



MAGDALENE CATHOLIC HIGH SCHOOL

"Because I have seen the Lord"

Canteen Policy

Rationale

Magdalene Catholic High School aims to provide and nurture a caring environment which proclaims the teaching of the Catholic faith and encourages our students to make positive contributions to our ever-changing health conscious society.

The School Canteen provides a service to our staff and students and reflects community expectations for healthy lifestyle choices.

The Canteen should provide foods that provide nutrition and support the ethos of nutrition education outlined in Curriculum documents and that occurs in the classroom.

Guidelines

The Magdalene Catholic High School canteen will:

1. Supply a varied selection of foods and drinks that are enjoyable, nutritious and represent value for money.
2. Provide a setting for practical examples that reinforce classroom nutrition education, by increasing the availability of appropriate foods.
3. Demonstrate high standards of hygiene in preparation, supply and service of foods.
4. Encourage courtesy and consideration among all clients using canteen facilities.
5. Provide an opportunity for parental and student involvement in the school community.
6. Function as an efficient business enterprise and use a cost structure that favours nutritious foods. Foods should be ordered in bulk and from ethical suppliers.
7. Gradually phase in 'healthier' goods and have 'healthier' alternatives placed side by side with traditional lines.
8. Each year conduct a Thank You Function for those who have helped in the Canteen.
9. Canteen may be open at negotiated times other than recess and lunch, eg. before school to provide breakfast, and during exam times as the need arises.

Financial Management Guidelines

1. No student is to be in the canteen for any reason.
2. At the end of each day all takings are to be counted, bagged and recorded on a separate deposit sheet, and given to the office for banking.
3. A float of \$50 is to be maintained daily.
4. A financial journal is to be kept with records of
 - a. purchases – date, items, price, total expenditure
 - b. daily takings
 - c. weekly takings
5. A monthly reconciliation is to be done showing total profit or loss for the month.
6. A record of all invoices or purchase dockets is to be kept in a ring bound file in chronological order.
7. A separate canteen a/c is to operated from all suppliers.
8. A petty cash float is to be kept for incidental items. A separate journal is to be kept for this purpose and receipts maintained.
9. All “unpaid stock out” (eg. lunches, drinks etc to parent helpers) is to be recorded on a visitors card and paid for by the school.
10. A record of items consumed by canteen helpers is to be kept.

Basis of Discretion

The Principal may permit certain occasions when alternative goods will be served.

Supporting Documents

<http://www.healthy-kids.com.au/>

Evaluation

The policy will be reviewed in 2015