

Pembroke Primary School
Pembroke Road Mooroolbark 3138
PO Box 62 Mooroolbark
Telephone 9725 6689
Email: pembroke.ps@edumail.vic.gov.au



PEMBROKE PRIMARY SCHOOL

Canteen Management Policy

2017

AIM

To raise awareness in the Pembroke Primary School community of the guideline and process in managing the canteen at the school.

Date ratified by School Council: 25th July 2017
Review Date: March 2018

RATIONALE

The facility is a service for the School Community and is operated by the Pembroke Primary School Council.

Nutrition is important in the childhood years, which are a time of rapid growth and development. Confectionery is of minimal value.

Healthy eating and a healthy lifestyle assist children to develop and grow to their potential, thus contributing to optimal educational outcomes and a healthy adult life.

The canteen plays an important educational and modelling role for healthy eating habits.

The canteen has an important role within the broader school environment in complementing the knowledge, skills and behaviors about healthy eating and lifestyles, that are taught in the classroom.

School Canteen should reflect the educational goals of the school and support and complement student learnings.

The School Canteen can play an important role in promoting healthy foods and creating a school culture of healthy eating. This can extend beyond the school environment and influence food choices within the family and community and enhance the social and multicultural aspects of food and eating.

IMPLEMENTATION

- SUPERVISION
The Principal supervises the canteen.
- EMPLOYMENT AND DISMISSAL OF STAFF
School Council responsible for the employment and dismissal of staff, the canteen and its policies and ordering of goods.
- OPERATIONS
Paid or voluntary workers run day-to-day operations.
- DAILY TAKINGS
A delegated officer counts the daily takings.
- OPERATION
Operation is on a non-profit basis setting prices to adequately cover all expenses.
- PROFITS
Any profits are transferred to School Council.
- GST
Under GST legislation the canteen may be operated as 'input taxed.'
- REPORTS
A canteen profit and loss statement is prepared at a minimum of once a year.

- **CONTRIBUTIONS**
Yearly maximum contributions to the school from the canteen would be equivalent to the Net profit for the year less any increase in working capital required for the canteen
- **COSTS**
Costs of any services met by the school.
- **CONFECTIONERY**
No confectionery should be supplied through school food services.

SCHOOL COUNCIL LEASED CANTEEN

- The school council should invite public tenders following standard purchasing procedures.
- When it is agreed to operate the canteen through a private contractor, then: income to the school is receipted as a hire of facilities and other stock and trading
- staff issues are part of the leasing agreement between the contractor and school council.

RELATED DOCUMENTS

The Healthy Canteen Kit has been developed to support students making healthy food choices at school and through life. The Kit contains a number of resources including the School Canteens and Other School Food Services Policy to assist schools develop healthy canteens and other food services.

The School Canteens and Other School Food Services Policy explains the guiding principles, including food selection, food categories, food safety and the role of school council in developing a school food services policy. This school-level policy applies to food services within the school environment, for example school events such as celebrations and sports days and vending machines,

see: [Healthy Eating Education](#).

(<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/canteen.aspx>)

RELATED LEGISLATION

- Section 2.3.5 of the Education and Training Reform Act 2006
- Food (Amendment) Act 2001 – Act No. 14
- National Food Safety Standards