Mt St Patrick Primary School Canteen is an integral part of the school, complementing classroom programs on food, nutrition and health. As well as an educational role, it has an important service, social and cultural role for our whole school community.

For many students who use the canteen regularly, the food purchased makes a significant contribution to their food intake and nutrition. Nutrition is vital to health throughout life. It is particularly important at times of rapid growth and development, which include the school years. Poor dental health, obesity, diabetes type 2, underweight, poor physical fitness, constipation, high levels of fatty substances in the blood and elevated blood pressure are associated with diet and these conditions have been identified in studies of children in Australia.

Mt St Patrick Primary School Canteen should provide enjoyable, nutritious and attractively presented selections of food and drink at reasonable prices, recognising that food purchased at the canteen does not provide a major portion of a children’s nutrition during a week. It should also function as an efficient and ethical business enterprise, demonstrating high standards of hygiene in relation to the preparation, storage, and service of food.

The effective implementation of this policy and its associated guidelines aims to:

• Provide an enjoyable, nutritious and attractively presented selection of food and drink products at reasonable prices
• Help reduce health risk factors by encouraging the development of good eating habits consistent with the Dietary Guidelines for Children and Adolescents.
• Provide foods recommended by the NSW School Canteen Association and participate in the NSW Canteen Association Accreditation process.
• Develop an appreciation of the social, ethnic and cultural aspects of food, as well as nutritional aspects
• Provide students with practical learning experiences about making healthy food choices and reinforce the principles of classroom nutrition education.
• Function as an efficient business enterprise within the school community.
• Demonstrate high standards of hygiene in relation to the preparation, storage and service of food
• Through the Canteen Team, provide an opportunity for the school community to participate in appropriate decisions concerning the operation of the school canteen.
• Encourage courtesy and consideration among all personnel using canteen facilities.
• Provide an opportunity for parent involvement in children’s education environment and school community

They shall also present a written report to the Principal at the end of each year
• Regular Profit and Loss Statements will be maintained with School Administration assistance
• The Principal will ratify all canteen capital purchases
• The Canteen Assistant is responsible for early publication of the Term Rosters in the Newsletter

Canteen supervisor is employed by both Mt St Patrick Primary and Mt St Patrick College. In addition to the supervisor two assistants are employed. Parents volunteer to work in the canteen.

When the Canteen Assistant position needs to be filled, expressions of interest will be sought from the school community. Advertisements of the vacancy will be through the School Newsletter. Appropriate Child Protection forms will need to be completed and approved, prior to appointment.

All volunteers must follow Mt St Patrick OH&S policies and procedures, considering the health and safety of staff, students, parents, and members of the community.
• Essential, safe equipment will be provided and the Canteen Assistant needs to ensure that it is well maintained, in good repair and used correctly.
• The Canteen Assistant must report to the Principal any structural defects or maintenance requests.
• Volunteers will be given opportunities for appropriate training commensurate with duties, when available.
Orders will be made from an appropriate selection of suitable, reliable, convenient and competitive suppliers/wholesalers, as listed in the Mid North Coast Healthy Schools Canteen Buyer’s Guide. All new line products must be discussed with the Principal prior to purchasing.

The NSW Govt Fresh Tastes program aims to ensure that food and drinks sold in school canteens are compatible to Australian Dietary guidelines for children and adolescents. Foods are colour coded. Please see the following website for further information: [www.health.nsw.gov.au/obesity/adult/canteens/menu.html](http://www.health.nsw.gov.au/obesity/adult/canteens/menu.html)

**RED – Occasionally**
- Sugar sweetened drinks
- Confectionary – all types including cough lollies
- Deep fried foods
- Ice creams – chocolate coated and premium
- Cakes, muffins, sweet pastries and slices – croissants, doughnuts, cream filled buns/cakes, sweet pastries, slices, larger serves of many cakes and muffins
- Savory snack foods – crisps, chips and similar products
- Other hot foods, snack foods and drinks are considered red if they fail to meet the nutrient criteria (see website)

**AMBER – Select carefully**
- Dairy foods and drinks – full fat
- Processed meats – small serves of Devon, ham, salami
- Margarine, mayonnaise and oil
- Spreads – choose reduced salt varieties and use sparingly (peanut butter, meat paste, yeast spreads)
- Sauces/gravies – reduced salt varieties
- Drinks – fruit drinks with more than 50% fruit juice
- Check Nutritional Criteria for:
  - Snack food bars
  - Cakes, muffins
  - Ice creams & dairy dessert
  - Ice blocks
  - Breakfast cereals
  - Savory commercial products

**GREEN – Fill the menu**
- Wholegrain cereals
- Breads (white, multigrain, wholemeal, fruit, pita etc)
- Fruit – fresh, frozen, canned, dried, high fibre fruit juices
- Vegetables – fresh and frozen
- Legumes – baked beans, lentils, etc
- Reduced fat dairy products (plain/flavoured reduced fat milk), yoghurt, cheese and custard
- Lean meat, fish and poultry, eggs, nuts
- Drinks – water, fruit juice (less than 375 ml containers)

**BANKING**
- Stocktaking is to be completed by the Canteen Assistant on the last day of each term to determine stock used in dollar value and listing of all items via the St Mary’s Stock Take Spreadsheet
- Profit and Loss Statements need to be drawn up on a regular basis
- The Principal is to be informed of all procedures concerning finance and stock supply of canteen
- All monies and float to be counted and signed twice daily by the canteen volunteers
- All monies to be checked and banked by the nominated representative each week
- The above records shall be made available to be audited annually by the external auditor

**VOLUNTEER REQUIREMENTS**
- Closed footwear is required at all times
- Any parent/volunteer with cold/flu symptoms should not work with food while the symptoms are present
- No children are allowed in the Canteen (this includes students and/or pre-school siblings)
- Any person who is suffering from Diarrhoea and or vomiting (or been in contact with children suffering these symptoms) must notify the Canteen Coordinator and refrain from working in the Canteen for 48 hours after the symptoms have ceased.
- Voluntary workers are entitled to morning team, lunch and drinks
- Key access to the Canteen is restricted to Canteen Assistant and School Executive
- All volunteers who work in the Canteen are required to sign in following School procedures
- Canteen is to be locked at all times when no one is present.

**CONSULTATION PROCESS**

CONSULTATION HAS OCCURRED WITH THE FOLLOWING PERSONNEL:
- All Staff
- Canteen
- Homework Centre
- Parish Priest
- Cleaner
- CDEP

| Year Adopted: | 2012 | Year to be revised: | 2014 | Area: | O H & S - Canteen |