MISSION STATEMENT

A community inspired by the passion and charism of Mary MacKillop, we value the dignity and uniqueness of each other and seek to empower independent and confident learners.
RATIONALE

(a) As part of our ministry of service to our school community, particularly our students and staff, St Patrick’s School seeks to provide the opportunity for students and staff to obtain healthy food and beverages at a reasonable cost, while on the school site.

(b) The St Patrick’s School Canteen Policy addresses the operation of the Canteen by the Canteen Manager and the School Board.

(c) The policy sets out the duties of the Canteen Manager and responsibilities of the committee. It is developed by the school community and approved by the School Board.

(d) Children with a disability / special needs are considered to have special rights. Hence accommodations for these children may be considered in consultation with staff and their family.

AIMS

1. To promote a variety of healthy nutritional choices in the food and drinks students consume.
2. To encourage parents/guardians to assist as volunteers in day-to-day tasks within a welcoming environment.
3. To conduct all activities in a manner that ensures the WHS of staff, students and volunteers

OBJECTIVES

The St Patrick’s School Canteen is to operate with the following purposes in mind:

(a) To provide a service to the school community which removes the need for students to leave the school grounds to obtain snacks and lunches.

(b) To provide, at fair and reasonable prices, food that is substantially wholesome.

(c) To comply with Commonwealth Government “Rite Bite” guidelines.

OPERATION OF THE CANTEEN

(a) The Canteen will be open at Recess and Lunch times each school day.

(b) The day-to-day running of the Canteen will be the responsibility of a Manager employed and paid, by the School Board.

(c) The general operation of the Canteen will be overseen by the Canteen Manager/s, Finance Officer and Principal commissioned by the School Board.

(d) The Principal (or nominee) will be responsible for the overall management of the Canteen, in conjunction with the committee, on behalf of the School Board.

(e) The Canteen will aim to generate sufficient funds to cover its ongoing operating costs, but will not be required to generate income for the school.

(f) Students have input to canteen matters through class meetings and ideas are provided in writing to the Captains representing the students. Any matters of concern are to be raised directly with the canteen Manager.

(g) Students who do not have lunch are provided with 2 slices of bread with the option of butter, vegemite or jam (see appendix B)

(h) Students who do not have recess are not provided with food.

(i) If a child’s lunch is knocked out of hand or accidentally dropped, the child will be offered either noodles of 2 slices of bread with either butter, vegemite or jam.

(j) To support the running of the canteen, lunch boxes are to be sent to the canteen by 9.15am or as soon as possible after Monday Morning or Class Mass. Canteen staff will ring classes if lunch box has not been sent.

(k) The selling of ice cream will stop at 11.20am at recess and 1.20pm at lunch to support children being ready for lessons.

(l) No change is to be given from lunch bags at recess time.

(m) Food and drinks are only sold at recess (11.00 – 11.30am) and lunch (1.00 – 1.30pm). Children with special needs are considered to have special rights and exceptions are made in consultation with staff and their family.
DUTIES OF THE CANTEEN COMMITTEE

(a) To assist the Canteen Manager/s in the operation and maintenance of the Canteen.
(b) To be responsible for catering (if requested).
(c) To review prices and charges when necessary in consultation with the Finance Officer and Principal.
(d) To assist the Manager in developing a menu which is consistent with the recommendations and guidelines of the ‘Rite Bite’ Guidelines.
(e) To maintain Canteen equipment in good order and to add items of equipment deemed necessary. Repairs and maintenance should normally be paid out of Canteen funds. Capital expenditure in excess of $500 or repairs requiring Board funds in excess of $500 must be approved by the Board.
(f) To provide for any Education/Training needs required by the Canteen Manager or Canteen Assistant from time to time.
(g) To produce and maintain a current set of Guidelines for food handling, preparation and storage, as well as Guidelines for service and transaction procedures.
(h) To promote the use of the Canteen and promote new products.

DUTIES OF THE CANTEEN MANAGER

The Canteen Manager will:
1. Meet regularly with the Principal to ensure that committee directives and policy guidelines are being followed.
2. Order and check Canteen supplies against invoices/stock on hand.
3. Maintain the daily operation of the Canteen according to the times indicated by the Canteen Committee.
4. Be responsible for the supervision and allocation of duties to any volunteer (see Appendix B).
5. Be responsible for the care of equipment and hygiene of the premises.
6. Prepare and maintain rosters of volunteers.
7. Ensure, through careful supervision, that all volunteers operate within the school’s WHS policies and guidelines (see Appendix B).
8. Take the daily takings to the office.
9. Enlist support from staff to ensure normal services are provided, when no volunteers are available. Year 7 students may help with serving only.
10. Meet with the Principal, as required, to be guided in duties pertaining to the running of the School Canteen.
11. Maintain temperature readings, stock received and a cleaning schedule.
12. Minimise stock levels at the end of each term.
13. Liaise with the Port Adelaide /Enfield Council Food Safety Officer during Canteen inspections.

FINANCE

(a) The daily takings will be brought over to the office by the Canteen Manager.
(b) All payments of accounts will be authorised by the Canteen Manager, and checked by the Finance Officer.
(c) A school budget is prepared for the School Board.
(d) The Finance Officer will maintain the necessary transaction records to be audited annually by the auditor.

WORK, HEALTH & SAFETY

The Canteen Manager is to consider the work, health & safety and welfare of staff, Canteen volunteers and students before conducting any activities. Where a risk may be perceived, a risk assessment is to be completed by the Canteen Manager and then checked by the WHS Officer.

All staff, students and volunteers will perform routine safety induction prior to commencement of activities. (see Appendix A) Volunteers will be asked to attend an information session once a year.
REFERENCE

Commonwealth Government “Rite Bite” guidelines

Appendices A & B

Principal’s signature: _____________________________ Date: __________________________

Frank Congedi

Ratified by School Board

Chairperson’s signature: _____________________________ Date: __________________________

Reviewed: 2016
Next Review: 2019
Canteen Volunteers Role

UPON ARRIVAL PLEASE SIGN IN AT THE FRONT OFFICE AND COLLECT YOUR BADGE, SIGN OUT AND RETURN YOUR BADGE AS YOU LEAVE

PLEASE NOTE:
- If you notice any maintenance matters or hazards please see Canteen Manager/s
- NO CHANGE to be given from lunch bags at recess time.
- NO SALES are to be made until 1.00pm.
- NO ICE CREAMS to be sold after 11.20am recess and 1.20pm lunch.
- CANTEEN TAKINGS are the responsibility of Canteen manager to be taken to front office.
- Due to health regulations gloves MUST BE WORN if you have nail polish or false nails.
- Due to health regulations all food must be baked or cooked on the school premises

LIST OF JOBS THAT VOLUNTEERS MAY WISH TO HELP COMPLETE

Help to take money from lunch bags - boxes
Make sandwiches, wraps & hotdogs
Clean working areas
Make popcorn
Prepare counter for recess
Take ice creams out of freezer
After recess & lunch put ice creams away
Sweep & mop floor
Help put food into lunch bags
Serve at recess & lunch time

THANK YOU FOR YOUR HELP TODAY
CHILD WITHOUT LUNCH

It is school policy that children without lunch will be offered 2 slices of bread with the option of butter, vegemite or jam at no cost.
This does not apply to children without recess.
Please sign this note and return it to school to show that you have seen it.

Date:______________

Dear Parent / Caregiver
Today the canteen provided your child__________________________ with lunch because:
☐ No lunch from home
☐ Forgot to order lunch
☐ Other:__________________________________________________________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Class teacher:____________________________

✓ I acknowledge your letter concerning my child being provided lunch.

Parent / Caregiver comment

Child’s name__________________________________________ Class_________________

Parent / Caregiver ___________________________________________ Date____________