

Canteen Policy

Purpose

The provision of an efficient and effective canteen at the College provides opportunities to reinforce healthy eating practices, provides a service for parents wishing their children to purchase food and drinks, to raise funds and presents an opportunity for parents to assist within the College.

Aim

- To provide an efficient canteen service which will provide healthy food that is reasonably priced, safe to consume and meets all the appropriate health standards set out in the relevant food acts.
- To encourage students to eat healthily by offering food that is freshly cooked in the College canteen.
- To make sure all canteen staff/volunteers are aware of the food and hygiene regulations that are a vital part of the daily running of the College canteen.

Implementation

- As a premise that sells, prepares, packages, stores, handles, serves and supplies any food for sale, the College canteen will be registered with the local council. (Required by the Food Act of 1984)
- The canteen manager will be responsible for all aspects of the canteen operation, be competent in food safety and be on duty when the canteen is preparing and serving food.
- The canteen manager will ensure that all health regulations and food preparation requirements are complied with; in particular the 'Food Safety Program for College Canteens' and 'A Checklist for College Canteen Coordinators' contained within the Guidelines for 'Personal Hygiene and Food Safety in Colleges' document.
- College Council will be responsible for maintenance and replacement of equipment.
- The canteen manager will be responsible for all ordering, purchasing, stocktaking and balancing of daily takings which are to be handed to the College office ready for banking.
- The Business Manager will be responsible for paying all canteen accounts.

Reference

Guidelines for personal hygiene and food safety in Colleges

www.foodsafety.vic.gov.au and SOF Reference Guide: 7.14 Canteens

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016