

ST EUPHEMIA COLLEGE

K-12



CANTEEN PROCEDURES

2014

Canteen Policy - Procedures

Introduction

These Procedures should be read in conjunction with the St Euphemia Canteen Policy.

Procedures

For many students who use the canteen regularly, the food purchased makes a significant contribution to their food intake and nutrition. Nutrition is vital to health throughout life. It is particularly important in times of rapid growth and development, which include the school years. Poor dental health, obesity, diabetes type 2, underweight, poor physical fitness, constipation, high levels of fatty substances in the blood and elevated blood pressure are associated with diet and these conditions have been identified in studies of children in Australia.

Subsequently, the opportunity for students to make affordable, nutritious and viable nutrition options is vital and is the responsibility of the canteen management and staff associated with the School Canteen.

Nutrition and Health

The role of the school canteen in contributing to nutrition and health includes the provision of:

- food which is wholesome, nutritious and based on the *Dietary Guidelines for Children and Adolescents in Australia*
- a demonstration of high standards of hygiene in relation to the preparation, storage and serving of food at the canteen to meet the Work Health and Safety requirements
- menus that encourage the students to support religious guidelines and events
- a comprehensive range of nutritional choices that consists of healthy food options from all major food groups
- a sustained effort in adhering to the major concerns of emerging trends of Australia's nutritional and eating habits
- food that limits the consumption of high amounts of sugar, fat and salt.

Menu Planning

The Canteen is an important part of the School's life and as such its management and operation needs to reflect the College's aims and mission. Fasting days require that no meat is sold on Wednesdays and Fridays and other specific fasting periods.

Considerations for menu planning also include the:

- requirement to maintain consistency with the Canteen Policy. When the Policy is reviewed, the canteen menu will also be reviewed
- Canteen Manager has the responsibility to make decisions about changes to the menu in consultation with the Principal/Delegated Authority
- need to have a different menu each school term. During Terms 1 and 4, a summer menu will be provided and during Terms 2 and 3, a winter menu will be available.

Specific Hygiene Guidelines

The following guidelines are to be followed in relation to food preparation, storage and canteen cleanliness:

- an apron should be worn to protect clothing
- long hair should be securely tied back and every volunteer who is preparing food should wear a head covering which keeps their hair contained (a hair net is provided for this)

- jewellery or watches should not be worn (with the exception of a wedding band) when handling food
- keep fingernails short and clean
- chewing gum in food preparation areas is not permitted
- sneezing, nose blowing or coughing over food or food contact surfaces should be avoided
- eating food in the food preparation area should be avoided
- wash hands in the hand basin provided and only use disposable paper towels to dry hands
- use tongs, forks or gloves when handling and/or preparing foods
- cover any cuts with a waterproof bandage
- staff wearing gloves should avoid handling money.

Canteen Operating Hours

The Canteen:

- is open in the morning for students to place orders
- provides recess and lunch options for students and staff
- is open after School.

Opening Hours

Morning - 8.00am - 8.45am

Recess - 10.30am - 11.00am

Lunch - 12.30am - 1.20pm

Afternoon - 3.00pm - 3.20pm