

**GUIDELINES AND RULES FOR THE
FLOREY PRIMARY SCHOOL CANTEEN COMMITTEE**

(Reprinted 1st June 2006)

1. GENERAL

These rules were authorised by the Executive Committee of the Florey Primary School Parents and Citizens Association, on 26th October, 1994. The Executive recognizes that changing circumstances will, from time to time, necessitate amendments to the rules. Proposals for their amendment are to be agreed by the Canteen Committee and submitted to the Executive for approval.

Eleven amendments formerly approved by the Executive have been incorporated in the reprint of this document dated 1st June 2006.

2. NAME

The name of this Committee shall be “Florey Primary School Canteen Committee”, hereinafter referred to as “the Committee”.

3. ESTABLISHMENT

- (a) Pursuant to sections 4, 10, 13 and 14(a) of the Association’s Constitution, the Committee is established as a sub-committee of the Association.
- (b) The overall management of the Canteen shall be vested in the Committee.
- (c) Standard operating procedures covering such matters as hygiene, preparation of foodstuffs, timing etc. shall be compiled and displayed in the Canteen.

4. PHILOSOPHY

The philosophy of the Committee is as follows:

- (a) Committee members, staff and volunteers are to foster a caring and safe environment, which relies on positive interaction to promote the well-being of all students.
- (b) Canteen staff and committee members are to promote a harmonious and supportive environment where cooperation with, and respect for, teaching staff, students and volunteer helpers are the main objectives.

5. OBJECT

The object of the Committee shall be to provide quality canteen service at Florey Primary School.

- (a) The aim will be to provide:

- (i) food that is wholesome and nutritious;
 - (ii) support for classroom programmes relating to nutrition and dental health, and to encourage students to understand the need for a good quality, balanced, healthy diet;
 - (iii) food from the five basic food groups; and
 - (iv) foods low in fat, salt and sugar
 - (v) a service to students and staff
- (b) The choice of food is to be based on the philosophy of continual improvement.
- (c) The Committee is to cover all running costs.

6. AUTHORITY

Without limiting the authority of the Association and its Executive, the Committee is authorized to incur such debts and obligations as are necessary for the day to day running of the Canteen.

7. COMPOSITION

The Committee shall comprise a Convenor, Secretary/Treasurer and a minimum of two parent members, an executive teacher and two senior SRC students. The school Principal, or his/her nominee, the Canteen Manager and the President of the Association shall be ex-officio members.

8. ELECTION OF THE COMMITTEE

- (a) The Canteen Convenor shall be elected at the Annual General Meeting of the Association. The Convenor shall be the representative member of the Executive Committee.
- (b) In the event of the position of the Convenor becoming vacant, such vacancy shall be filled at the next meeting of the Association and the person so elected shall hold office until the next Annual General Meeting of the Association.
- (c) The Secretary/Treasurer shall be elected at the first meeting of the Committee following the Annual General Meeting of the Association.
- (d) It is desirable that all Committee members should be members of the Canteen roster to foster an understanding of the current situation in the Canteen.

9. MEETINGS AND CANTEEN CONDUCT

- (a) A meeting of the Committee shall be held at least once each term. A quorum shall consist of four (4) members.
- (b) The Convenor shall preside at all meetings of the Committee. In the absence of the Convenor, the meeting shall elect a member to chair the meeting.

- (c) Any policy directions shall be passed to the Manager by the Convenor. Other members may communicate direct to the Manager on routine matters affecting their particular responsibility.

10. FINANCE AND ACCOUNTING

- (a) The financial year for the Canteen shall be 1st January to the 31st December. The Committee shall endeavour not to incur a trading loss for the financial year.
- (b) Should the Committee require financial assistance for any major items for the Canteen, a request should be made through the Executive for such assistance.
- (c) The Secretary/Treasurer shall keep all such books of account as required by the Auditor appointed by the Association.

11. AUDITS AND REPORTS

- (a) The accounts of the Committee shall be audited in conjunction with those of the Association.
- (b) The Convenor shall present to the Annual General meeting of the Association a report outlining the activities and operation of the Canteen for the preceding year.
- (c) The Secretary/Treasurer shall prepare a monthly report for the Association Treasurer. This report shall detail the financial position of the Canteen for the preceding month.

12. BANKING

- (a) The Committee shall open and maintain, in the name of the Florey Primary School Canteen, an account at a bank or institution approved by the Association's Executive.
- (b) All monies received by the Canteen should be banked daily in the Committee's bank account. If monies are unable to be banked on the day of business they are to be deposited in the school safe. Under no circumstances are canteen monies to be left in the safe after the close of business on the Friday of each week.

13. STOCKTAKE

The Committee shall ensure that a stocktake is carried out at the need of each year and the manager shall maintain a record of all stock disposed of as spoilt or unsuitable for consumption.

14. EXPENDITURE

- (a) The Committee shall not incur an expenditure greater than \$100.00 for other than items for sale in the Canteen without the approval of the Executive.

- (b) The Committee shall ensure that prior to any orders for goods being placed, sufficient funds shall be available in the Canteen account to cover payment of the account when it is presented.
- (c) Payments shall be made by cheque. All cheques are to be signed by two Office Bearers of the P&C Committee.
- (d) The Treasurer may make available to the Canteen Manager a nominal amount of petty cash, as agreed by the Committee, to be used for the purchase of groceries and small items as approved by the Convenor.

15. SURPLUS FUNDS

Any funds of the Canteen which are not required for the operation of the Canteen may be declared surplus by the Committee. Funds declared surplus revert to the Association. Determination of surplus funds must be made by a majority of members of the Committee. The Committee should aim to keep at least \$500.00 for contingencies and should consult with the Executive before declaring any funds surplus.

16. EMPLOYMENT OF STAFF

- (a) The Committee may employ a manager and such other employees as are approved by the Executive.
- (b) The selection committee to employ a manager will comprise of two members of the Committee, nominated by the Convenor, and the Principal or Principal's nominee. When such a vacancy exists, the position shall be advertised in the School Newsletter and the most suitable applicant, in the opinion of the selection committee, appointed. The position may be advertised publicly if no applications, or suitable applicants are received through the School Newsletter. Other staff shall only be employed by the selection committee and the Manager, with the approval of the Executive.
- (c) All staff shall only be employed on the approval of the P & C President as recommended by the selection committee.
- (d) The Committee must obtain the approval of the P & C Executive to dismiss the Manager.
- (e) All employees will be paid weekly in arrears at the current ACT award rates for casual canteen workers.
 - (i) There is no entitlement to paid sick leave, annual leave, leave loading or Public Holidays.
 - (ii) Superannuation will be paid in accordance with applicable legislation.
- (f) The employer shall give notice, in accordance with applicable legislation, of the Associations intention to terminate any agreement of employment, unless just cause should exist for instant dismissal.
- (g) The employee shall give seven (7) days notice of his/her intention to resign.
- (h) The Manager and all employees shall be given a copy of the Canteen Guidelines and Duty Statement (see attachment) and shall agree to the conditions set out therein. Duty Statements and Contracts of Employment are to be reviewed by the Convenor and employees as and when required.

- (i) Industrial Action. An employee may be stood down on a day of teacher industrial action at the discretion of the Convenor. If unexpected industrial action affects the operation of the Canteen the employee is to be released from duty but paid for a minimum as required by law.

17. HOURS OF OPERATION

- (a) Hours of operation shall be determined by the Committee.
- (b) Hours during which the Canteen shall provide over the counter sales to the students shall be as agreed by the School Principal.

18. HYGIENE AND HEALTH

The Canteen operators must be aware of and must meet food safety obligation and health and hygiene requirements under health legislation and food standards including:

- (a) Safe food handling practices
- (b) Health and hygiene requirements of food handlers.
- (c) Advisory or warning statement next to or in connection with food containing allergens.

19. OCCUPATIONAL HEALTH AND SAFETY

- (a) All accidents related to the Canteen operation are to be reported to the Convenor on the day of the occurrence. The Executive is then to be advised.
- (b) Suitable clothing and footwear shall be worn by all staff including volunteers.

20. INSURANCE

- (a) The Association will arrange and cover the insurance cost for the Canteen. This will include Workers' Compensation insurance to protect any paid employee, insurance to protect voluntary workers and public liability insurance.

21. CANTEEN SALES

- (a) All student Canteen sales shall be by cash transaction.
- (b) Prices of goods offered for sale shall be established and amended as necessary by the Committee. The criterion for determining prices shall be that the Canteen shall recoup all expenses incurred in providing the Canteen service for the financial year.
- (c) The range and type of goods held for sale shall be as agreed by the Committee. In this matter the Committee should seek the advice of:
 - (i) the Executive;
 - (ii) the teaching staff as to the range of food items and type of school requisites recommended for use by children; and
 - (iii) other sources as the Committee deems applicable.

22. VOLUNTEERS

Volunteers provide a valuable service to the school and it is important that they know and understand what is needed of them. The Committee is to:

- (a) Maintain a roster of volunteers; and
- (b) Prepare a schedule of daily operations, hygiene standards and occupational health and safety rules and display them prominently in the Canteen.
- (c) Ensure that volunteers are made aware of and abide by the volunteer guidelines

23. PROMOTION

The role of a school canteen is important in health education and promotion of its foods and services is essential. The Canteen must sell itself. To do this the Committee should:

- (a) Advertise and communicate with students, staff and parents about canteen food lines and activities;
- (b) Have a well-organised and attractive counter display; and
- (c) Have “Special Lunch Days”.

24. COMMUNITY SUPPORT

The Committee is to:

- (a) Generate school community support for the Canteen;
- (b) Support, assist and encourage canteen staff and volunteers; and
- (c) Acknowledge the efforts of the Canteen Staff and volunteers.

**GUIDELINES AND RULES FOR THE
FLOREY PRIMARY SCHOOL CANTEEN COMMITTEE**

DATED 26TH OCTOBER, 1994

Amendment Number 4 of 1st June 2006

The above guidelines are amended as follows:

1. Amend item 7:

The Committee shall comprise a Convenor, Secretary/Treasurer and a minimum of two parent members, an executive teacher and two senior SRC students. The school principal or his/her nominee, the Canteen Manager and the President of the Association shall be ex-officio members.

2. Amend item 8: paragraph (d)

It is desirable that all committee members should be members of the Canteen roster to foster an understanding of the current situation in the Canteen.

3. Amend item 11: paragraph (b)

The Convenor shall present to the Annual General meeting of the Association a report outlining the activities and operation of the canteen for the preceding year.

4. Amend item 13:

The Committee shall ensure that a stocktake is carried out at the end of each year and the manager shall maintain a record of all stock disposed of as spoilt or unsuitable for consumption.

5. Amend item 14: paragraph (c)

Payments shall be made by cheque. All cheques are to be signed by two office bearers of the P&C Committee.

6. Amend item 14: paragraph (d)

The Treasurer may make available to the Canteen Manager a nominal amount of petty cash, as agreed by the Committee, to be used for the purchase of groceries and small items as approved by the Convenor.

7. Hygiene/Health

The Canteen operators must be aware of and must meet food safety obligation and health and hygiene requirements under health legislation and food standards including:

(a) Safe food handling practices

(b) Health and hygiene requirements of food handlers

(c) Advisory or warning statements next to or in connection with food containing allergens.

8. Amend item 19: (b)

Suitable clothing and footwear shall be worn by all staff including volunteers.

9. Amend item 20: (a)

The Association will arrange and cover the insurance cost for the canteen. This will include Workers Compensation insurance to protect any paid employee, insurance to protect voluntary workers and public liability insurance.

10. Amend item 21: (b)

Prices of goods offered for sale shall be established and amended as necessary by the committee. The criterion for determining prices shall be that the canteen shall recoup all expenses incurred in providing the canteen service for the financial year.

11. Amend item 22: (c)

Ensure that volunteers are made aware of and abide by the volunteer guidelines.

Leanne Fisher
President
Floreys Primary School P&C Association

1st June 2006