Mansfield Primary School  
Canteen Policy

BASIC BELIEF
The Mansfield Primary School canteen 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.

IMPLEMENTATION
- The Canteen will encourage students to enjoy healthy eating by providing a variety of nutritious foods including breads, cereals, vegetables and fruits.
- The Food Act 1984 requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Shire Council. This includes the school canteen.
- A canteen coordinator will be trained in “Safe Food Handling and Hygiene Practices” as set out in the Schools Canteen Manager/coordinators job description. The coordinator (Food Safety Supervisor) will be responsible for all aspects of the canteen operation and will be competent in Food Safety. Personnel trained in “Safe Food Handling and Hygiene Practices” will be on duty at all times when the canteen is being used for preparing and serving food.
- The canteen coordinator will ensure that all health regulations and food preparation requirements comply with the current National Food Standards Code.
- If a roster of parent volunteers is required, it will be organized by the canteen coordinator who will ensure that volunteers fully understand Safe Food Handling procedures.
- The canteen coordinator will ensure that all foods served at the canteen comply with the school council’s approved menu.
- The school canteen will have written procedures for the day-to-day operations of the canteen on display.
- The school canteen will provide a written report to School Council each term on the state of canteen finances.
- The school canteen will comply with the Mansfield Primary School’s Food Safety program, which is based on a registered template and endorsed by the Mansfield Shire Council.
- The School Council will be responsible for maintenance and replacement of equipment.
- The School Council may change canteen proceeds and review menu items as appropriate.
- This policy will be reviewed as part of the school’s review cycle or sooner if the need arises.

This policy was ratified by the Mansfield Primary School Council on – 10/5/2010

Review Date: 2013