



**Rationale:**

- The school community needs a canteen to assist parents with an alternative way of providing children with a nourishing lunch.
- The schools canteen reflects the value the school puts on healthy eating practices as according to the Lilydale West Primary School Healthy Eating Policy.

**Aims:**

- Promote and encourage healthy food choices.
- Function as a non-profit organization in a manner that complies with all health regulations and requirements. Any small profit made will go towards the enhancement of school programs.

**Operating Hours:**

- Offer a lunch service one day per week.

**Implementation:**

- We will endeavour to maintain a high standard of service in compliance with requirements of local government.
- Revenue raised from the canteen will be used to enhance school programs.
- A canteen committee will oversee the operation and organization of the canteen on a voluntary basis, monitored by the principal or nominee.
- The canteen committee will be given the responsibility to make decisions about changes to the menu.
- The menu will be planned in accordance with the “Go for your life” Healthy Canteen Kit – Food planner. There is to be no confectionary or soft drink items included on the menu.
- Sustainability needs to be considered when adding any new products to the canteen menu.
- Anaphylaxis policy and procedures to be adhered to at all times.
- Credit will not be extended unless prior approval has been granted by the principal or nominee. The provision of credit will be positively discouraged.
- There is to be no over the counter sales. All food is to be paid for in the morning.

### **Food hygiene and safety / Occupational health and safety:**

- It is compulsory for all volunteers to sign the parent helper folder at the office prior to entering the canteen and sign out when leaving.
- Comply with the current food safety and hygiene regulations.
- Comply with the current Occupational Health and Safety (OH&S) regulation.
- All canteen volunteers will be required to wear closed in footwear.
- Ensure that only canteen workers enter the canteen kitchen premises during normal canteen hours.

### **Volunteers:**

- The canteen will make use of volunteer help.
- Volunteers will be advertised for at least once per year.
- Volunteers will be provided with appropriate guidelines for food safety and hygiene and OH&S.

### **Canteen equipment:**

- The canteen volunteers shall be provided with essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The canteen volunteers shall report any structural defects within the canteen to the principal.

### **Evaluation:**

- This policy is to be reviewed every three years for affirmation by School Council or following referral by School Council.
- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- This policy was ratified by School Council on Wednesday 2<sup>nd</sup> May 2012.