

# **ST EUPHEMIA COLLEGE**

**K-12**



**CANTEEN**

**POLICY**

**2014**

## **1. Policy Statement**

This Policy ensures that the School canteen at St Euphemia College implements nutritional guidelines for students and staff and provides food choices that promote healthy eating habits.

## **2. Applicability**

This policy applies to all staff, students, parents, caregivers, the wider school community, canteen manager and all staff associated with the School canteen.

## **3. Context/Rationale**

The canteen reflects the value that the School places on healthy eating practices for students and the wider school community. In addition to providing nutritious foods, the canteen has an important role in promoting healthy eating for the present and future health of students in accordance with the ADGCA (Australian Dietary Guidelines for Children & Adolescents in Australia). These guidelines are designed to help young people and their families choose food and drink for a healthy life.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- implement the canteen policy and initiate annual review of this policy
- ensure that canteen policies and practices are consistent with the ADGCA.

### ***Responsibility of all Staff***

The staff are expected to:

- be punctual to playground duty and keep the canteen queues in order
- provide learning experiences that assist students to understand good nutrition, enabling them to make healthy food choices.

### ***Responsibility of the Canteen Manager***

The Canteen Manager is expected to:

- provide efficient management of the canteen
- immediately report to the Principal/Delegated Authority of any equipment malfunction or safety issue that arises
- report to the Principal immediately of any injury that has been incurred within the canteen or outside the canteen when related to products sold by the canteen
- purchase and sell foods in line with the aims of this policy
- plan, organise, control and evaluate the needs of the canteen
- provide job descriptions for volunteers
- ensure appropriate hygiene practices eg. gloves and hairnets
- ensure a healthy and safe work environment
- ensure the legal requirements of the canteen are maintained
- foster support for the canteen from the school community
- provide and display a canteen menu and price list
- develop new ideas and activities to link with classroom nutrition education
- monitor the condition of the canteen's facilities and major equipment and if required, make recommendations to the Board through the Principal/Delegated Authority

- make decisions on the items to be sold in the canteen and their prices in consultation with the Principal/Delegated Authority
- ensure that food stock is properly refrigerated and stored to eliminate the possibility of spoilage and food poisoning
- ensure all canteen staff are aware of schools Anaphylaxis procedures and the specific dietary needs of individuals in the school community
- adhere to the religious fasting guidelines.

### ***Responsibility of the Canteen Staff***

The Canteen Staff are expected to:

- abide by the policy of the canteen and all relevant policies and procedures eg. Anaphylaxis
- communicate with the canteen manager if a problem arises
- ensure hygiene practices are adhered to
- provide a friendly and courteous service to all students, parents, caregivers, school staff and any other visitors to the School.

### ***Responsibility of the Parents and Caregivers***

The Parents and Caregivers are expected to:

- provide guidance to their children about making healthy food choices whilst at School.

### ***Responsibility of Students***

The Students are expected to:

- being courteous to canteen staff at all times
- promote student initiative and responsibility in relation to nutrition and positive food choices being taught in the classroom.

## **5. Monitoring, Evaluation and Reporting Requirements**

The Principal/Delegated Authority is required to monitor the Canteen's compliance with this Policy.

## **6. Policy Review**

The Canteen Policy will be reviewed annually and adjusted as necessary.