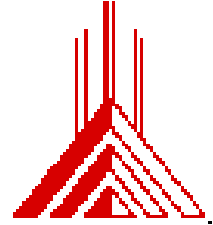




**Forrest Primary School**



**Forrest Primary School Parents and Citizens Association**

## **Forrest School Canteen Charter**

*Version 1 - May 2016*

## Forrest School Canteen

### Executive Summary

The Forrest School Parents and Citizens Association Incorporated (P&C) is responsible for the provision of a range of services to support the families at Forrest Primary School. These services include Forrest Out of School Hours Care (FOOSH), uniform shop and canteen.

The P&C employs a canteen manager, who manages the canteen with input from the canteen committee (a P&C sub-committee), and the Executive Director of Forrest Children's Services.

The canteen committee consists of members of the P&C/parents of the school in a volunteer capacity, a school representative and the Canteen Manager.

The canteen is open Tuesday-Friday during school time. The canteen relies heavily on volunteer help, and support is much appreciated. It performs a community service, provides variety for the children, and also raises funds for the P&C, who as a not for profit organization channels the profits back to the school community.

The canteen is an excellent way to meet other parents in an environment that benefits the school and the students.

Online ordering and payment is encouraged as the most efficient way to place a lunch order. This assists to make operations streamlined and allow data collection for supplies and budgeting. Please go to the following website for more information on the P&C and Canteen, or details on ordering:

- [FlexiSchools - Online Ordering and Cashless Schools](#)
- [Forrest Parents and Citizens Association: Canteen](#)

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

The school canteen provides a safe and hygienic food service and complies with applicable ACT government school food policies and appropriate food safety standards.

The canteen operates in a manner respectful of students, teachers and parents.

The climate of the canteen is positive, supportive, welcoming and encouraging.

The welfare of our students is paramount at all times. The canteen is a resource for the school in 'healthy eating'.

Green and amber foods make up the menu. Green foods are used wherever possible. Red foods are allowed once per term.

Canteen profits support the P&C fundraising initiatives for school resources, and the canteen is expected to be at a minimum financially self-sufficient.

Quality equipment and facilities are built up to improve the viability of the canteen.

We are a nut free school and allergy aware canteen. We maintain information on individual children's food allergies and intolerances (as advised by parents).

### **Structure of the Children's Services operations at Forrest Primary School**

The Forrest School Parents and Citizens Association Incorporated (P&C) is the overarching employer of staff in FOOSHC, the canteen and uniform shop (combined referred to as Children's Services). The P&C is a voluntary group of parents.

There are more than 40 staff working in the businesses the P&C run, and the structure of the businesses is such that the Executive Director of the Children's Services is the manager and responsible for all operations on a day to day level.

Staff are employed by and work to the Executive Director. The Executive Director reports to the P&C and in particular the Finance and Admin Committee.

The P&C Constitution is available here <http://forrestpandc.com.au/2012-pc-constitution/>

The P&C Strategic Plan is available here <http://forrestpandc.com.au/wp-content/uploads/2014/06/Strat-plan-to-2015-176-2.pdf>

## **Philosophy**

The P&C and Children's Services role is to create a community that supports and assists the school.

We work with the Forrest community. We believe that relationships and trust are pivotal. We are responsive, reciprocal and respectful and involve all of the stakeholders that make up the Forrest community.

## **The School Canteen aims to:**

- provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices
- encourage good eating habits consistent with the Australian Dietary Guidelines which the ACT government use to underpin the Fresh Tastes campaign see <https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>
- provide a variety of food and drinks consistent with the ACT Government Fresh Tastes campaign see <https://goodhabitsforlife.act.gov.au/fresh-tastes/>
- meet the National Healthy School Canteen (NHSC) guidelines - see <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-nutrition-canteens>
- function as an efficient business enterprise
- 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
- provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen through the P&C
- encourage courtesy and consideration among all personnel using canteen facilities
- provide an opportunity for parent and community involvement in children's education environment
- provide a financial contribution towards resources for all students in the school.

## **Canteen Administration**

The Administration of the canteen is through the manager of the canteen. The canteen committee (made up of members of the P&C and open to all parents to attend) supports the canteen manager and, when appropriate, reports to the P&C.

The canteen manager, canteen committee, Executive Director Children's Services and the P&C is responsible for operating the canteen in accordance with this charter.

The canteen manager manages all day to day operations, with the assistance of volunteers. The canteen manager (in conjunction with the Executive Director of Forrest Children's Services and the bookkeeper) manages supplies, ordering and accounts management.

The canteen committee is responsible for supporting the canteen manager in considering operational or policy change, and implementation. Should expenditure beyond normal supplies ordering be required, the canteen committee is to provide its recommendations in a costed proposal to the P&C Finance and Administration committee for consideration (ie purchase of equipment or increasing employment hours).

An independent auditor will review canteen finance operations as part of the audited P&C statements annually.

The canteen manager will discuss with the canteen committee menu changes or special food days prior to implementation.

The P&C and School Principal have the capacity to re-organise, alter or close canteen activities, however as a collaborative, consultative and volunteer driven organization, it is expected that discussion take place first, and as Children's Services employ the canteen manager, the execution of such would be advised via the P&C.

Any changes to canteen functions must be discussed by the canteen committee and provide a minimum of 7 days' notice to the school community unless the change is as a result of risk to safety (ie faulty equipment) or beyond the control of the canteen manager (ie power failure).

## **ROLES AND RESPONSIBILITIES**

### **The P&C President and Vice President will:**

- liaise directly with the Principal, Executive Director Children's Services (ED CS) and Canteen Manager in matters of management
- report directly to the Canteen Committee and P&C body as required
- act in accordance with the P&C Strategic Plan, the P&C constitution and the lease agreements with the school

### **The Canteen Manager will** (see also duties on page 7):

- be consulted as early as possible in any discussion or decision involving the canteen
- be respected for having an informed view as the day to day manager
- oversee all operations of the canteen
- induct volunteer staff and ensure they are appropriate to the role
- ensure the canteen meets all appropriate regulatory guidelines (food handling, hygiene, safety, volunteers etc)
- work with the ED CS and P&C Treasurer to plan the budget annually

**The Committee as a whole will:**

- meet at least once per term, and ensure decisions and recommendations of the canteen committee are documented
- adhere to canteen policy, procedures and rules
- be the Canteen Manager's sounding board for short and long term goals and policy matters
- assists the canteen manager to organise volunteers
- assist the canteen manager to review financial operations with consideration to long term viability of the canteen and report to P&C if appropriate
- assist the canteen manager to develop, document and implement policy
- review policy annually
- assist the canteen manager to evaluate canteen operations
- assist the canteen manager to provide a healthy working environment
- support, encourage and acknowledge the hard work of canteen volunteers
- provide a forum for valued parent input
- foster support for the canteen through the parent community
- contribute to discussions of new ideas and activities such as 'theme days'
- be fair, democratic, impartial, respectful and equitable in manner

**The P&C Treasurer will:**

- liaise directly with the canteen manager and Executive Director of Forrest Children's Services in matters of finance and budgeting
- report directly to the canteen committee and P&C body as required

**The Executive Director of Forrest Children's Services will:**

- consult or advise the canteen manager on any discussion or decision raised by the school or the principal that affects the canteen in a timely manner
- in conjunction with the bookkeeper, keep all financial records; presenting monthly, term and yearly financial reports to the P&C as requested
- provide financial records for annual audit
- ensure that records and related canteen documentation are kept appropriately including assets register
- ensure the canteen meets regulatory guidelines
- ensure the canteen staff are accounted for in any evacuation
- as the Canteen Manger's employer ensure appropriate award conditions are met, the role is filled by someone appropriate and all necessary training and support is provided

**The Principal will:**

- ensure the canteen premises are fit for purpose (as Licensor)
- liaise directly with the President and Vice President of the P&C in matters of management and policy
- meet with the P&C executive or Executive Director Forrest Children's Services as required (or nominate an appropriate delegate to act on her behalf)
- support with promotion of the canteen generally - through the newsletter, school app, school handbook and website, external notice board, and if warranted, notices home
- support, promote and foster the collaborative relationship of the school and the P&C in its canteen responsibilities

**Decision Making processes**

Canteen Manager to determine and place orders, establish relationships with suppliers and coordinate and be responsible for day to day operations.

Canteen Manager in consultation with the ED CS has discretion regarding the budget, purchasing of equipment and all functions of the canteen.

Canteen Committee is the appropriate forum for socialising new ideas, policies, processes and seeking support for change. Canteen Committee can provide input to decision making and implementation that has no impact on the operations of the school or financial commitment. Canteen Committee to assist with determining menus, theme/fundraising days etc.

Canteen Committee can make informed recommendations to the P&C to endorse (or otherwise) anything impacting the operation of the school or to the P&C Finance and Admin Committee for anything requiring a financial commitment outside of the canteen budget.

Canteen Committee includes a representative of the school - it is assumed that the representative will seek school agreement as appropriate.

P&C Finance and Admin Committee to ratify any major financial commitments and provide advice as to whether items fit within broader budget and if appropriate to take to P&C (ie purchases over \$5,000).

**The Canteen Manager duties** (working 25 hours per week in term time, Monday to Friday):

- plan, organise and monitor day to day canteen operations including setting and producing menus and price lists
- discuss any menu changes in advance with committee
- organise roster, keep daily records as required, open and close the canteen daily
- prepare for and complete daily service
- ensure daily/termly/annual cleaning related to the functioning of the canteen is in accordance with requirements
- keep up to date with required knowledge of food safety and hygiene practices and implement
- ensure all volunteers are familiar with correct food handling and hygiene practices and induct them
- attend committee meetings; if unable ensure anything committee needs to know is conveyed to them
- seek input of canteen committee when updating policy and procedures
- cooperate with the P&C and Principal in the operation and management of the canteen
- cooperate with the use of the canteen for school functions e.g. evening events
- order and accept delivery of items for the canteen
- oversee the health, safety and welfare of others in the canteen in consultation with the Health and Safety Representative
- implement Code of Conduct Policy, ensuring the canteen manner models respect of staff, student and parent privacy
- ensure the canteen environment is positive and one of school community support where negative discussion, gossip and rumor is not engaged in
- ensure a pleasant working environment for all volunteers
- be responsible for canteen security such as money, keys, alarms, locking the canteen, turning off appliances (except refrigeration units) and restricting entry to authorised personnel only
- log maintenance issues in a timely manner with the Executive Director Forrest Children's Services who will then raise with Principal or School Administration Manager
- adhere to OH&S policies and procedures.
- ensure volunteers have a working with vulnerable children check
- have all appropriate training required for the role
- manage canteen e-mailbox for food/menu enquiries or potential volunteers



- Ensure the operation of the canteen is in line with the values of the school and relevant government requirements
- Develop and implement the necessary procedures to deliver an effective and efficient food service
- Ensure that stock is kept at appropriate levels and appropriately monitored (stocktake)

#### **FOOD PREPARATION**

- Use food preparation and cooking skills to minimise waste of produce.

#### **FINANCE**

- liaise with the committee, P&C Treasurer and Executive Director Children's Services as required
- Maintaining records to facilitate reconciliations of sales to purchases and the timely payment of accounts and to allow for informed decision making when adding or taking an item off the menu
- coordinate count, record and reconcile the daily takings
- ensure safety of daily takings ready for banking.
- bank takings

#### **Feedback, Complaints or Concerns**

Should you have any feedback (positive or negative) about the canteen and its operations or wish to get involved in the canteen committee - in the first instance please raise the matter with the Canteen Manager. If that does not resolve things please discuss with the Executive Director, Forrest Children's Services.

If these mechanisms do not satisfactorily address the issue, a member of the P&C executive (Vice President Ali Kobal who is the main relationship manager between Children's Services and the P&C, or President Tui Davidson) would be the next step.

#### **Contact Information**

Canteen Manager - [canteen@forrestpandc.com.au](mailto:canteen@forrestpandc.com.au)

Executive Director, Forrest Children's Services - [info@fooshc.org.au](mailto:info@fooshc.org.au)

P&C Secretary - [community@forrestpandc.com.au](mailto:community@forrestpandc.com.au)

P&C president - [president@forrestpandc.com.au](mailto:president@forrestpandc.com.au)

## **Obligations on the P&C (including employees), canteen committee and volunteers**

We are in an ACT Government School, and the P&C has binding licence agreements with Forrest School. At all times, we are required to:

- behave appropriately – we are bound by the ACT Government Code of Conduct, see [http://www.cmd.act.gov.au/\\_data/assets/pdf\\_file/0017/363230/codeofcond2012\\_2013edit\\_wtables.pdf](http://www.cmd.act.gov.au/_data/assets/pdf_file/0017/363230/codeofcond2012_2013edit_wtables.pdf)
- not do anything to damage the premises or interfere with the operation of the school
- keep the premises and immediate surroundings clean and tidy, and free from refuse and vermin
- not leave or cause obstructions in any common space (hallways and halls, kitchen, toilets)
- not store or use chemicals or flammable, volatile or explosive substances on the premises and not in any way creates any actual or potential fire hazard in the premises
- not (without prior written consent) make any alterations or additions in or to the premises including not mark, paint, drill or in any way deface or damage the walls, partitions, ceiling, floor or surrounds of the premises
- not (without the prior written consent) install any water, electrical or gas fixture or appliance or any apparatus for light, air, heating or cooling
- we must maintain and keep the property in good and tenantable repair and condition including leaving the premises in a clean and tidy condition, free from all rubbish every day
- ensure the building is secure before we leave each day-to-day
- no smoking anywhere on premises
- all staff to have emergency evacuation training
- staff are not to use any of the schools' ICT equipment
- corridors are a thoroughfare and activities in these areas need to be limited to safe activities where corridors are clear and can be walked through at any stage.

