

# **Canteen Policy**

## **DEFINITION**

The College Canteen is a service provided by the College for the benefit of students and staff. The College Canteen sells food and drinks that are healthy, nutritional and tasty. It is a valid business enterprise and is operated according to good, ethical business practices.

## **VISION**

Marist College North Shore is committed to holistic education; therefore the whole life of every student is of concern to the College: students' physical well being as much as their spiritual growth and intellectual development. All operations of the College reflect its values and vision. The Canteen is an important part of the school's life and as such its management and operations need to also reflect the College's aims and mission.

## **AIMS OF THE CANTEEN**

The College canteen will aim to:

1. Provide a healthy variety of food and drinks
2. Support classroom teaching on nutrition and health
3. Encourage the development of good eating habits
4. Provide friendly and prompt service and encourage courtesy and consideration
5. Operate as an effective and efficient business enterprise which can make a financial contribution towards the operation and development of the College
6. Be aware of the special dietary needs of some students
7. Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food.
8. Provide an avenue for parental involvement in the College

## **PRINCIPLES**

This Policy is founded on the following principles:

1. Parents/Guardians as primary carers are responsible for the nutritional and dietary needs of their children.
2. The school supports Parents in fulfilling their responsibilities
3. As an educational community the College has a responsibility for educating its students about healthy and nutritional eating and drinking, and about careful and prudent decision making.
4. As a Secondary school with students ranging in age from 12 to 18, the development of self-discipline and self-regulation must be encouraged and fostered
5. The College Canteen needs to offer a range of foods and drinks that are healthy and nutritional
6. The opinions of students, parents and staff members need to be considered when developing the Canteen menu
7. The Canteen Manager is responsible for the efficient operation and management of the College Canteen and the implementation of this policy.
8. "*Food Fresh and Healthy Eating*", the policy statement endorsed by the NSW Catholic Education Commission and NSW Health, will be used as a guide in making

decisions about the Canteen menu.

9. Parents, volunteers and some especially selected and trained Years 11 and 12 students will help to staff the Canteen
10. The canteen menu needs to be varied according to the season of the year and the interest and preferences of its customers

## **ACTIONS**

To ensure the aforementioned aims are met and principles adopted, the following actions will be undertaken:

1. A *Canteen Reference Group* will be formed, comprised of Parents, students and staff members. It will meet at least once each term and make recommendations about the operation of the Canteen and its menu.
2. *Serving arrangements* will be reviewed with the aim of making them more efficient and quick
3. The *Lunch Order System* will be promoted among students as one means of ensuring efficiency and quick service
4. Explicit connections will be made between the *PDHPE Curriculum* and the nutritional and health aims of the Canteen.

## **CANTEEN MANAGER – ROLE STATEMENT**

The Canteen Manager is responsible for the efficient and effective operation of the College Canteen. The Canteen Manager is a member of the College Staff and is employed according to the appropriate State Award and the Conditions applicable to Sydney CEO employees.

The Canteen Manager is accountable to the Headmaster.

The duties of the Canteen Manager include:

- (i) Deciding, on the advice of the College's *Canteen Reference Group*, upon the items to be sold,
- (ii) placing and receiving orders,
- (iii) overseeing the preparation and sale of foods and drink,
- (iv) ensuring compliance with Child Protection Legislation, Occupational Health and Safety legislation and the College's Canteen Policy,
- (v) managing canteen finances and budgeting;
- (vi) ensuring efficient organization of the Canteen and store room;
- (vii) ensuring effective maintenance of Canteen appliances and equipment;
- (viii) devising duty rosters as required;
- (ix) setting and adjusting Canteen prices as required;
- (x) assisting with preparation of food and drink for College functions;
- (xi) undertaking other appropriate duties as requested by the Headmaster;

## **POLICY REVIEW**

All College policies are subject to constant monitoring. The College's Canteen Policy will be reviewed annually and adjusted as deemed necessary by the College Executive to ensure that the principles enunciated in this document are the basis of College practices and procedures.

