

Croydon Community School & OPTIONS

Canteen Operations Policy



PURPOSE

To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements and is approved by School Council.

To ensure Croydon Community School & OPTIONS Council manages the canteen in line with legislation and DET policy.

SCOPE

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

POLICY

School Council Operated Canteen

The School Council is responsible for the:

- canteen and its policies
- employment and dismissal of staff
- ordering of goods for the canteen

The Principal will supervise the canteen.

Two delegated offices will count the daily takings.

Paid or voluntary workers will manage operations on a day-to-day basis.

Under GST legislation the canteen may be operated as 'input taxed'.

Any profits must be transferred to the School Council.

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 of any services met by the school

A canteen profit and loss statement, prepared at a minimum once per year, will assess that the income from a school operated canteen is sufficient to meet the full costs of maintaining and operating the canteen, including provisions for canteen staff annual leave, long service leave and any other related costs (refer to section 3.6 Trading Operations and 10.2.3 Trading Profit and Loss statement).

Sound procedures for the receipt, control and banking of canteen moneys are essential to protect the school and the personnel involved. Accordingly, appropriate measures, as described fully in the Cash Handling Policy, will be adopted to safeguard the daily takings.

School Council Leased Canteen

The School Council will 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

The school will ensure healthy eating principles are observed in the operation of the school canteen whether leased or school operated.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic/gov.au/school/principals/spag/finance/Pages/canteen.aspx

Healthy Eating Principles

The School Canteens and Other School Food Services Policy (the policy) has been developed to support students in making healthy food choices at school and through life. The policy contains a number of resources to assist schools in developing healthy canteens and other food practices.

The 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. The policy applies to food services within the school environment, for example,

school events such as celebrations and sports days and vending machines. For a copy of the policy, see: [Healthy Eating - School Food Services](#)

Please refer also to the school's:

- Cash Handling
- Healthy Eating – Food Services Policy
- Hire of Facilities Policy

REVIEW CYCLE

This policy, first developed in this format in April 2019 and will be reviewed as part of the schools three-year review cycle or if guidelines change (latest DET update early June 2018).