



## **CANTEEN OPERATIONS POLICY**

### **Rationale**

- 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.

### **Purpose**

- To ensure Mackellar 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.
- 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'.
- A canteen profit and loss statement will be prepared at a minimum of once per year.
- Any profits will 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

#### **Healthy Eating Principles**

- School Council will utilise the Healthy Canteen Kit which has been developed to support students making healthy food choices at school and through life. The Kit contains a number of resources including the School Canteens and Other School Food Services Policy to assist schools develop healthy canteens and other food services.
- The School Canteens 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 Education](#).
- Please refer also to the school's *Healthy Eating Education Policy*.

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest update early September 2014).

This policy was ratified by School Council on August 2016