



CAMBRIDGE PRIMARY SCHOOL

CANTEEN

Purpose

- **Provide nutritious meals or refreshments for the school community**

Guidelines

- **To maintain clean and sanitized work place in accordance with health regulations**
- **To ensure there is adequate, nutritious food available**
- **To employ a qualified canteen manager and that food handling updates be completed as required**
- **To facilitate regular inspections**
- **To train rostered volunteer staff on correct food handling procedures and pass on any updates**
- **To provide a roster for volunteers**

Implementation

- **A budget will be established to cover:**
 - **targeted profit**
 - **employment of manager**
 - **purchase of equipment**
 - **photocopying**
 - **affiliations and subscriptions**
- **The Canteen Manager will seek re-accreditation every 5 years**
- **Canteen will be opened every day that the children are in attendance at recess and lunchtimes**
- **Canteen manager will be in attendance every week day between 9am and 1.30pm**
- **Students will send lunch orders to the canteen at the beginning of each school day**
- **Food will be provided for children without lunch, and parents will be invoiced**
- **No confectionary will be served at recess**
- **Special day lunches will be organised to coincide with special events eg. Footy Day, Carnivale, Subway**
- **Volunteers will be sought to support the manager**

Evaluation

- **Staff, students and parents will be surveyed for input and ideas for improvement**
- **Inspection reports by Health Inspectors**
- **Turnover survey**
- **Profit & Loss Statement**

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