Canteen policy

Interested Parties:
Larmenier School teachers, parents and students.

The school Canteen will aim to:

• Provide food following the guidelines of Larmenier’s Healthy Food Policy and the Tasmanian Schools Canteens Handbook.

• Provide a wide range of foods that are nutritious and appealing.

• Maintain a standard of hygiene following the local council guidelines.

• Develop an appreciation of the nutritional aspects of food.

• Provide students with practical learning experiences about making healthy food choices.

• Encourage a welcoming working environment for all the volunteers using the canteen facilities.

• Provide an opportunity for the school community to participate in decisions regarding the operation of the school canteen.

• Run at a small profit the proceeds of which are to be used in the school community.

Funds:

- All monies received by the Manager(s) or committee shall be deposited in the account of Larmenier School Parents and Friends.
- Larmenier School Parents and Friends shall be responsible for the payment of all canteen expenses.
- All items charged against the canteen accounts are for use in the canteen only.

Canteen Manager(s) Duties:

- Implementing the Canteen Policy.
- Ensure that the canteen is clean including all surfaces, utensils, and electrical equipment.
- Organise the menu in conjunction with the school community.
- Pricing of all menu items to ensure they are costed at least at a break even cost.
- Ordering, receiving and checking of goods.
- Record takings on a daily basis.
- Organise a roster of volunteers (where possible).
- Ensure there is adequate supervision and training of voluntary helpers.
- Maintain a suitable standard of cooking and presentation of food.
- Write or give an oral report to the Larmenier parents and Friends Committee.
- Make recommendations to the committee in respect of additions, deletions, alterations or repairs to plant and equipment.
- Carry out a stocktake in November each year for reporting at the Larmenier Parents and Friends Annual General Meeting.

Supporting documents:
This document is supported by the TCEO ‘Guidelines for School Canteens 2013’ found in the TCEO Work, Health and Safety Policy section 20 (orange folders)
Alterations to this policy:

This policy shall not be altered in any way without the input of School Representatives at the Larmenier School Parents and Friends Committee.

This policy is to be reviewed annually at the Annual Meeting of the Larmenier School Parents and Friends Committee which includes representatives from canteen staff, teaching staff, students and parents.

This policy was last ratified by the Larmenier Parents and Friends Committee.....

Date: 25th August, 2008

Committee Member:

Ratified: 25th August, 2008
Amended: 19th June, 2014
Amended: 12th November, 2015