



Young Public School P&C Policies & Operating Manual

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1.0 Introduction

This is a working document, feedback from the school community, parents, students and staff is always welcome to continue to enhance the functionality of the Canteen.

Fresh Tastes NSW Healthy School Canteen Strategy requires all NSW government schools to provide a healthy, nutritious canteen menu. Implementation of the strategy is mandatory for government school canteens through the [Nutrition in Schools Policy](#).

Young Public School (YPS) Canteen is a P&C initiative and provides healthy food choices for students and staff in the school. The canteen menu reflects the [Australian Dietary Guidelines for Children and Adolescents](#). YPS supports the [Fresh Tastes @ School](#) NSW Healthy School Canteen Strategy which was developed from the [Prevention of Obesity in Children and Young People: Government Action Plan 2003-2007](#) and recognises that schools are an ideal setting to educate students in choosing healthy food.

The School Canteen aims to:

1. Encourage good eating habits consistent with the [Australian Dietary Guidelines for Children and Adolescents](#).
2. Provide a variety of food and drinks consistent with the [Fresh Tastes @ School](#) NSW Healthy School Canteen Strategy.
3. Provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices to cover all canteen costs.
4. Develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects through the implementation of theme days and fruit at key sporting activities such as athletics carnivals.
5. Function as an efficient business enterprise.
6. Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food at the canteen consistent with the national [Food Standards Code](#).
7. Provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen through the YPS P&C.
8. Encourage courtesy and consideration among all personnel using canteen facilities.
9. Provide a financial contribution towards resources for all students in the school when canteen profits allow.

2.0 YPS Canteen Charter

The Nutrition in Schools' Policy - NSW Healthy School Canteen Strategy requires all NSW government schools to provide a healthy, nutritious canteen menu in line with the Australian Dietary Guidelines for Children and Adolescents.

The health and wellbeing of students is relevant to their learning and is important to our school.

The present and future health of students can be enhanced by quality learning and positive experiences at school.

YPS School canteen practices reinforce healthy eating and good nutrition where possible.

The provision of food and drink to students is consistent with the Nutrition in Schools' Policy - NSW Healthy School Canteen Strategy as deemed mandatory by the NSW Department of Education and Training. The provision of food addresses the requirements of the Anaphylaxis Guidelines for Schools where student exposure to nut products is minimised.

The school canteen provides a safe and hygienic food service and complies with National Food Law, Food Safety Standards (2002), Food Act 2003 (NSW) and Food Regulation 2010 (NSW).

The canteen will operate in a manner respectful of students, teachers and parents. The climate of the canteen is positive, supportive, welcoming and encouraging. Gossip, innuendo and rumours are considered a breach of the school's *Code of Conduct* and are not to be engaged in at any time. The welfare of the school; our students, staff, parents and friends is paramount at all times.

The canteen is a resource for the school in ‘healthy eating’. Green foods: dominate the menu
 Amber foods: selected carefully and are offered only on certain days. Red foods: are very occasional and are sold on rare occasions. Red drinks are banned.

Canteen Profits support the P&C fundraising initiatives for school resources. Quality equipment and facilities are built up to improve the viability of the canteen.

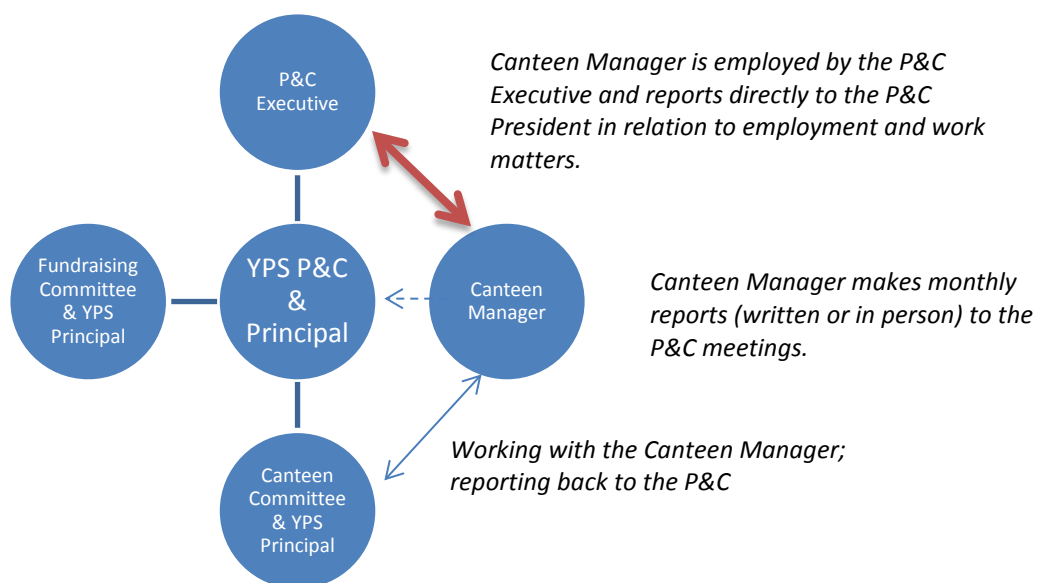
3.0 Canteen Administration

The Administration of the canteen is through the YPS P&C.

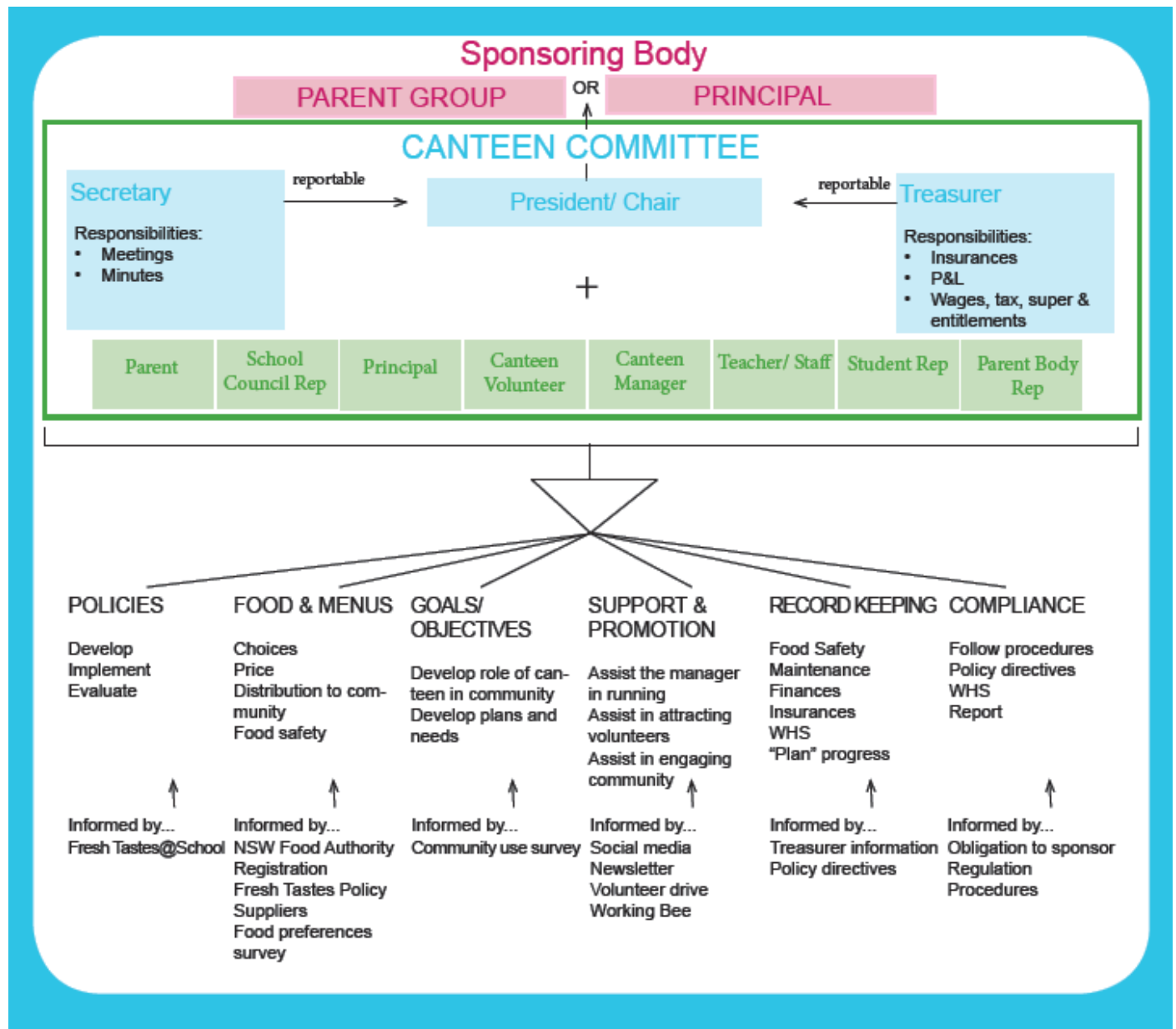
1. The YPS P&C is responsible for operation of the canteen.
2. The YPS P&C Executive (President, Treasurer and Secretary) are responsible for the employment of staff in the canteen.
3. A Canteen Committee is made up of members of the YPS P&C and open to all parents to attend.
4. The Canteen Manager tables a Canteen Report at YPS P&C meetings held on the second Wednesday of each month.
5. The YPS P&C Treasurer tables the Financial Report at YPS P&C meetings held on the second Wednesday of each month.
6. An independent auditor will review YPS P&C finance operations (including the canteen financial operations) and file a report to the YPS P&C annually, usually at the AGM.
7. The YPS P&C is to approve menu selections and purchases by vote at general YPS P&C meeting(s) prior to implementation and or purchase if the purchase or selection is outside the current [Healthy Canteen Approved](#) items.
8. The YPS P&C have the capacity to re-organise, alter or close canteen activities. Such decisions are tabled at a YPS P&C meeting. Any changes to the canteen functions must provide a minimum of 7 days’ notice to the school community.

4.0 Communication flow chart

YPS P&C in 2012 employed a Canteen Manager and, with employment funding, a Canteen Assistant. Prior to 2012 the YPS P&C Canteen had been run by volunteer’s helpers. Volunteer helpers are still required to work in the canteen to ensure it is a functioning enterprise. With the additional employment requirements the YPS P&C has develop a communication flow chart to ensure all parties are respectfully informed and due process is followed.



5.0 Canteen Governing Structure



6.0 Roles and Responsibilities

6.1 Roles

The P&C President will:

- ✓ Be the signatory on the Employment contracts or letter of agreement between the YPS P&C and Canteen Manager and the YPS P&C and Canteen Assistant (if appointed).
- ✓ Is directly responsible for the canteen employees.
- ✓ Liaises directly with the Principal and Canteen employees in matters of management.
- ✓ Be fair, democratic, impartial, respectful and equitable in manner.
- ✓ Oversee the overall operations of the canteen, but not the day to day running of the canteen.
- ✓ Coordinate the maintenance of canteen policies, rules and procedures.
- ✓ Appropriately convene meetings and adhere to procedures.

The Vice President will:

- ✓ Support the P&C President and provide comment on policies, rules and procedures.

The P&C Treasurer will:

- ✓ Liaise directly with the Canteen Manager and Lambing Flat Enterprises in matters of pay and canteen finance.
- ✓ Report the financial status directly to the YPS P&C on a monthly basis.
- ✓ Keep all financial records; presenting monthly, term and yearly financial reports to the YPS P&C.
- ✓ Provide financial records for annual audit.

Lambing Flat Enterprises will:

- ✓ Manages the wages, superannuation and workers compensation matters associated with the P&C employees on a fee for service basis.
- ✓ Provides financial wage records to be included for annual audit.

The P&C Secretary will:

- ✓ Take YPS P&C minutes in which a Canteen Report is given each month.
- ✓ Ensure that records and related canteen documentation are kept appropriately.
- ✓ Prepare notice(s) of meetings.
- ✓ Prepare meeting agendas and distribute.

The Principal will:

- ✓ Liaise directly with the YPS P&C President on matters of management and policy.
- ✓ Meet with the YPS P&C on a monthly basis and as required.
- ✓ Support with promoting the canteen and YPS P&C.
- ✓ Provide advertising of canteen initiatives through the school newsletter and website.
- ✓ Provide access to computers and printing facilities as required by the Canteen Manager.
- ✓ Provide seven (7) days' notice to P&C President & Canteen Manager when requiring catering for faulty & staff.

The Canteen Committee:

- ✓ Reports to the YPS P&C.
- ✓ Supports and contributes to the Canteen Manager operational decisions for the canteen.
- ✓ Shares the canteen organisational workload when requested by the Canteen Manager.
- ✓ Provides a forum for valued parent input into the running of the Canteen.
- ✓ Suggests short and long term goals and policy matters and table at YPS P&C meetings for approval.
- ✓ Helps the Canteen Manager organise volunteer's helpers.

6.2 Responsibilities

The YPS P&C, Canteen Committee and Principal will:

- ✓ Develop and implement policy.
- ✓ Review policy annually.
- ✓ Plan, organise, manage and evaluate canteen operations.
- ✓ Provide for a healthy and safe working environment.
- ✓ Ensure the canteen meets operational guidelines.
- ✓ Ensure financial records are kept and audited annually.
- ✓ Present a monthly treasurers report at YPS P&C meetings.
- ✓ Support, encourage and acknowledge the hard work of canteen volunteers and staff.
- ✓ Foster support for the canteen through the parent and school community.
- ✓ Make decisions on the items to be sold in the canteen and approve the prices of new items in conjunction with the Canteen Manager.
- ✓ Develop new ideas and activities such as 'theme days'.
- ✓ Upgrade canteen facilities and equipment as required and where reasonable.

Canteen Manager will:

- ✓ Monitor canteen facilities and equipment and request upgrades when required.
- ✓ Produce the canteen menu for each school Term and price list.
- ✓ Develop new ideas and activities such as 'theme days'.
- ✓ Organise volunteers for helping to run the canteen.
- ✓ Aim to cover all running costs of the canteen and where possible make a profit to contribute back to purchasing resources for the YPS children.

7.0 Young Public School Canteen Committee

Aims

- (a) To provide balanced and nutritious food in line with the Fresh Tastes Strategy https://www.det.nsw.edu.au/policies/student_serv/student_health/canteen_gu/PD20020058.shtml as implemented by the Department of Education and Communities.
- (b) To provide a service to children and the school community at a reasonable cost [that is able to generate in income stream for the YPS P&C.](#)
- (c) To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen.

Membership of the committee

The committee shall consist of 3 to 5 financial members elected annually at the Annual General Meeting of the Young Public School P&C Association. Membership will consist of: a Canteen Secretary, the Canteen Manager, a representative of the P&C President (this can be the P&C Association President), a representative of the P&C Treasurer (this can be the P&C Association Treasurer) and 3 other financial members of the Young Public School P&C Association. The Principal shall be ex-officio members of the committee.

Duties of the committee

- (a) The committee will assist in the Canteen Manager to organise the canteen. Full administration remains the responsibility of the Young Public School P&C Association. The committee shall be responsible in all its actions to the Young Public School P&C Association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the Young Public School P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the Young Public School P&C Association and must be signed by 6 financial members of the Young Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The committee shall present a written report to each general meeting of the Young Public School P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the Young Public School P&C Association.
- (d) <http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

Meeting of the committee

- (a) The committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Canteen Convenor on a written request (email is acceptable). Seven (7) days' notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.
- (d) Minutes of the meeting and action plans are required to be kept and presented with the Canteen Committee report at the Young Public School P&C Meetings.

Funds

- (a) All money received by the Canteen shall be deposited in an account in the name of the Young Public School P&C Association Account.
- (b) All accounts are to be paid by cheque or direct deposit. Cheques or direct deposits are only to be signed by any two (2) of the following: President, Secretary or Treasurer of the Young Public School P&C Association.
- (c) All income received by the Canteen shall be given to:
 - (i) Canteen maintenance and replacement of stock or equipment.
 - (ii) The purchase of additional equipment for the efficient running of the Canteen.
 - (iii) The provision of wages, superannuation and/or long service leaves, as may be required.
 - (iv) The general funds of the Young Public School P&C Association.

- (d) Proposed capital purchases exceeding \$100 must secure prior approval from the Young Public School P&C Association or the P&C Association Executive Committee, with a minimum of 2 quotes.

Canteen operation rules

- (a) A stock-take shall be affected at the end of each term.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the Fresh Taste NSW Healthy School Canteen Strategy. All P&C run canteens must adhere to these guidelines.

Employees

- (a) YPS P&C Association may appoint and employ a Canteen Manager and other necessary staff and shall determine the rates of remuneration and conditions of engagement dependant on the responsibilities and shall terminate such arrangements as it thinks fit, provided that the Modern Award is adhered to.
- (b) The Canteen Manager shall be responsible to the Young Public School P&C Association Executive.
- (c) Young Public School P&C Association will obtain workers compensation insurance and public liability insurance to cover all employees. The premium payable on any such policy or policies shall be charged to the canteen funds.

Audit

The accounts of the Canteen shall be audited annually as part of the audit of the Young Public School P&C Associations accounts.

Alterations

No alterations shall be made to these rules except at a general or special meeting of the Young Public School P&C Association.

8.0 Code of Conduct

The Code of Conduct applies to all non-remunerated and remunerated members, including volunteers not eligible for financial membership, of YPS P&C Association. These parties will be known as “members”. The Code of Conduct is to be adhered to whilst any member, irrespective of title, acts in a capacity as a P&C member or takes part in a YPS P&C Association activity.

In attending any and all YPS P&C Association activities or undertaking P&C duties all members agree to comply with all State and Commonwealth legislations.

In attending the YPS P&C Association activities and/or duties all members agree to treat each P&C Association member and the greater community in a way that is indicative of best practice. This includes being courteous and respectful. Making and/or suggesting decisions that are procedurally fair to all people. Engage in rational debate and allow alternative points of view to be expressed and respect difference of opinion. Members agree to not conduct themselves in a manner that may be considered as harassment, bullying, intimidation or discrimination.

Members will undertake their duties responsibly and in doing so will disclose to the YPS P&C Association where there is a conflict of interest.

Members agree to comply with the YPS P&C Association’s Constitution, by-laws, policies and resolutions. Members will undertake to become familiar with meeting practice and will commit to the purpose of the YPS P&C Association as outlined in the Constitution. Members agree to remove themselves, voluntarily or on request from the President where they are not conducting themselves in a manner as agreed within this Code of Conduct.

Members agree that three requests to cease participation due to breaches of this Code of Conduct will see them relinquish their voting rights and/or prohibit their attendance at YPS P&C Association activities. The P&C Executive will meet to decide, by majority vote, where a member may have breached the Code of Conduct. Where this occurs, formal correspondence will be sent on resolution by the YPS P&C Association Executive.

This document shall be reviewed by the YPS P&C Association at each Annual General Meeting.

9.0 Canteen Manager Job Description and Responsibilities

Purpose of the position	The purpose of the Canteen Manager position is to deliver a healthy food service to the students and staff of Young Public School . The Canteen Manager undertakes a range of activities including, food preparation, cooking, serving students, food purchasing and storage, stocktakes, keeping kitchen equipment available for use, assuring the canteen areas are clean, sanitized and ready for the next day's activities and coordinating volunteer helpers.
Working hours	The Canteen Manager is a casual position 25 hours per week. The usual hours of work shall be 5 hours per day 5 days per week. Working 5 hours per day the Canteen Manager is entitled to take a 10 minute rest break and a 30 minute meal break.
Qualifications	<ul style="list-style-type: none"> • Accreditation as Food Safety Supervisor; • Current First Aid Certificate; • Experience and/or qualifications in food preparation, food safety and handling; • Drivers licence
Remuneration	Under the Australian Fast Food Industry Award 2010 (MA000003); http://www.fwa.gov.au/documents/modern_awards/pdf/MA000003.pdf ; Level 2 plus employment guarantee superannuation. Annual Pay Rates - http://healthy-kids.com.au/wp-content/uploads/2014/04/Award-Info-2014.pdf
Term	The Canteen Manager position is given on the undertaking that if the Young Public School canteen financial situation becomes untenable a decision will be made by the Young Public School P&C as to the continuance of the employment.
Termination	Seven days written notification by either or both parties (YPS P&C Committee and/or Canteen Manager) is required to terminate the employment arrangement.
Canteen Policy	<p>The Young Public School canteen aims and objectives are to:</p> <ul style="list-style-type: none"> ▪ To provide balanced and nutritious food in line with the Fresh Tastes Strategy https://www.det.nsw.edu.au/policies/student_serv/student_health/canteen_gu/PD20020058.shtml as implemented by the Department of Education and Communities. ▪ To provide a service to children and the school community at a reasonable cost that is able to generate in income stream for the YPS P&C. ▪ To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen. ▪ Young Public School Canteen is to cover running costs and if possible provide a profit to the YPS P&C.
Relationships	This position works closely with P&C Canteen Committee, Canteen Assistant (if applicable), the students, staff and wider school community.
Immediate Manager	Young Public School P&C President.
Reports	<ul style="list-style-type: none"> • Report to, accountable to and under the supervision of YPS P&C Association President. • Daily time sheet; daily takings and banking; stock takes. • Monthly written reports to the YPS P&C Committee meetings. • Optional to attend YPS P&C Committee (when possible).
Stakeholders	Young Public School community, Canteen Assistant (when applicable), Canteen Volunteers, YPS Staff, P&C Committee Members, and the Food Industry.
Extent of Authority	<ul style="list-style-type: none"> ▪ Has authority to purchase/order necessary products and produce to deliver a healthy canteen food service as approved by the YPS P&C Canteen Committee. ▪ Exercise a degree of autonomy to achieve objectives of the position. ▪ Any capital items require prior approval from the YPS P&C Committee.

Key Responsibilities	<p>The key responsibilities of this role are to:</p> <p>Management</p> <ul style="list-style-type: none"> • Plan, organise and monitor the day-to-day operations of the canteen, including the rostering of voluntary helpers, daily record keeping as per policies and procedures of the canteen; • Provide a high standard of customer service by assisting students, teachers and other customers in food selection via input to the canteen menu. • Ensure that all policies and procedures of the canteen are upheld with special regard for Workplace Health and Safety and Food Safety; • Ensure that canteen areas are clean, sanitized and ready for the next day's activities; • Ensure a pleasant working environment for the volunteers; • To be responsible for the security of the canteen such as money, locking all doors and windows, switching off all appliances, (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there; • To be responsible for cleaning incidental to the function of the canteen, such as dusting of shelves and stock, wiping down workbenches, cleaning of implements (including ovens), fixtures used in the immediate work area, washing canteen laundry and during the summer months (Term 4 and 1) the slushy machine is maintained on a daily basis; • Ensure that food safety is upheld and correct food handling and hygiene practises are performed to prevent food spoilage, contamination and subsequent food poisoning; • Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices in line with Standard 3.2.2 of the Food Safety Act http://www.foodstandards.gov.au/foodstandards/foodsafetystandardsaustraliaonly/standard322.cfm; • Coordinate over the counter service during recess and lunch; • Cater for faculty and staff functions when agreed between P & C President & Canteen Manager. • Train new volunteers in their duties; Supervise volunteers in food preparation; Ensure volunteers are taught the correct use of equipment; <p>Marketing and Promotion</p> <ul style="list-style-type: none"> • Responsible for preparing the canteen menu suggestions (in conjunction with the Canteen Committee); full costing of sale items and portion sizes to ensure that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on a daily basis. • Complete daily records as required and directed by the YPS P&C Committee; • Market menu items to generate a high level of sales on a daily basis; • Keep a record of daily sales items and recording daily takings; <p>Food ordering and preparation</p> <ul style="list-style-type: none"> • Organise food preparation by cooking, baking and salad making; • Carry out food ordering for the canteen and other YPS P&C functions; • Receive and check all ordered supplies against suppliers' invoices/delivery dockets, signing and dating same, for payment and recording; reconciles delivery dockets with invoices and inspects food for freshness, quality and quantity; • Ensure all food products are dated when stored; all food is stored correctly and in rotating stock and check dates on food products; • Shop locally, as and when required for any canteen requirements, which are not delivered directly to the School; • Utilise food preparation and cooking skills to minimize waste of fresh produce; Dispose of left over foods; • Maintain an inventory control, through regular stock takes; • Maintains the highest standard of hygiene when preparing foods for sale; <p>Finance</p> <ul style="list-style-type: none"> • Responsible for assisting the YPS P&C Treasurer prepare income and expense ledgers. • Responsible for counting, recording and reconciling the daily takings together with one other person. • Responsible for banking the daily takings. • The Canteen Manager will have an income target to cover the costs of running the Canteen including cost of goods, wages, superannuation and workers compensation. <p>Other</p> <ul style="list-style-type: none"> • Carry out other duties as agreed by the YPS P&C Committee.
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10.0 Canteen Assistant Job Description and Responsibilities

The Canteen Assistant position is to be employed on a needs basis. Contact with Verto Employment Agency for assistance in the employment process and potential government funding to assist the P&C fund the position. The following is the most recent Job Description as at May 2013.

Purpose of the position	The purpose of this position is to support the Canteen Manager to deliver a healthy food service to the students and staff of Young Public School . The Canteen Assistant undertakes a range of activities including, food preparation, cooking, serving students, food purchasing and storage, keeping kitchen equipment available for use, assuring the canteen areas are clean, sanitized and ready for the next day's activities.
Working hours	The Canteen Assistant is a casual position 15 hours per week. The usual hours of work shall be 5 hours per day 3 days per week. Working 5 hours per day you are entitled to take a 10 minute rest break and a 30 minute meal break.
Remuneration	Under the Australian Fast Food Industry Award 2010 (MA000003); http://www.fwa.gov.au/documents/modern_awards/pdf/MA000003.pdf ; Level 1 plus 9% employment guarantee superannuation.
Term	The Canteen Assistant position is given on the undertaking that if the Young Public School canteen financial situation becomes untenable a decision will be made by the Young Public School P&C as to the continuance of the employment. The Canteen Assistant relies on government employment funding via an employment agency (to date this has been Verto).
Termination	Seven days written notification by either or both parties (P&C Committee and/or Canteen Assistant) is required to terminate the employment arrangement.
Canteen Policy	The Young Public School canteen's aims and objectives are to: <ul style="list-style-type: none"> ▪ To provide balanced and nutritious food in line with the Fresh Tastes Strategy https://www.det.nsw.edu.au/policies/student_serv/student_health/canteen_gu/PD20020058.shtml as implemented by the Department of Education and Communities. ▪ To provide a service to children and the school community at a reasonable cost that is able to generate in income stream for the YPS P&C. ▪ To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen. ▪ Young Public School Canteen is to provide a profit.
Relationships	This position works closely with Canteen Manager, the students, staff and wider school community.
Immediate Manager	Young Public School Canteen Manager and P&C Committee President
Reports	Monthly contribution to the Canteen Managers Canteen Report to the P&C Committee meetings.
Stakeholders	Young Public School community, Canteen Volunteers, YPS Staff, P&C Committee Members, and the Food Industry
Extent of Authority	<ul style="list-style-type: none"> ▪ Has authority to assist in the purchase/ordering necessary products and produce to deliver a healthy canteen food service as directed by the Canteen Manager. ▪ Exercise a degree of autonomy to achieve objectives of the position.
Key Responsibilities	The key responsibilities of this role are to: <ul style="list-style-type: none"> ▪ Operate the Canteen in the absence of the Canteen Manager; ▪ Assist the Canteen Manager in planning, organising and monitoring the day-to-day operations of the canteen, including the rostering of voluntary workers, daily record keeping as per policies and procedures of the canteen;

	<ul style="list-style-type: none"> • Provide a high standard of customer service by assisting students, teachers and other customers in food selection. <ul style="list-style-type: none"> ▪ Assist in food preparation by cooking, baking and salad making; ▪ Assist in over the counter service during recess and lunch; ▪ Assist the Canteen Manager in food ordering; ▪ Receive and check all ordered supplies against suppliers' invoices/delivery dockets, signing and dating same and referring the documents to Canteen Manager for payment and recording; ▪ Ensure all food products are dated when stored; ▪ Receive items ordered, reconciles delivery dockets with invoices and inspects food for freshness, quality and quantity; ▪ Assist in ensuring all food is stored correctly and in rotating stock and checking dates on food products; ▪ Assist in maintaining inventory control, through regular stock takes; ▪ Complete daily records as required and directed by Canteen Manager; ▪ Ensure that canteen areas are clean, sanitized and ready for the next day's activities; ▪ Maintains the highest standard of hygiene when preparing foods for sale; ▪ Dispose of left over foods; ▪ Ensure that all policies and procedures of the canteen are upheld with special regard for Occupational Health and Safety and Food Safety; ▪ Utilise food preparation and cooking skills to minimize waste of fresh produce; ▪ Assist in the marketing of menu items to generate a high level of sales on a daily basis; ▪ Shop locally, as and when required for any canteen requirements, which are not delivered directly to the School; ▪ Assist in training new volunteers in their duties; ▪ Assist in supervising volunteers in food preparation; ▪ Ensure volunteers and students are taught the correct use of equipment; ▪ Ensure that food safety is upheld and correct food handling and hygiene practises are performed to prevent food spoilage, contamination and subsequent food poisoning; ▪ Assist the Canteen Manager to ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices in line with Standard 3.2.2 of the Food Safety Act; http://www.foodstandards.gov.au/foodstandards/foodsafetystandardsaustraliaonly/standard322.cfm; ▪ To be responsible for cleaning incidental to the function of the canteen, such as dusting of shelves and stock, wiping down workbenches, cleaning of implements and fixtures used in the immediate work area; ▪ Assist the Canteen Manager to keep a record of daily sales items and recording daily takings; ▪ To be responsible for the security of the canteen such as money, locking all doors and windows, switching off all appliances, (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there; ▪ Ensure a pleasant working environment for the volunteers;
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11.0 Work health and safety

Great food ➡ healthy kids ➡ fabulous life...



What is Work Health and Safety (WHS)?

In 2012 Work Health and Safety was established, replacing what was formerly known as Occupation Safety and Health (OH&S).

An important part of managing a school canteen is to ensure the health and safety of all canteen workers and visitors. This is carried out by taking two steps:

1. Firstly, making a commitment to safety and developing a policy statement (see HKA WHS Policy template).
2. Secondly, the ongoing management of ensuring safety in the canteen, is by taking a risk management approach, whereby, the risks are identified, assessed and controlled in a pro-active and ongoing manner, rather than waiting for an injury or accident to arise, before taking action.

The *NSW Work Health and Safety Act 2011* is the legislation that covers all NSW workplaces and describes the general requirements that ensure a safe and healthy workplace.

Under this legislation, the school canteen is a workplace, even if the workers are unpaid. This legislation imposes duty of care responsibilities on employers, known as a Person Conducting a Business or Undertaking (PCBU). For a school canteen, the PCBU may be the school's parent body, the Principal, or the Leasee.

WorkCover NSW is the statutory authority that administers WHS and compensation legislation and is responsible for workplace health, safety and welfare in NSW.

WorkCover NSW can be contacted on 13 10 50 or at www.workcover.nsw.gov.au

Responsibilities – Primary Duty of Care:

Division 2 of the legislations states:

Primary duty of care - The [person conducting a business or undertaking](#) (PCBU) has a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety. A [primary duty of care](#) is owed by a PCBU when it:

- directs or influences work carried out by a worker
- engages or causes to engage a worker to carry out work (including through subcontracting)
- has management or control of a workplace.

The PCBU must meet its obligations, so far as is [reasonably practicable](#), to provide a safe and healthy workplace for [workers](#) or [other persons](#) by ensuring:

- ☐ safe systems of work
- ☐ a safe work environment
- ☐ accommodation for workers, if provided, is appropriate
- ☐ facilities for the welfare of workers are adequate
- ☐ notification and recording of workplace incidents
- ☐ adequate information, training, instruction and supervision is given
- ☐ compliance with the requirements under the work health and safety regulation
- ☐ effective systems are in place for monitoring the health of workers and workplace conditions.

Duties of a worker

A worker must, while at work:

- ☐ take reasonable care for their own health and safety
- ☐ take reasonable care for the health and safety of others
- ☐ comply with any reasonable instruction by the PCBU
- ☐ cooperate with any reasonable policies and procedures of the PCBU.

12.0 Lodging a Grievance or Complaint

In the event of a dispute, complaint or grievance being unresolved by all parties (Canteen Manager, P & C) a Grievance Co

Committee will be established as follows

- Parent appointed by supervisor
- Teacher appointed by Principal
- P & C President (Chairperson).

The Chairperson is to be notified of the grievance/issue by all parties concerned. The Chairperson shall then convene a meeting of the Grievance Committee. The resolution of this group shall be binding on all parties.

13.0 Child Protection Procedures

All new staff and regular volunteers are required to complete a new computer generated form, at no cost to the volunteer.

A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of [findings of workplace misconduct](#).

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

The Check is not the only resource available to organisations to keep children safe. Find out more about creating [child-safe organisations](#).

Fees

Only paid workers are required to pay the \$80 fee for a five year clearance. This equates to \$16 per year, the lowest cost for Check in Australia. If paying by cheque, please make the cheque payable to Roads and Maritime Services. The fee is not refundable if you become barred, withdraw your application, or choose 'paid' instead of 'volunteer' on your application form. The Working With Children Check remains free for:

1. Volunteers
2. Students over 18 on professional placement
3. Potential adoptive parents
4. Authorised carers
5. Adults who reside in the home of:
 - an authorised carer
 - a family day care service provider
 - a home-based education and care service provider.

When to apply for the Check

If you are starting a new paid job in child-related work, you must apply for a Check before you start work.

If you are already in paid child-related work, or you are a volunteer, you will be phased in over a five year period, according to your industry sector. For full details, see the [FACT SHEET: Phase in schedule](#).

If you are self-employed and hold a Certificate for Self Employed People, you can continue to use this until it expires, then you must apply for a Check.

14.0 Canteen Induction

- Kitchen orientation
- Evacuation procedure in case of emergency
- Volunteers role & responsibilities
- Food Handling and hygiene
- Roster and contact details

Safe handling of food

- Hand washing must occur on entering the canteen and before preparation or service of food. Hand washing must include the use of warm water and the soap provided. Hands need to be thoroughly dried with single use paper towel supplied in the dispenser above the sink.
- Direct contact with food during preparation and service should be minimised as far as practicable.

Legal requirements for reporting illness in the workplace

- Volunteers are asked not to attend canteen duty if there have been any cases of vomiting, diarrhoea or skin infections experienced personally or within their family. We recommend exclusion for 48 hours after the symptoms cease prior to attending duty

Temperature control

- I have understood that temperature control is a major factor in prevention of food contamination that causes illness or death to consumers. Food left out in the danger zone is never safe. I have understood the 2-4 hour rule as outlined in the Bug Buster DVD.

WH&S

- Floors and walkways are to be kept free of clutter and dry. If a spillage occurs please use the WET FLOOR sign.
- Doorways are also to be kept clear from obstruction.
- Bench surfaces are to be kept clean and in good condition
- I am aware of the location of first aid kit, fire extinguisher & fire blanket
Evacuation/ assembly area should an emergency occur.

15.0 Borrowing Items from the canteen policy

This policy is to cover items borrowed from the canteen. The below form is required to be filled out and signed by the person(s) responsible for the items.

1. Date
2. Day
3. Item (s)
4. Condition when going out ie clean
5. Condition when returned – signed off by the Canteen Manager
6. Reason for taking item ie Athletics Carnival
7. Date to return
8. Person Responsible
9. Contact phone and email of person responsible
10. Signature

16.0 Canteen Operations

16.1 Canteen Roster

The Canteen Roster is the responsibility of the Canteen Manager and is developed each term. The busiest days are Thursday and Friday requiring a minimum of two people per day, three on Fridays.

Canteen Roster- Term 1- Year (eg 2013)

Monday	Tuesday	Wednesday	Thursday	Friday
	29/01/2013 Canteen Manager Volunteer	30/01/2013 Canteen Manager Volunteer	31/01/2013 Canteen Manager Volunteer	01/02/2013 Canteen Manager Volunteer (2)
04/02/2013 Canteen Manager Volunteer	05/02/2013 Canteen Manager Volunteer	06/02/2013 Canteen Manager Volunteer	07/02/2013 Canteen Manager Volunteer	08/02/2013 Canteen Manager Volunteer (2)
11/02/2013 Canteen Manager Volunteer	12/02/2013 Canteen Manager Volunteer	13/02/2013 Canteen Manager Men's Meal Deal	14/02/2013 Canteen Manager Volunteer	15/02/2013 Canteen Manager Volunteer (2)

16.2 Welcome Letter for Canteen Volunteers

Welcome to Young Public School Canteen

Dear _____

Thank you for volunteering to help in our school canteen. The canteen relies on parent helpers and provides an important service to teachers and students by providing healthy and affordable food.

The Canteen Manager, **Fiona Allison** is the person who will train you when you start and will introduce you to all the new faces. Canteen is a great way to meet other parents and the staff at our school and your children love to see their parent in the canteen.

To help with all the information you will need to know, the Canteen Committee has prepared this introduction pack of reference information. It is not possible to 'digest' all the information at once so this is just to help you out. Please take the time to read it.

Included in this package is: -

1. Summer/ winter menu
2. The daily procedure at the canteen. The best way to learn is to do it!
3. The requirements in relation to personal hygiene, cleaning the premises and food hygiene.
4. The canteen policy.
5. Evacuation procedures.

If you are rostered on to help on a day and can't make it, please try to find a replacement yourself if you are able or give at least 24 hours' notice to the Canteen Manager, to enable an alternative volunteer to cover your rostered day.

Fiona's telephone numbers are: Mobile: _____ School: _____

Please don't forget to ask if you need any help. We appreciate your help and hope you enjoy volunteering with us.

Yours sincerely,

Name _____

Canteen Committee Convenor

Date _____

16.3 Canteen Banking

Each day all the money collected by the canteen is banked at the credit union. A banking slip (below) is filled out and signed by the Canteen Manager and checked and signed by the volunteer for the day.

Banking - Young Public School P & C

Date:

\$ 50.00	
\$ 20.00	
\$ 10.00	
\$ 5.00	
\$ 2.00	
\$ 1.00	
\$ 0.50	
\$ 0.20	
\$ 0.10	
\$ 0.05	

Total

\$

1 Signature:

1 Name:

2 Signature:

2 Name:

16.4 Canteen Menu

YPS Canteen has had its Menu assessed by the Health Kids Association – see initial report Appendix 1. When major changes are made to the menu it is recommended that the menu be assessed by the Health Kids Association to gain feedback and as a measure to reassure school families that the produce being sold in the canteen meets the current NSW Government Requirements.

NSW Education Department resources include - [Canteen Menu Planning Guide](#)

The [NSW Fresh Tastes @ School Guidelines](#) use a system that categorise foods into a colour spectrum ranging from **GREEN** to **AMBER** to **RED**. **GREEN** foods are encouraged and should 'Fill the Menu'. **AMBER** foods should not dominate the menu and should be 'Selected Carefully'. While **RED** 'Occasional' foods are only allowed in school on two occasions per term. **RED** sugar sweetened drinks are banned from NSW school canteens.

What is a GREEN food? Generally, foods in the GREEN segment:

- Are a good source of nutrients
- Contain less saturated fat and/or added sugar and/or salt
- Help to avoid an intake of excess kilojoules

Examples of GREEN foods

- All fruit, legumes and vegetables
- Lean meat, fish and lean poultry
- Breads and wholegrain cereals
- Low fat milks, yoghurts and cheeses
- Water

What is an AMBER food?

AMBER foods should be selected carefully as they have moderate levels of saturated fat and/or added sugar and/or salt and can, in large serve sizes, contribute excess kilojoules. Sometimes it's difficult to tell if a food is AMBER or RED. That's when you need to look at the ["Occasional Food Criteria Table"](#) to analyse the nutrition panel.

Examples of AMBER foods

- Full fat dairy foods
- Some savoury commercial products
- Processed meats
- Margarine, mayonnaise and oil
- Spreads, sauces and gravy
- Some snack food bars
- Some savoury snack foods and biscuits
- Some cakes, muffins and sweet biscuits
- Some ice creams, milk based ice confections and dairy desserts
- Some ice blocks, fruit based and ice confections
- Some fruit juices and sugar sweetened drinks

AMBER foods must not dominate the menu. Check your menu to see how many AMBER foods there are in relation to the number of GREEN foods. Ideally there should be a majority of GREEN foods. Have a variety of GREEN foods available every day, but have a restricted variety of AMBER foods for sale. Select small to moderate rather than large serving sizes for your students to avoid excess kilojoules. If you feel that a small serving would not satisfy the hunger of a student, then the food should be combined with a salad, bread roll or reduced fat flavoured milk.

Proportion of AMBER and GREEN Foods on the Canteen Menu

Schools often ask when developing their canteen menu, “What is the correct proportion as a percentage of AMBER to GREEN foods?” The answer is that there is no specific rule governing the percentage of GREEN and AMBER foods on the canteen menu. [The Fresh Tastes @ School NSW Healthy School Canteen Strategy](#) states that schools should “fill the menu” with GREEN foods and not let AMBER foods “dominate the menu”. It is up to individual schools as to how they go about this. Below are some strategies to help you develop the menu that best suits your school.

Combine AMBER with GREEN

Serve AMBER foods with a side of salad e.g. nuggets, meatballs, fish pieces with salad. Or fill chicken fillet wraps and rolls and hamburgers with salad (not just lettuce), try adding tomato, cucumber and grated carrot.

Combo Deals

Sell AMBER foods with GREEN foods. For example, sell a reduced-fat pie with reduced-fat flavoured milk and a piece of fruit. If possible, lower the price slightly to what it would be if the items were sold separately.

Promote GREEN Foods

There is no point having a menu that is predominately GREEN if the majority of sales are from the AMBER category. Ensure that those GREEN foods are promoted so that they are represented in your sales figures.

- Promote the GREEN foods you sell through advertisements in the school newsletter or on notice boards.
- Use new packaging methods to help make the GREEN foods look more appealing and place the GREEN foods at eye level in the fridge or on the front counter.
- Sell GREEN foods with a reduced mark up and place the difference in price onto the cost of AMBER foods.
- Primary schools can try giving GREEN foods fun names.

Restricted Days

Have a variety of GREEN foods available every day, but have a restricted variety of AMBER foods for sale. This may encourage students to try foods other than their regular order. Some schools have removed all hot AMBER foods during summer serving only fresh sandwiches, wraps and salads. Madang Public School does this on a Friday to coincide with sport. The school found that it was more convenient for students travelling to sporting venues to have a cold sandwich or a wrap rather than a hot lunch.

In accordance with The Healthy Kids Association - 2 red food days are permitted per term.

Serve Size

When serving size is controlled by canteen staff, care needs to be taken to avoid serving large portions of AMBER foods for example chicken nuggets, meatballs, hash browns, or fried rice. If you feel that a small serving would not satisfy the hunger of a student, then the food should be combined with a salad, bread roll, fruit, or a reduced-fat flavoured milk.

[The Healthy Kids' Buyers' Guide](#) lists GREEN and AMBER products that are placed at the healthier end of the Canteen Menu Planner. Schools that use the guide are therefore selecting healthier choices within the AMBER category.

16.5 Canteen Ordering Contacts

- Food Service Central – 02-6862 8300 Susan will ring at around 12.30.
 - Order days
 - Monday for delivery Tuesday
 - Thursday for delivery Friday.
 - Order book is on desk.
- Westco – 02-6332 3166
 - Order Friday before lunch if you need delivery Monday.
 - Robert is the Rep for Westco he will come in every second week on a Thursday or Friday. His phone number is 0429 689 019.
 - Lollies for meal deal, disco, pop tops, water, jumpies, honey soy chips, popcorn.
 - Ordering book is on desk.
- Grey Cat – 02-6382 6922
 - Milk flavoured and plain, cheese, water, Orchy's.
 - If short you can always give them a call and they will deliver on the day.
- Streets Ice creams – 02-6368 9400
 - Ring to order when getting low.
 - Paddle pop cups.
- Donges IGA – 02-6382 1169
 - All grocery items are bought down at IGA.
 - For example - Ham, Tuna, salad items, crackers, tiny teddy's, eggs, jelly's etc.
 - Ordering book on desk.
- Tropical Slush -02-9521 1530
 - Syrup, cups and straws.
 - Previous orders will be in ordering book on desk.

16.6 Guidelines for Costing “Homemade” Canteen Menu Items

Accurate calculation of food costs and portion sizes is essential to a profitable canteen. The following steps should be used to determine the pricing of new items or the portion sizes of current canteen items.

The following table can be used to determine the total food costs for “homemade” items.

Food cost Estimation	Cost \$
Recipe: e.g. Bolognese Sauce	
Ingredients List	
Mince	
Onion	
Garlic	
Tomatoes	
Carrots	
Celery	
Oil	
Labour (ie. time x hourly rate x 0.09%)	
Total	

Pricing of new items

Once the total cost is determined. The finished product should be weighed and/or divided into portions to determine the food cost for each serving. The cost of the packaging for each serve needs to be added as well as the cost per serve of any additional ingredients included in the final product (e.g. pasta or a potato). This cost should be multiplied by 1.33 to determine the final price.

List price = (Total cost/portion number) + packaging cost + cost of other ingredients per serve) X 1.33

Portion sizes for existing items

To determine the number of required portions from each batch to turn a profit divide the list price by 1.33. Subtract the cost of packaging per serve and the cost of additional ingredients per serve. Record this figure and divide the Total food cost by the result.

Portion number = Total food cost/ (List price/1.33) - Packaging costs per serve - cost of additional ingredients per serve)

The total batch can then be divided by the portion number to determine the weight/size of the portion.

Portion weight = Total weight/Portion number

Freezing of Menu Items

To maximise efficiency menu items such as bolognaise sauce can be made in bulk and frozen in batches. The batches should be measured into lots determined by the average number of servings sold per day multiplied by the portion weight.

Frozen batch sizes = Average daily sales of item X Portion size

17.0 Daily Operations of Canteen

- 9:00am Open and record temperatures in fridges and freezers.
- Once finished fridges open front roller door and open window for any students to make lunch order.
- 9:05am Get out dinner rolls {from fridge}, pasta sauce {from fridge}, and cheese and diced ham, {from fridge}. Place baking paper on trays. Cut dinner rolls in half place pasta sauce onto rolls place, put diced ham then cheese on top. Make 2 trays ham and cheese and 1 tray just pasta sauce and cheese. Put aside for oven.
- 9:15am Lunch orders will start to come in from K-2.
- Turn oven on to 160 degrees.
- Empty all Lunch orders onto bench and place lunch box into allocated shelving in the fridge/freezer room.
- Check the box outside for lunch orders from years 3 to 6.

Lunch Order Procedure

- Set up lunch order baskets along the front bench with food labelled such as Sausage roll, mini pies, chicken burgers etc.
- Check that money matches lunch order. Put tag on lunch bag if they have ordered a Slushie, Icpole, paddle pop etc.
- Write drink orders onto labels write class, name and what drink e.g David 1/2s SM. Place this label onto drink and place onto a tray. Once finished all drinks place back into fridge. If more drinks are needed contact Grey Cat : 63826922. Cath or Graham.
- Place forks, spoons, straws into lunch bag and place into the required basket.
- Once all lunch orders are done record onto clipboard of what is required next to the products name. Do not put extra hot food in as tends to be wastage.
- If a child has late lunch order or hasn't got lunch a sandwich is to be provided.
- Please write students name in book on desk so manager can keep record.
- Get tray out and get frozen products out and place onto trays. Make sure buns in freezer are taken out for chicken burgers.
- Make pancakes up 2 cups SR flour 1 egg 2 tablespoons of sugar, 2 cups of milk. Add choc chips or bananas. Mix up and combine ingredients. Use frypan with lightly covered with canola oil. Make pancakes about pikelet size.

Make muffins

Choc muffins recipe

- 1 choc pkt cake mix, egg, 2 cups of cooked pumpkin, water to mix. Place in muffin trays and bake at 160 degrees until they spring back. Cool and put on tray and set aside.

	Once cooked place onto tray cover and set aside for recess.
10:30am	<p>Mini pizza's need to be placed into oven no later than 10:30am</p> <p>Start checking crackers, tiny teddies, chips are stacked, straws, etc. for recess. Place these items on counter ready for service.</p> <p>Wash up items that have been used.</p>
11:00am	Get mini pizza's out of oven to cool prior to morning tea (recess)
11:10am	Start serving at Recess. Should not serve after 11:25am as requested from staff.
11:25am	Finish serving - Pack away items from recess. Wash up if needed.
11:30am	<p>Put all frozen products into oven and pie warmer as required.</p> <p>Start prepping for chicken burgers and make all wraps or sandwiches. Once these items are made place sand & wraps in fridge, chicken burger buns place back in lunch basket until ready to put in burger.</p> <p>Lunch boxes are located in fridge/freezer room in shelving get the boxes out and set up along bench with kinder to year2 and support classes at front. Back bench years 3 to 6.</p> <p>Check items in oven and if needed turn down but are not to be lower than 90 degrees.</p>
12:30pm	<p>Drinks should be started at around 12:30pm followed by sand & wraps.</p> <p>Hot food needs to start with the hottest food such as pies, mac and cheese, one person should do this with the other prepping chicken burgers with the last being the pizza's.</p>
12:45pm	<p>Put all items into their lunch boxes. Support Unit usually come and get there lunch box at 12:50pm. This box must be ready. Followed by all other classes. The children are not to buy from the canteen until the bell goes at 1:10pm.</p> <p>If you have time start to wash up.</p>
12:50pm	While handing out lunch boxes start setting up for lunch service e.g. crackers, tiny teddy's, jelly's, custard cups etc.
1:10pm	Lunch time serving; Students are allowed all ice block's, slushies, crackers, tiny teddy's, chips, drinks
1:40pm	<p>Lunch service finishes. Pack away items. Make jelly if needed for next day. Get buns out for next day including dinner rolls, diced ham.</p> <p>Count money up record on recording book is on desk in office. Make sure 2 people sign.</p> <p>Record temperatures of fridge and freezers.</p> <p>Turn off all appliances.</p>
2:00pm	Lock door - Bank money at South West Credit Union.

17.1 YPS Canteen Day Order Record Sheet

The Canteen Day Order Record Sheet needs to be filled out daily with the number of items sold. The information is used to assess how well certain items are selling and if alternative should be found to improve sales. The trends over time are used by YPS P&C and the Canteen Manager to help better manage the canteen.

Date:

Sandwiches	
Wraps	
Salad Boxes	
Fish/Chicken Combo	
Salad Wrap Combo	
Salad Box Combo	
Min pies	
Sausage Roll – Plain	
Sausage Roll – Chicken	
Chicken Nuggets	
Fish Sticks	
Gluten free pie	
Fried Rice	
Pizza	
Macaroni Cheese	
Noodles	
Chicken Burger	
Chicken Burger the lot	
Daily takings	
Expenses	
Balance banked	

17.2 Operating the SLUSHIE machine

- **Slushie** Syrup is stored in the fridge
- Fill with syrup to product line
- Fill with water to water line
- Place lid on shake
- Take top off **Slushie** machine and pour into top
- Turn green switch to on
- Then press auger button on for both sides of containers
- Cleaning and lubricating the **Slushie** machine:
 - **Slushie** machine is to be cleaned every **Friday or last day of term**
 - Parts of the machine needing lubricate; back rubber seals and seal handles (lubricant in draw at back bench closest to stove)

17.3 Use of the Electric Frypan

- Electric frypan is located in the canteen pantry.
- Electric frypan is to be used on a flat level surface. Position electric frypan on bench underneath the microwave.
- Cleaning

18.0 Running Sheets

18.1 School Disco - Running Sheet

Entry prices and staffing

Infants - \$5/child – entry, lolly bag and pop top

Primary - \$3/child – entry and purchase from canteen extra

Staffing

Teachers collect the entry money and staffs the disco, P&C staff the canteen.

Infant Disco – 6 P&C volunteers required - 4 serving; 1 filling up counter and supplies; 1 floating (counting money; helping when and where needed)

Primary Disco – 6 P&C volunteers required - 4 serving; 1 filling counter and supplies; 1 (counting money; helping when and where needed)

Timing

5:00pm	Set up
5:30pm	Infants start arriving
6:00pm	Start serving lolly bags and pop tops (class order)
6:45pm	Finish (set up for Primary Disco)
7:00pm	Primary start arriving
7:25pm	Start serving lollies
8:30pm	Finish, pack up

Preparation

Infant lollies to be pre-packaged – this needs to be done in the canteen with appropriate gloves and packaged bags sealed in containers ready for the disco.

Ordering suggestions

Lollies and drinks should be ordered approximately 4 weeks prior to the disco. Suggested quantities:-

- Red frogs 1.3kg 5 packs
- Pop tops – Orange, Apple & Apple black current – 400; Water 200 (can be then sold in the canteen)
- Lollies – mixed lollies for infant

Money float - The Treasure to provide

	<u>Amount</u>
\$20	\$60
\$10	\$50
\$5	\$100
\$2	\$100
\$1	\$50
50c	\$30
20c	\$10
<u>10c</u>	<u>\$5</u>
	\$405 (total)

YPS Disco Prices – 2013

Red Skins	\$0.40
Lolly Bags	\$1.00
Fizzer	\$0.50
Python	\$1.00
Curley Wurley	\$1.00
Milky Way	\$1.00
Pop Tops	\$1.50
Water	\$1.00
Chips	\$1.20
Popcorn	\$0.80

18.2 Oliver Production Catering – Running Sheet

7:00pm	Fill urns and turn on (first to arrive)
7:30pm	Production starts (1.5 hours first performance)
7:30pm	Put cups out next to urns (based on ticket sales); half with a tea bag and half with coffee ; sugar and paddle pot in bowls next to cups (put milk out just before intermission).
8:15pm	Start putting slices and cakes on paper plates (three per plate, mix up varieties) Put out on serving tables

Jobs

Main foyer – most nights (if sell-out crowd then set up in second foyer – as below for both areas)

2 to 3 people taking money and serving plates




1 person overseeing the urns (tea/coffee)

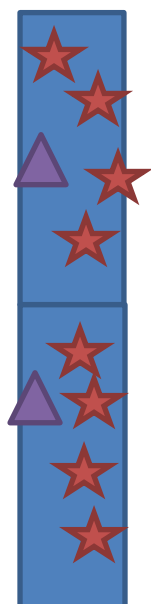
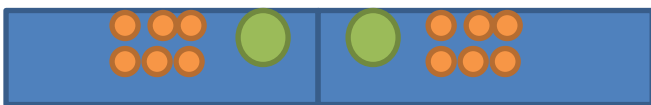
1 to 2 people plating up more cakes/slices if required

All food, urns, tea, coffee etc. needs to be packed up each night (unable to leave anything at venue).

Money float - \$230 - The Treasurer to provide

	Amount
\$10	\$50
\$5	\$50
\$2	\$50
\$1	\$50
50c	\$20
20c	\$5
10c	\$5
<hr/>	
\$230 (total)	

 = urn
  = cups
  = float/money
  = plates (slice/cake)



18.3 Athletics Carnival - Running Sheet (As at 28th May, 2013)

Meal Deal – keep as a Green or Amber – the aim is to have fruit available all day as the children have a break – have set up in front of the canteen area on three tables (portable tables from the school).

- When to circulate the return slip via newsletter?
- What to include – sausage in bun; water or prima; fruit
- Where to source items
 - Sausages – IGA
 - Buns – Wilders/ Bakers Delight
 - Water/prima – via canteen
 - Fruit – option to get donated – contact Samantha and Stephen Apps

Athletics Canteen

- What to be sold in canteen (items current available at school canteen)
- When to order items to be sold at the Athletic carnival?
- Who coordinates the ordering of items – Canteen Manager

Helpers Needed

- **Set up**
 - 2 cutting up fruit
 - 2 cutting buns and heating food in the canteen
 - 1 cooking sausages – need to start at 11:15am (can keep sausages warm in canteen)
- **Lunch time – meal deal**
 - 3 at the counter – 1 serving meal deal; 2 serving other purchases from the canteen
 - 2 filling buns with sausage/serviette
 - 3 directing traffic – one line for meal deal (two people marking off names); one line for canteen sales
 - 1 to 2 putting sauce on meal deal (table to the side near canteen)

18.4 Breakfast Program - Running Sheet

8.30 start – collect canteen key from Jane at office.

Open canteen door

Unlock pantry door

Collect 3 loaves of bread from horizontal freezer

Toasters in bottom draw on wall of hall side 2nd from sink.

Yellow tray from second draw in middle of island bench on hall side

Place sandwich paper on yellow tray (paper found in middle draw island bench sink end)

Helper 1 - cook toast

Remove from toaster & place on bread board. Butter, vegemite & cut toast in half placing onto yellow tray with liner.

Helper 2 – Take 1 table from P & C storeroom & unfold placing in stage area of hall.

Place 10 chairs around table in stage area of hall.

Take tablecloth, bowls, spoons, cereal containers, foam cups from bottom draw in island bench near fridge to table. Place tablecloth on table.

Collect milk from fridge & place on table.

8:50am Serve students

9:10am Finish serving

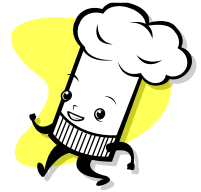
Clean up area.

Wash down tablecloth before returning to draw.

Wash up, rinse & leave dishes to dry in dish drainer on sink.

Return canteen key to Jane in office.

19.0 Recipes



Bolognese & Pasta

Ingredients:

500g Prime beef mince
1 small diced onion
1tsp crushed garlic
1 Tin crushed tomato
¼ cup no added salt tomato puree
1tsp oregano
1 cup water

Directions:

In the electric frypan sauté onion and garlic add mince till browned, drain. Mix in tomato, puree, oregano, stock, seasoning and water, let simmer for 20mins.

Yummy Pikelets - *This pikelet batter makes 15*

Ingredients:

1 cup wholemeal flour
1 tbsp Castor Sugar
1 Egg lightly beaten
1 cup milk
½ cup choc chips (if desired)

Directions:

Sift dry ingredients into a bowl. Make well in centre, stir in egg and enough milk to give a smooth creamy pour consistency. If using choc chips add with dry ingredients. Prepare pan to medium heat, drop dessert spoons over batter into pan and wait until bubbles appear, turn, cook until lightly browned, remove from pan. Beautiful tasty pikelets

Pumpkin Soup - A great wholesome winter lunch

Ingredients:

500 g pumpkin
Water
Pinch massel chicken stock
Seasoning

Directions:

Cut pumpkin up into equal portions. Place in large catering pot and add enough water to just cover pumpkin. On simmer add a good pinch of stock. Once pumpkin is cooked. Season with pepper and blend until you have a smooth consistency.

Beef Burger

Ingredients:

2kg Prime mince
2 carrots grated
1 zucchini grated
1tsp chicken stock
1tsp mixed herbs
250g bread crumbs

Directions:

Combine mince and all other ingredients. Form into hamburger patties and store in snap lock bags. Place date on bag and freeze.

Mini Pizzas - A very popular recess treat

Ingredients:

Dinner Rolls
Pizza Sauce
Diced Ham
Grated cheese

Directions:

Oven temp: 150

Cut dinner rolls in half long ways. Arrange on oven tray lined with bakers paper. Spreadbase with pizza sauce, diced ham and finish with grated cheese. Place in oven approx 10 -15 mins, turn oven down, keep warm to serve at recess.



Chicken Burgers – *(Lunch item: The items on the burgers can vary please make sure you check the lunch order requests e.g. no mayo)*

Ingredients:

Burger buns
Chicken patty
Lettuce
Tomato
Mayo



Directions:

Cut hamburger buns in half. Prepare at this stage all the burger greens and sauce. Wrap and place in chicken burger basket ready to place chicken patty in closer to lunch time pick up.

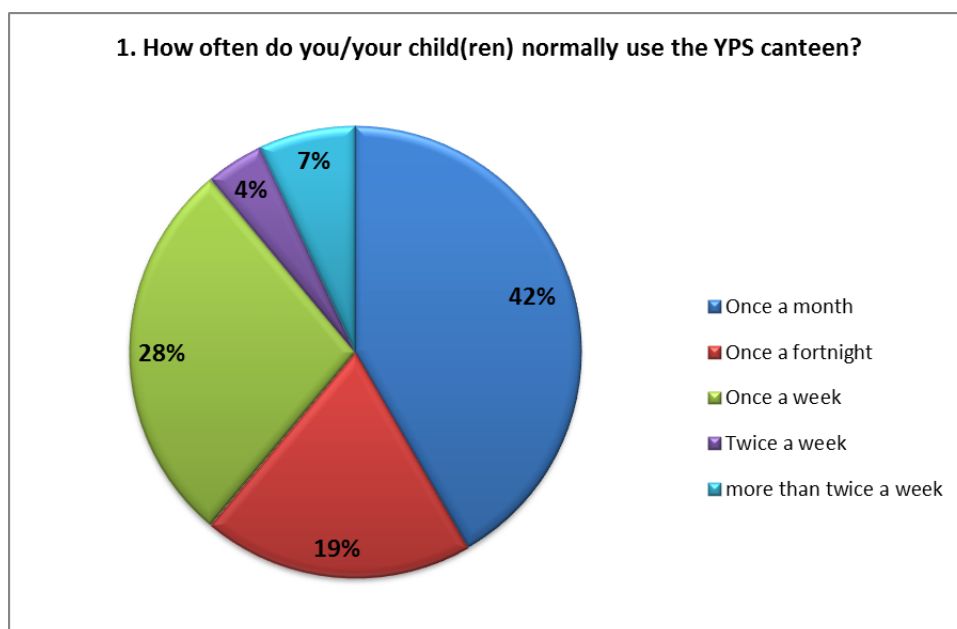
20.0 YPS Canteen Survey – February 2014

Prepared by Sally Martin, P&C President (11th March, 2014)

A survey was sent out to the school community to collect feedback on the YPS Canteen. A total of 72 surveys were returned (24% return rate). Overall the feedback was very positive about the changes to the canteen menu with a high percentage of families continuing to use the canteen as a treat for the children. Individual suggestions have been included in the feedback to be further discussed at Canteen Committee meetings.

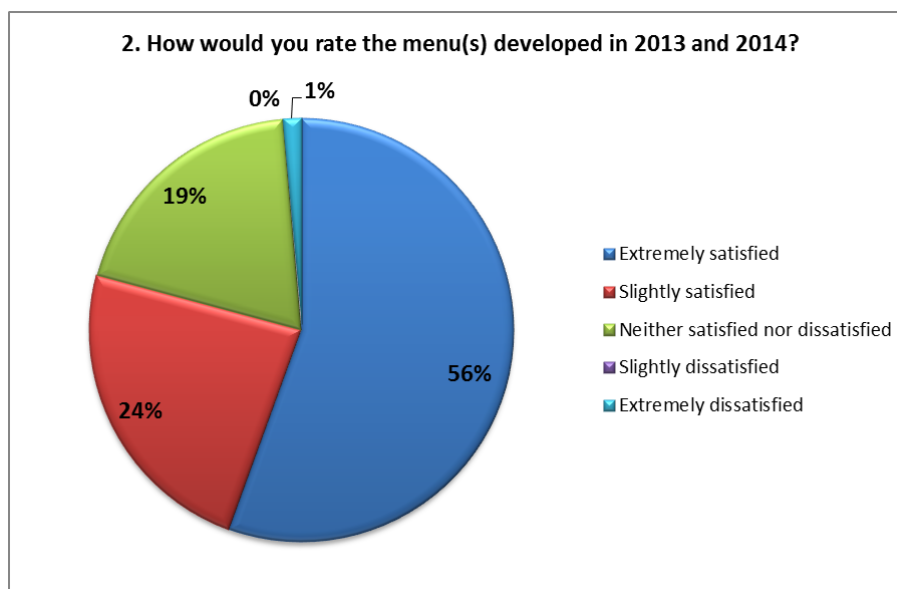
1. How often do you/your child(ren) normally use the YPS canteen?

Answer Options	Response Percent
Once a month	41.7%
Once a fortnight	19.4%
Once a week	27.8%
Twice a week	4.2%
more than twice a week	6.9%



2. How would you rate the menu(s) developed in 2013 and 2014?

Answer Options	Response Percent
Extremely satisfied	55.6%
Slightly satisfied	23.6%
Neither satisfied nor dissatisfied	19.4%
Slightly dissatisfied	0.0%
Extremely dissatisfied	1.4%



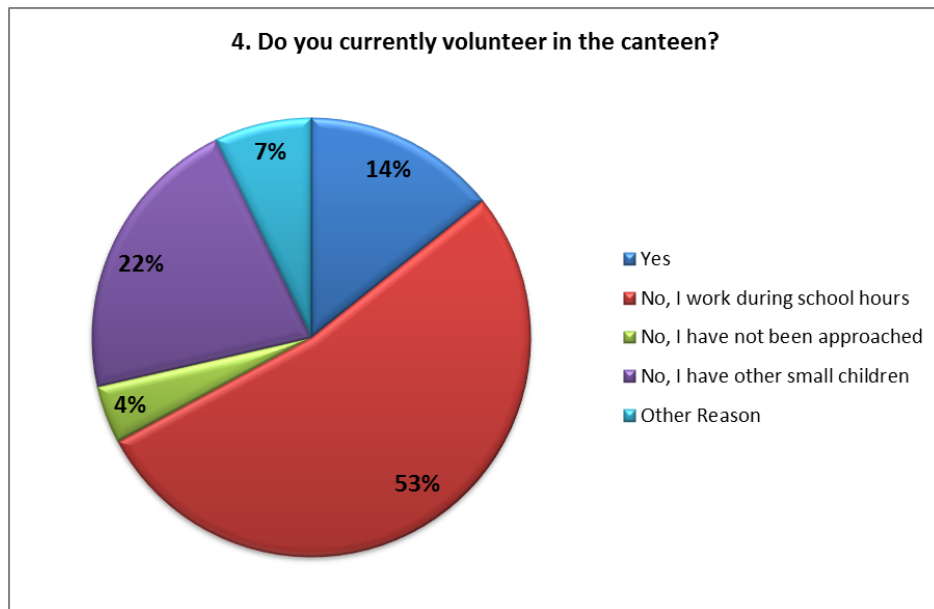
3. Would you use an electronic ordering system at the canteen if it was available?

Answer Options	Response Percent
Yes	50%
No	50%

4. Do you currently volunteer in the canteen?

Answer Options	Response Percent
Yes	14.3%
No, I work during school hours	52.9%
No, I have not been approached	4.3%
No, I have other small children	21.4%
Other Reason	7.1%
Other (please specify)	

- I mentor once a week
- but am happy to do once a term on a day off
- new to school
- I was on a regular term basis but work roster has changed, hoping to again soon
- Once our three year old starts at YPS in two years i will be available to do canteen
- I don't speak English
- Happy to do a day a semester
- Health issues
- studying and returning to work
- I volunteer at YPS in other areas



5. What changes would you or your child(ren) like to be considered for the canteen menu in the future?

- None at the moment
- The more fresh seasonal fruit and veg (whole foods) and home-made foods the less (if any) foods containing additives, preservatives, colours, flavours - # etc the better
- Prices remain under \$5
- i don't see a need for any junk food
- I don't see why an icy pole or ice cream cup should be added to a salad box combo - should be fruit or a healthy muffin
- electronic ordering as above would be great
- The menu is fine as it is
- I believe we have more than enough variety for children to pick from
- I think the current changes and menu are really good wouldn't change anything at the moment
- More variety - lunch options e.g. Caesar salads, fruit salads, vegemite scrolls
- None
- A bit more home-made, macaroni cheese or lasagne so a few vegies can be added.
- None - i think you do a great job all round and im thankful a canteen exists in the first place. Gives me a break from making lunches, thanks.
- Fresh juices would be great
- A larger variety of snacks, specials like a muffin / cupcake / pancake day. Large meat pies back on the winter menu.
- Sausage rolls or pies from Wilders or Sheehans Bakery
- Nil issues
- As above, don't use it enough to matter anyway
- Bring back milo cups and curley wirleys on meal deals. My kids only get canteen as a treat so it's no fun if they can't have something a bit naughty

6. What do you think your family could suggest improving the overall function of the YPS Canteen?

- None at the moment

- The canteen (as I have seen and experienced) functions very well, lovely people, clean and hygienic facility and a pretty good menu.
- Function wise it seems to run very smoothly although it would be great to see it all volunteer run again and all profits go to the YPS (I know it all comes down to helpers)
- Congratulations on the big improvements.
- I'm very happy with all aspects of canteen
- It is all ok
- electronic ordering systems is a great idea
- No I feel it runs smoothly and efficiently
- n/a
- Payment options through electronic transfer
- new to school
- When extra helpers are not needed please tell mothers so they don't come when not needed (this may have only been a temporary canteen problem).
- Love the idea of electronic ordering, payment could be tricky though, direct credit to an account? Could be a nightmare!
- We think you do a great job already.
- Specific lines for infants and primary kids, the infant students can be intimidated by the big kids at times.
- Nil issues
- Great job already done.
- seems fine but we don't use it much

21.0 Appendices

Appendix 1 - Chopping Board Use Chart

	Fruit & Vegetables
	Bread
	Chicken
	Ham & Red Meat