



**POLICY FOR**

<b>Governing Council Canteen</b>	Document No.	PoGC0008
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**1.0 Purpose**

The school will operate a canteen that contributes to the overall development of the school community by providing an enjoyable, nutritious and attractive selection of food and drink, via a creative, regularly changing menu.

The canteen will function as an efficient business enterprise.

**2.0 Version Control**

Version Date	Version Number	Reference sections	Description of the change
1/1/2014	0001	Not Applicable	New document introduced

**3.0 Scope and Responsibilities**

Scope:

The Canteen Policy applies to all students and staff of the NMHS. The Policy applies to parents and caregivers of NMHS students by virtue of the understanding that they will support students in the participation of the Right Bite Policy.

Responsibilities:

The NMHS is responsible for ensuring that the Canteen Policy observes healthy, nutritious and a diverse menu. The NMHS is responsible for ensuring that the Canteen Menu is non-discriminatory, culturally divers, equitable and cost effective for all customers.

The NMHS is responsible for ensuring that the Canteen Policy reflects the Right Bite Policy and the Eat Well SA Guidelines.

## **4.0 Policy Principles**

### **4.1 Operational Guidelines**

- The Canteen will operate Monday to Friday and will be open at recess and lunch on the Middle Campus and all mornings up to and including lunch on the Senior Campus.
- The canteen will maintain links and/or network with relevant associations eg. ASCA, and state canteen associations.
- The canteen will operate as an integral part of the school and as such will illustrate and complement relevant classroom programs and reflect our multicultural diversity.
- The canteen will be marketed to parents via the school newsletter and to students by relevant promotional avenues where possible.
- The canteen will be a service to the school community and encourage courtesy and consideration among all persons using canteen facilities.
- The canteen will support school operations and programs through catering as required.
- A successful school canteen requires specific management skills in addition to knowledge of key business practices, including but not limited to record keeping, stock control, marketing, pricing menu items and controlling waste.

### **4.2 Government Guidelines and Legislations**

- The canteen will comply with the current state Food Hygiene Regulations and Training.
- Canteen staff work under the Fast Food Industry Award 2010.
- The canteen menu will be guided by the relevant State or National Canteen Guidelines such as the Right Bite Policy and Eat Well SA Guidelines.

### **4.3 Performance and Professional Development**

- The canteen staff will be encouraged to attend Professional Development training sessions eg ASCA 5 Star Canteen Accreditation, Holmesglen Certificate 111 in Hospitality (Canteen Management).
- The canteen staff shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation).
- The canteen staff will be provided with an annual contract
- The canteen staff will have a Job and Person Specification relevant to their role.
- The canteen staff will have a Performance and Development Plan relevant to their role and will undertake an annual review.

## 5.0 Definitions and Abbreviations

For the purpose of application of this Policy, the following definitions shall apply:

DECD	Department of Education and Child Development
NMHS	Norwood Morialta High School
WH&S	Work, Health and Safety
Parent	A parent of a child attending the NMHS, including the parent of a child who is enrolled but not yet attending, a person who has legal custody or guardianship of a child, or a person who is acting <i>in loco parentis</i> to a child
Student	A person who is enrolled to study at the NMHS

## 6.0 Attachments and References

- Right Bite Policy - Right Bite Easy Guide to - Healthy Food & Drink Supply for South Australian Schools & Preschools
- Eat Well SA - Schools and Preschools: Healthy Eating Guidelines
- Fast Food Industry Award 2010.
- National Quality Standard 2.2
- Regulation 168 (2) (a) (i)
- Related Key Regulations: 77, 78, 79, 80

Note: Reg 79 and 80 do not apply to food and beverages provided by a parent.

## 7.0 Review

This Policy will be reviewed biennially by the Governing Council of the NMHS. The date of the next review is January 2015. This Policy can be amended, without prior notification, by a resolution of the Governing Council.