

Canteen Policy:

Melton Primary School will:

- Provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.

Rationale:

- The provision of an efficient and effective canteen at the school provides opportunities to reinforce health eating practices, provides a service for parents wishing to purchase lunches for their children, and presents an opportunity to raise funds for the school.

Implementation:

- The Food Act 1984 including amendments 1st July, 2010, requires that all premises that sell, prepare, package, store, handle, serve or supply any food for sale be regarded as a food premises by the local Council. This includes the school canteen.
- School Council will seek tenders from individuals, groups and businesses to provide a daily, lunch order service from the school's existing canteen. As the canteen services will be outsourced to a profit making entity, the entity must register and account for the GST. Tenders will be reviewed after each 12 month period and are conditional upon compliance with the following criteria;
 - A canteen coordinator will be appointed and identified by the successful tender. The coordinator will be responsible for all aspects of the canteen operation, will be competent in Food Safety and will be on duty at all times when the canteen is preparing and serving food.
 - The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the "Food Safety Program for School Canteens" and "A Checklist for School Canteen Coordinators" contained within the Guidelines for "Personal Hygiene and Food Safety in Schools" document must be complied with.
 - The canteen coordinator will ensure that all foods serviced at the canteen comply with the school council's approved healthy food list.

Melton Primary School

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"Onward with pride"

- When a special lunch menu is organised, it must include at least one healthy option for families. Each meal should contain a piece of fruit or water as a healthier option.
- Restrictions on the use of the stove top on the oven supplied in the canteen by the school: The stove top must only be used to boil water in preparation of foods. At no time is the stove to be used to boil oil.
- The successful tender will be responsible for all costs associated with the operation and for the cleaning of the canteen.
- School Council will be responsible for maintenance and replacement of equipment and cost of electricity and water.
- The successful tender will pay an agreed daily commission to the school council, payable at the end of each term.
- All other matters to be agreed between the school principal and the successful tender.

Staff will:

- This policy will be reviewed at the completion of each tender period.

Ratified at School Council 15/06/16