

# CANTEEN POLICY



## PREAMBLE

St Columba College is committed to excellence in all areas of College life. This includes ensuring that all food and beverages sold, handled and used at the College are of the highest possible quality and standard. We recognise that the Canteen plays a vital role in ensuring that student's physical needs are well catered for. We are thus committed to ensuring that the Canteen provides a range of healthy, nutritious food items in a hygienic, courteous and efficiently operated environment.

### **1. Aims**

- Provide a nutritious and attractively presented selection of food and beverages at affordable prices.
- Help educate about healthy eating through the provision of healthy food options.
- Ensure a high standard of food preparation including hygiene, storage and serving of food.
- Encourage students to try healthy food options.
- Encourage the development of good eating habits.
- Support the development of an appreciation of the social, ethical and cultural aspects of food.
- Encourage a sense of service within the community through encouraging volunteer support in the Canteen.
- Support the development of good manners, courtesy and consideration of others.
- To cater for the individual dietary needs of students.

### **2. Role of the College Council**

- Ensure that a Canteen Policy exists at the College.
- Review and modify the Policy as required.

### **3. Role of the Principal**

- Employ competent staff to manage the College Canteen.
- Ensure that facilities are of an excellent standard.
- Monitor practices within the College Canteen.
- Ensure that all volunteers are registered in accordance with the College's Volunteer Policy.

### **4. Role of the Business Manager**

- Work with the Canteen Manager to ensure the profitable running of the Canteen.
- Act as Line Manager for the Canteen Manager.
- Report to the College Council on all budgeting issues relating to the Canteen.
- Provide Professional Development opportunities for Canteen employees.

### **5. Role of the Canteen Manager**

- Ensure that the aims of the policy are met.
- Maintain excellent standards of hygiene.
- Ensure that the guidelines are reviewed regularly.
- Provide training for volunteer staff.
- Ensure relevant training for all Canteen staff.
- Fulfil all of the requirements of the Canteen Manager's role statement.
- Ensure that all OHS&W requirements are met.



## 6. Role of Volunteers

- Act as directed by the Canteen Manager.
- Abide by all Canteen guidelines for operation.
- Attend all training as required.
- Abide by all OHS&W policy and procedures.

## 7. Guidelines for the College Canteen

### Food Handling and Preparation

- 1.1 Before commencing food preparation, wash hands with soap and water at the specified sink and dry with a paper towel.
- 1.2 Use gloves or tongs when preparing and serving food.
- 1.3 To prevent cross contamination of foods always use fresh utensils for each type of sandwich filling i.e. chicken, fish, ham, beef or pork.
- 1.4 Fruit and vegetables to be washed prior to preparation.
- 1.5 Raw and cooked foods should be kept separate during preparation.
- 1.6 Freshly prepared foods should be refrigerated until serving.
- 1.7 All foods to be wrapped before being put into lunch bags. Sandwiches to be wrapped in cling wrap or greaseproof lunch wrap.
- 1.8 Wash hands between tasks, even if gloves have been worn.

### Food Storage

- 2.1 Stored food must be dated.
- 2.2 Food stored in the refrigerator or freezer should be placed in a container and covered with a lid or cling wrap.
- 2.3 Frozen foods must be stored at less than -18 degrees Celsius.
- 2.4 Frozen foods should be defrosted in the microwave or placed in the refrigerator overnight before using.
- 2.5 Cold foods must be stored at not more than 5 degrees Celsius.
- 2.6 Hot foods must be heated to and stored at not less than 60 degrees Celsius.
- 2.7 Cooked food is to be stored on the upper shelves of the refrigerators and raw foods on the lower shelves.

### Cleaning

- 3.1 Refrigerators to be cleaned regularly.
- 3.2 Freezers to be defrosted at least once per term or more if needed or desired.
- 3.3 Cupboards should be spot cleaned every day and cleaned at the end of each term.
- 3.4 Floors are to be swept at least once daily. College cleaning staff to mop the floor.
- 3.5 Monitor the presence of pests and exterminate as required.
- 3.6 Food appliances to be cleaned after use with detergent and hot water.
- 3.7 Broken utensils should be disposed of or repaired for use provided they do not provide a hygiene risk.

### Selling of Food and Beverage

- 4.1 The Canteen Manager / Supervisor shall be responsible for:
  - Monitoring prices and mark ups.
  - Purchasing stock.
  - Reporting malfunctions of the canteen equipment or safety issues relating to the structure of the building inside and outside to the Business Manager.
  - Counting daily takings.



- Keeping accurate records of daily takings banked.
- Stocktaking.
- Keeping records of accounts paid and cheques written to suppliers.
- Keeping books up to date each month.
- Checking use by dates regularly.

### **Staff / Volunteer Training**

- 5.1 Volunteers must complete a College 'Volunteer pack' and have a police clearance.
- 5.2 Staff and volunteers must be well to work in the canteen.
- 5.3 Long hair must be tied back.
- 5.4 Band-aids or cuts on hands must be covered with disposable gloves.
- 5.5 No smoking.
- 5.6 No sneezing or coughing near food.
- 5.7 Wash hands after blowing your nose or touching your mouth.
- 5.8 Frequently wash hands, even gloved hands, between tasks to avoid transfer of bacteria from one food type to the other.
- 5.9 Always wash hands after handling rubbish.
- 5.10 Undertake OHS&W training before commencing duties.