td>
</tr>
<tr>
<td>sausage rolls</td>
</tr>
<tr>
<td>cheese buns</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
<tr>
<td>Order needs to be place by 2pm for delivery next day</td>
</tr>
<tr>
<td>Order can be placed by email or phone</td>
</tr>
<tr>
<td>Delivery is normally 9:30am</td>
</tr>
<tr>
<td>Account paid monthly on invoice by direct credit</td>
</tr>
</tbody>
</table>

The above information is a guide. Please delete it and enter the information for your suppliers.
Daily Order Sheet Template

<table>
<thead>
<tr>
<th>Item</th>
<th>Number Required</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pies</td>
<td>30</td>
<td>Thompson</td>
</tr>
<tr>
<td>Sausage Rolls</td>
<td>50</td>
<td>Thompson</td>
</tr>
<tr>
<td>Loaves of Bread</td>
<td>10</td>
<td>Thompson</td>
</tr>
<tr>
<td>Cheese Rolls</td>
<td>50</td>
<td>Thompson</td>
</tr>
<tr>
<td>Wraps - plain</td>
<td>20</td>
<td>Thompson</td>
</tr>
<tr>
<td>Wraps - wholemeal</td>
<td>25</td>
<td>Thompson</td>
</tr>
<tr>
<td>Lettuce</td>
<td>4</td>
<td>Franco’s Fruit &amp; Veg</td>
</tr>
<tr>
<td>Tomatoes</td>
<td>15</td>
<td>Franco’s Fruit &amp; Veg</td>
</tr>
</tbody>
</table>

The above information is a guide. Please delete it and enter the information for your orders.
## Stock Ordering and Receiving Record Template

### STOCK ORDERING & RECEIVING RECORD

**Supplier:** Thompson Pies  
**Page No:** 1 of 15

<table>
<thead>
<tr>
<th>Date Ordered</th>
<th>Item</th>
<th>Qty Ordered</th>
<th>Date Received</th>
<th>Qty Received</th>
<th>Delivery Docket</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jul-17</td>
<td>Plain Meat Pie</td>
<td>15</td>
<td>02-Jul-17</td>
<td>15</td>
<td>D2587956</td>
<td>I521295</td>
</tr>
<tr>
<td>01-Jul-17</td>
<td>Potato Pie</td>
<td>10</td>
<td>02-Jul-17</td>
<td>10</td>
<td>D2587956</td>
<td>I521295</td>
</tr>
<tr>
<td>01-Jul-17</td>
<td>Sausage Roll</td>
<td>25</td>
<td>02-Jul-17</td>
<td>20</td>
<td>D2587956</td>
<td>I521295</td>
</tr>
<tr>
<td>01-Jul-17</td>
<td>Cheese Rolls</td>
<td>40</td>
<td>02-Jul-17</td>
<td>35</td>
<td>D2587956</td>
<td>I521295</td>
</tr>
</tbody>
</table>

**Delivery Docket:** Paperwork that arrives with items  
**Invoice:** Request for payment from supplier

If there is a discrepancy in the number you ordered and the number that were delivered, you need to ensure that the number on the invoice reflects the number you actually received.

The above information is a guide. Please delete it and enter the information for your suppliers.
EQUIPMENT REGISTER

Equipment is defined as tangible property (other than land or buildings) that is used in the operations of a business. Examples of equipment include devices, machines, tools, and vehicles. In your canteen ‘equipment’ refers to such things as microwaves, ovens, warmers, fridges etc.

It is recommended that you keep an Equipment Register so that information about appliances can be quickly and easily located.

A folder containing the Manuals, Warranty Documents, Copy of Purchase Receipt, details of repairer and any maintenance/repair reports for each item is also recommended.

**Equipment Register Template**

<table>
<thead>
<tr>
<th>Date of Purchase</th>
<th>Name of Item</th>
<th>Appliance Number</th>
<th>Warranty/Guarantee</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Jul-16</td>
<td>Food Processor</td>
<td>QW152456</td>
<td>12 months</td>
<td>$450.52</td>
</tr>
<tr>
<td>08-Oct-16</td>
<td>Toaster</td>
<td>TY215UJ</td>
<td>6 months</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

The above information is a guide.
Please delete it and enter the information for your equipment.
Legislation, WHS, COSI and Inspections

LEGISLATION AND JURISDICTIONS THAT APPLY TO CANTEENS

- Local Council (for Food Safety Inspections)
- NSW Food Authority (download at foodstandards.gov.au)
- Food Safety Standards 3.2.2
- Food Safety Standards 3.2.3
- WHS Act 2011 (download at safework.nsw.gov.au)
- WHS Regulations 2011 (download at safework.nsw.gov.au)

KEY PROVISIONS FOR FOOD BUSINESSES

Notification
Contact details and information on the nature of the business must be given to the Local Government Authority, unless this information is provided already under an existing food business registration system.

Skills and knowledge
Food businesses must make sure that people who carry out or supervise the handling of food have appropriate skills and knowledge in food safety and food hygiene matters. Formal training is not necessarily required. Food handlers can also acquire skills and knowledge through, for example, ‘in house’ training, reading information provided by their employer, following specified operating procedures, or attending courses run by industry associations or a local council.

Maintaining potentially hazardous food at correct temperatures
To limit the growth of food poisoning bacteria in food, businesses must minimise the amount of time that potentially hazardous food is at temperatures between 5° C and 60° C. Temperature controls also apply to the receipt, storage, processing, display and transport of potentially hazardous food.

Cooking or another processing step to make food safe
Where food must be cooked or otherwise processed to make it safe, food businesses must carry out this step correctly. For example, minced meat and chickens must be cooked right through to the middle to kill food poisoning bacteria.

Protecting food from contamination
Food must be protected from contamination. There are also specific requirements for the protection of ready-to-eat food that is on display. These include supervision of the display area, separate serving utensils for each food, and protective barriers.

Food disposal
Food that has been recalled or returned or that may not be safe or suitable must be labelled and kept separate from other food until a decision is made about what to do with the food, in accordance with the food disposal requirements.

Food recall
Wholesale suppliers, manufacturers and importers of food must have a written recall system for the recall of unsafe food and must use this system when recalling unsafe food. In the event of a recall, you may find it useful to draw on the guidance in the Food
Standards Australia New Zealand (FSANZ) Food Industry Recall Protocol. This is available on the FSANZ website (www.foodstandards.gov.au), or call FSANZ on +61 02 6271 2222.

Health and hygiene requirements
Food businesses must:

- tell food handlers about their health and hygiene responsibilities;
- make sure that people who have or are carrying a disease that might be passed on through food do not contaminate food. Hepatitis A and illnesses caused by giardia, salmonella and campylobacter are examples of diseases that can be passed on through food;
- make sure that a food handler with infected skin lesions or discharges from his/her ears, nose or eyes does not contaminate food;
- provide adequate hand washing facilities and make sure that they are used only for washing hands, arms and faces; and
- make sure that people on the premises do not contaminate food.

Cleaning, sanitising and maintenance
A food business must ensure:

- Food contact surfaces are cleaned and sanitised to keep microorganisms at safe levels. This applies to food serving equipment such as plates and cutlery, and to any equipment or surfaces that may come into contact with food.
- Food premises, fittings and equipment within the premises are clean and in a good state of repair and working order.
- Chipped, cracked or broken utensils are not used.

Thermometers
Food businesses handling potentially hazardous food must have a probe thermometer accurate to +/- 1°C so they can measure the temperature of food.

Animals and pests
Premises must be kept free of animals and pests.

KEY PROVISIONS FOR FOOD HANDLERS

- Food handlers must tell their supervisor if they may have contaminated food.
- Food handlers must tell their supervisor if they have, or are carrying a disease that might be transmitted through food. Hepatitis A and illnesses caused by giardia, salmonella and campylobacter are examples of diseases that can be passed on through food.
- Food handlers must tell their supervisor if they are suffering from diarrhoea, vomiting, a sore throat with fever, fever or jaundice unless they know their symptom or symptoms do not relate to a food-borne illness.
- Food handlers must tell their supervisor if they have any infected skin lesions or discharges from their ears, nose or eyes as these could contaminate food.
- Food handlers must do everything they can to make sure they do not contaminate food.
• Food handlers must wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.

• Food handlers must not behave in ways that could cause food contamination. For example, they must not eat over unprotected food or smoke in food handling areas.

WORK HEALTH AND SAFETY
Canteen operation falls under the overall WHS Management System as part of procedures including:

• safe operating of equipment
• maintenance of equipment, work environment
• emergency management
• general risk management procedures
• hygiene procedures

CONTINUM OF SCHOOL IMPROVEMENT (COSI)
COSI audits will cover these aspects of a school canteen:

• WHS
• Child Protection (re canteen volunteers and paid personnel)
• Building and facilities
• Management / Organisation (within school structure)

LOCAL GOVERNMENT AUTHORITY INSPECTIONS
The NSW Food Authority has a partnership with the 152 local councils across NSW, who conduct regular inspections of retail food businesses in their local area.

Council environmental health officers (EHOs) are authorised officers under the Food Act 2003 and check that good food safety practices are in place such as temperature control, cleanliness, hand washing and labelling. This partnership is known as the Food Regulation Partnership.

What Will Be Assessed During Your Inspection
The majority of councils in NSW inspect retail food premises using a standard checklist for compliance with the Food Standards Code called the Food Premises Assessment Report (FPAR).

The FPAR features a points system to determine a hygiene and food safety score.

Council officers will assess the following as part of the inspection:

• General items: that you appointed a trained Food Safety Supervisor (FSS), have an FSS certificate on the premises, and that food handlers have skills and knowledge to handle food safely
• Food handling controls: storage, display and transport, processing, the risk of cross-contamination
• Cleaning and sanitising, hand washing and proximity of facilities
• Food temperature control
• Pest control
• Premises design and construction: issues such as water supply, disposal, adequate and safe garbage facilities and lighting
• Food labelling: accurate and sufficient.

Preparing for Your Regular Inspection
There are a number of things you can do to prepare for your regular council inspection to get the best possible result:

• Make sure your premises has an up-to-date notification record at your local council
• Make sure your premises has a current, designated Food Safety Supervisor (FSS) and that they have an FSS certificate for the required training units
• Look at your last hygiene and food safety inspection report to check that you’ve taken all of the actions needed to meet the legal requirements. If you can’t find your last report, contact your local council and they will be able to give you a copy
• Continue making regular, routine checks to ensure hygiene standards are being maintained and staff are following the rules
• Safe processes are as important as physical conditions. Staff should be able to answer questions on food safety related to the food handling work they do
• Promptly arrange for any repairs and conduct regular maintenance of the premises and equipment
• Perform a self-check by going through the Food Premises Assessment Report (FPAR) yourself.

Getting a Better Inspection Result
Make sure you have these covered. The 5 most common issues identified by council inspection staff are where food businesses fail to:

1. Clean the food premises and equipment: under, behind, inside equipment and appliances; grease traps; floors; storage areas.
2. Have hand washing facilities that are readily accessible, dedicated to hand washing and have a supply of warm, running potable water, soap and single-use paper towels.
3. Control pest issues such as cockroaches and mice so there is no evidence of infestation; cover waste containers, protect areas from pests with flyscreens etc.
4. Keep high risk food at the correct temperatures (hot enough or cold enough) during both display and storage; have a food temperature measuring device (how do you know food is at a safe temperature?).
5. Cover food during storage and protect it from contamination.

Scores on Doors
Scores on Doors is the NSW hygiene and food safety scoring program that displays the results of food premises regular inspections. It makes public how well local restaurants, takeaway shops, bakeries, pub bistros and cafes are complying with NSW hygiene and food safety requirements.

If your council participates in the Scores on Doors program, they will tally your food safety and hygiene rating to either 3, 4 or 5 stars and you will be able to display your food safety record for your customers.
Links and Resources


The Fresh Tastes @ School NSW Healthy School Canteen Strategies came into effect in 2005 and since then has been mandatory for all NSW Government Schools and strongly supported and endorsed by the Catholic and Independent Education Sectors. The Strategy is all about giving students across NSW a taste for healthy foods. It heralded a move beyond nutrition guidelines for school canteens to a government-endorsed approach that helps schools determine the healthier types and frequency of foods that are available for sale in their canteens.

Fresh taste resources include:

- Canteen Menu Planning Guide
- Sugar Sweetened Drink Ban for NSW School flyer
- Fresh Tastes Tool Kit
- Fresh Ideas Folder
- Fresh tastes newsletter
- Parent Information Flyer

The Coeliac Society of NSW
http://nswact.coeliac.org.au/

Australian Guide to Healthy Eating

NSW Government Food Authority

Australian Society of Clinical Immunology & Allergy
www.allergy.org.au