JAMESTOWN COMMUNITY SCHOOL CANTEEN POLICY

REGULATIONS
Under the terms of Education Regulation 225, the Governing Council is responsible for the operation of the School Canteen, including the disbursement of its profits and the recoupment of its losses. A Management Committee whose membership is decided by Council will be responsible for the day to day management of the canteen.

PURPOSE OF THE CANTEEN
The Canteen operates to provide a service to students and can be a means of raising additional funds. The Canteen should operate wholly and solely for the sale of food and drinks.

Objectives
- To supply healthy, nutritious food and drink to students attending Jamestown Community School
- To operate in a manner that is consistent with sound business principles, while ensuring that service at a fair price is maintained
- To contribute as is appropriate to the fundraising activities of the school

Committee Management
There shall be a committee of management comprising
- A staff representative
- A student representative
- A parent representative
- Canteen manager

Duties of the Committee Management
- To advise the Council on the needs and operation of the Canteen.
- Canteen Committees is to determine an expected trading result on the proposed operations for the period, and to plan action to forestall possible adverse developments.
- To review and approve the items of stock sold in the Canteen, based on the accepted principles of good health and nutrition.
- To manage the maintenance of Canteen equipment and present recommendations to Council for upgrading or replacing as appropriate within guidelines of O.H.W.S.
- To ensure appropriate day to day management of the Canteen.
- To ensure person(s) are appointed to undertake day to day management.
- To ensure process exists for relief for day to day management.
- Financial Statement presented at second meeting of each term

Duties of the Canteen Manager
Duties for day to day management
- Open the canteen at the advertised times.
- Receive food orders from staff and students.
- Supervise volunteer helpers.
- Control stock and order as required.
- Receive money and maintain all required records.
- Maintain the Canteen in a clean and hygienic state in compliance with all applicable regulations relating to premises from which food is sold.
- To consult with Canteen Management re issues relating to day to day management and implement recommendations of the committee.

04/08/11 K/Clerical/Policies/JCS Canteen Policydec
Review date 1/12/04
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Finance
- The financial records shall be kept by a nominated SSO in accordance with the procedures detailed in Section 12 of the Financial Management in School’s manual.
- Council shall determine how any profits made through Canteen operation shall be disbursed.
- An honorarium shall be paid in day to day management of the canteen.

MEETINGS
- The Management Committee shall meet as required
- Members shall be advised in advance of the agenda for each meeting.

RULES FOR THE CANTEEN
- No smoking in the canteen
- Any queries, grievances of debatable points are to be taken to the Canteen Committee
- Students can assist behind the counter at the request of manager
- Junior School students are not permitted to purchase items over the counter
- All orders for lunches to be put in before school or at recess time
- Canteen workers wishing to purchase goods in the canteen are free to do so
- School staff must purchase goods over the counter from the canteen workers.
- Meals for children coming with rostered parents must be paid for
- Rostered parents are asked to assist to clean up canteen and wash floor as per duties roster

CANTEEN DUTIES
- Serve at counter at recess time
- Heat hot lunches in warmer or oven depending on amount
- In winter, the pie warmer should be turned on to 110° as soon as you arrive so it can heat up.
  Turn temperature of pie warmer down when necessary and also rotate trays to prevent burning.
- Put hot lunch items into plain white bags before putting into lunch bags.
- Hand out lunches to students.
- Help at selling counter.
- Do canteen cleaning.
- Check money after it has been counted.

CANTEEN CLEANING
- Inside and outside of stove and microwave (if used)
- Trays and outside of pie warmer
- Glass doors of fridges
- Top and sides of freezer
- Empty rubbish bins
- Sink and sink cupboard
- Doors of stock cupboard
- Serving and preparation counters
- Sweep and wash floor
- Wipe over pie warmer trolley
- Do not take tea towels home to wash
- Tea, coffee and sugar are available