Rationale
Our school canteen provides healthier food choices for students in the school canteen menu that reflect the Australian Dietary Guidelines for Children and Adolescents.

Our school canteen supports the Fresh Tastes @ School NSW Healthy School Canteen Strategy which was developed from the Prevention of Obesity in Children and Young People:

- Government Action Plan 2003-2007 and recognises that schools are an ideal setting to educate about healthy food choices and physical activity.
- Our school canteen provides the means by which children and adolescents can put into practice the nutrition messages they are being taught in the classroom. The canteen can model healthier food choices that are tasty, interesting and affordable. This can influence food choices at school and in the wider community.

Aims
- Encourage the development of good eating habits consistent with the Australian Dietary Guidelines for Children and Adolescents.
- Provide a variety of food and drinks consistent with the Fresh Tastes @ School NSW Healthy School Canteen Strategy.
- Provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices.
- Develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects.
- Provide students with practical learning experiences about making healthy food choices that reinforce classroom teaching on nutrition.
- Function as an efficient business enterprise.
- Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food at the canteen consistent with the national Food Standards Code.
- Provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen through the P&C canteen coordinator.
- Encourage courtesy and consideration among all personnel using canteen facilities.
- Provide an opportunity for parent and community involvement in children's education environment.
- Provide a financial contribution towards resources for all students in the school.

Distribution of the Policy Document
- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A copy of the current canteen policy will be provided to the P&C.

Administration
- The P&C will keep financial management responsibilities of the school canteen.
- The canteen coordinator will present a report to each general meeting of the P&C which may be a verbal or a written report and a Treasurer Report to the annual general meeting of P&C.
- The P&C must approve all canteen capital purchases exceeding an amount to be determined by the P&C by a majority vote at a general meeting, prior to purchase.
Responsibilities of the Canteen Coordinator

The Canteen Coordinator shall be responsible for:

- Reporting on canteen activities to each canteen general meeting of the P&C.
- Immediately reporting any equipment malfunction or safety issue that arises.
- Reporting to the School Principal and P&C immediately any injury that has been incurred by personnel within the canteen or outside the canteen.
- Making appropriate price changes as they become necessary. These changes need to be agreed to by the P&C at their next meeting.
- Purchasing and selling foods in line with the aims of this policy. Any new food item introduced needs to be ratified by the P&C at their next meeting.
- Completing a stock take at the end of each term.
- Coordinating a roster of volunteers.

Canteen Operation

Trading Hours

- The canteen coordinator will decide on opening/closing days due to availability of volunteers.

Occupational Health and Safety

- The P&C shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The P&C shall report to the Principal any structural defect/s within the canteen.

Promotion

- New foods will be advertised to students, staff and parents.
- Taste tests, menu boards, competitions and displays will be used to promote the choice and sale of healthy foods.
- Health theme ‘days’ and/or ‘weeks’ will be used to promote certain healthy foods.

Insurance

- Volunteer workers to be covered by an appropriate policy held by the sponsoring body.

Special Activities

- The canteen coordinator shall decide when the canteen should cater for school functions and determine the arrangements.
- Canteen stock should not be sold during these functions, unless it is sold at the regular price and all money raised is kept by the canteen.
- If the canteen is used by the school a P&C member or the canteen coordinator shall be present during opening hours.

Food Safety and Hygiene

- A copy of the Food Safety Standard (3.2.2 Division 4) will be on permanent display in the school canteen, Appendix A.
- According to the legislation the canteen coordinator (paid or unpaid) will provide evidence of appropriate safe food and personal hygiene skills and knowledge.
- The canteen as a food business in NSW will notify its details to the NSW Food Authority.
- The canteen will have food handling procedures consistent with the Food Safety Standard.
- Volunteers and staff will have appropriate training commensurate with their duties.
**Voluntary Workers**
- New volunteers will be given a job description.
- New volunteers shall be given an orientation program covering hygiene, routines, WH&S procedures, insurance and food prices. This will also be provided in a written format.
- On their rostered day each volunteer worker:
  - Shall sign the canteen attendance book.
  - Will be provided free lunch and tea/coffee.
  - Will work as part of a team.

**Children and students in the canteen**
- Students are only to assist with general selling of cold/ packaged canteen items during the first 10-15 minutes of recess and lunchtime under the supervision of the volunteers on the day *only* if the canteen is short staffed.

**Monies**
- All money from the canteen shall be deposited in the name of Freemans Reach P&C.
- All accounts are to be paid by cheque. Cheques are to be signed by the treasurer and an executive member.
- Two persons will count the money at the end of each working day. A float of $20.00 shall be counted and retained in a secure location. The same float shall be maintained each day.
- Monies taken daily to be banked within 24 hours.
- Accurate records shall be kept of the monies received and expended.
- The treasurer will present a written report at each P&C meeting.

**Auditor**
- An auditor shall be appointed at the annual general meeting of the P&C.
- The auditor shall not be a member of the P&C, the Principal or a relative of a member of the school community.
- The auditor shall at all times have reasonable access to the books, accounting records and other documents of the P&C.
- The auditor shall be supplied with all the following items relating to the financial period being audited at least twenty one (21) days prior to the canteen sponsoring body’s annual general meeting.
  - Income and Expenditure Ledgers.
  - Cheque vouchers and accompanying invoices.
  - Petty Cash vouchers and the Petty Cash Record.
  - Cheque book stubs and any current cheque books that contain stubs relating to the financial period being audited.
  - Stocktake records.
  - Bank reconciliation.
  - All bank statements from the period and the canteens bank deposit book.
  - Wages book.
  - Investment accounts (passbooks or statements) if relevant.
  - Equipment depreciation record.
  - Mark-up schedules.
  - Financial reconciliation showing all the money that is owed to and by the canteen
## HEALTH AND HYGIENE REQUIREMENTS FOR FOOD HANDLERS

### Food Safety Standard 3.2.2 Division 4

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<th>General Duties of a Food Business</th>
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<td>A food business must inform all food handlers working for the food business of their health and hygiene obligations under subdivision 1 of this Division.</td>
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### Subdivision 1

#### General Requirements

13 A **food handler** must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

#### Health of Food Handlers

14(1) A **food handler** who has a **symptom** that indicates the handler may be suffering from a *food borne disease*, or knows he/she is suffering from a food borne disease, or is a carrier of a food borne disease, must, if at work:

(a) report that he/she is or may be suffering from the disease, or knows that he/she is carrying the disease, to his/her supervisor, as the case may be;
(b) not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the disease; and,
(c) if continuing to engage in other work on the food premises – take all practicable measures to prevent food from being contaminated as a result of the disease.

14(2) A **food handler** who suffers from a **condition** must, if at work:

(a) if there is a reasonable likelihood of food contamination as a result of suffering from the condition – report that he/she is suffering the condition to his/her supervisor; and,
(b) if continuing to engage in the handling of food or other work – take all practicable measures to prevent food being contaminated as a result of the condition.

14(3) A **food handler** must notify his/her supervisor if the food handler knows or suspects that he/she may have contaminated food whilst handling food.

#### Hygiene of Food Handlers

15(1) A **food handler** must, when engaging in any food handling operation:

(a) take all practicable measures to ensure his/her body, anything from his/her body, and anything he/she is wearing does not contaminate food or surfaces likely to come into contact with food;
(b) take all practicable measures to prevent unnecessary contact with food;
(c) ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted;
(d) only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproof covering;
(e) not eat over unprotected food or surfaces likely to come into contact with food;
(f) not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
(g) not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and
(h) not urinate or defecate except in a toilet.

(2) A **food handler** must wash his/her hands in accordance with subclause (4):

(a) whenever his/her hands are likely to be a source of contamination of food;
(b) immediately before working with ready-to-eat food, after handling raw food; and
(c) immediately after using the toilet.

(3) A **food handler** must, when engaging in a food handling operation that involves unprotected food or food surfaces likely to come into contact with food, wash his/her hands in accordance with subclause (4).

(a) before commencing or re-commencing handling of food;
(b) immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
(c) after touching his/her hair, scalp or a body opening.

15(4) A **food handler** must, whenever washing his/her hands;

(a) use the hand washing facilities provided;
(b) thoroughly clean his/her hands using soap or other effective means, and warm running water; and
(c) thoroughly dry his/her hands on a single-use towel or another way that is not likely to transfer pathogenic micro-organisms to the hands.

#### Interpretation

**Carrier of a food-borne disease** does not include a person who is a carrier of staphylococcus aureus.

**Condition** means an infected skin lesion or discharges from the ear, nose or eye.

**Food borne disease** means a disease that is likely to be transmitted through consumption of contaminated food.

**Food handler** means a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

**Symptom** means diarrhoea, vomiting, sore throat with fever, fever or jaundice.

For further information, contact Council's Environmental Health Officers (Food).