



CANTEEN OPERATIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

RATIONALE

- The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for parents wishing to purchase lunches for their children, and presents an opportunity to raise funds for the school.
- School Councils may decide to provide canteen services as a School Council operated canteen or by outsourcing the canteen services to a third party by issuing a School Council Canteen Licence.
- A School Council operated canteen has the following features:
 - The School Council is responsible for the canteen and its policies.
 - The School Council is responsible for the employment and dismissal of staff and the ordering and sale of goods for the canteen.
 - The preferred method of ordering and payments is through Qkr!
 - Under GST legislation the canteen may be operated as 'input taxed' (see section 3.8.3 for tax implications in relation to a School Council operated canteen).
 - Profits are transferred to the School Council.
- In this method of operation, the Principal exercises supervision of the canteen and the day-to-day operations are carried out by paid/voluntary workers.

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 Bourchier Street Primary School Council manages the canteen in line with legislation and DET policy.

IMPLEMENTATION

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.
- Paid or voluntary workers will manage operations on a day-to-day basis.
- Under GST legislation the canteen may be operated as 'input taxed'.

- A canteen profit and loss statement will be prepared at a minimum of once per year.
- 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

Healthy Eating Principles

- School Council will utilise the “Canteens, Healthy Eating and Other School Food Services Policy” which contains a number of resources to assist schools develop healthy canteens and other food services.
- The “Canteens, Healthy Eating and Other School Food Services 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. This school-level policy applies to food services within the school environment, for example school events such as celebrations and sports days and vending machines, see “Healthy Eating Advisory Service”.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - Canteens, Healthy Eating and Other Food Services

POLICY REVIEW AND APPROVAL

Policy last reviewed	26 th February 2025
Approved by	Principal
Next scheduled review date	February 2026