



Coogee Public School P&C Association

Canteen Committee
Rules, Roles and Responsibilities
&
Canteen Operations Manual



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Canteen Mission

The P&C managed Coogee Public School Canteen is committed to providing high quality, healthy snacks and lunch-time meals to students and staff at reasonable cost.

The canteen aims to minimise waste and to work with the School's "Waste Free Wednesdays", recycling and composting programs.

The canteen will endeavour to source organic and ethical foods where possible and where cost is not prohibitive.

The canteen will provide some 'homemade' style snack and lunch menu items produced onsite as an affordable, healthy alternatives to homemade lunches.

The Canteen is also committed to meeting the aims of a school canteen as described in the School Manual on Financial Management (See Appendix 1)



Coogee Public School P&C Canteen Subcommittee Rules

1. Name

The committee shall be known as the “Coogee Public School P&C Canteen Committee “(Committee)

2. Aims

- (a) To provide a balanced and nutritious food service to children of the school at a reasonable cost.
- (b) To maintain excellent standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.

3. Membership of the Committee

The Committee shall consist of a minimum of 8 members elected annually at the Annual General Meeting of the P&C Association.

Membership will consist of:

- 1. Canteen Convenor
- 2. Canteen Secretary
- 3. Treasurer
- 4. Work, Health & Safety Volunteer
- 5. The President of the P&C Association (or a representative)
- 6. A minimum of three other members of the P&C Association
- 7. The Principal (ex officio) and
- 8. the Canteen Manager (ex-officio).

The Principal and the Canteen Manager have no voting rights, but the Principal can veto any item that does not follow the school's guidelines or will affect the operation of the school. The Principal will be the returning officer in Committee elections.

The Canteen Manager should attend all Canteen Committee meetings and submit a Manager's Report at the end of each term for discussion prior to each meeting. Financial's should be done (with Stocktake) at the end of each term and emailed to the Canteen Committee and forwarded to the P&C Secretary for submission at the next P&C meeting.

4. Duties of the Committee

- (a) The Committee shall organise and control the full administration of the Canteen. The Committee shall be responsible in all its actions to the 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 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 P&C Association and must be signed by six (6) financial members of the P&C Association. Further, such notice shall be circularised to all members at least seven (7) days in advance of the general or special meeting.

- (b) The Committee shall present a report to the general meeting of the P&C Association or as directed by the P&C Association, at least once a term the Manager will present a P&L and Balance sheet to the Canteen Committee.
- (c) The Canteen Manager will lodge with the P&C Association's Treasurer and the Committee a current financial statement, P&L and balance sheet for presentation to the P&C Association at least once a term.

5. Meeting of the Committee

- (a) The Committee shall meet no more than once a month during school term time. Meeting frequency, day and time to be reviewed at the 1st meeting after the AGM. The Committee shall meet or communicate via email a minimum of four (4) meetings per year, so that the previous term's financials can be tabled.
- (b) The quorum for meetings and email votes shall be five (5) members.
- (c) A special meeting may be summoned by the Canteen Convenor via a written request signed by at least two (2) members of the canteen committee. Seven (7) days' notice of any such meeting, stating the business of the meeting, shall be given to all members of the Committee.

6. Funds

- (a) All money received by the Committee shall be deposited in an account in the name of the Committee.
- (b) Creditor Accounts shall be prepared by the Canteen Manager on a timely basis and paid by the Treasurer. Payments and Direct Deposits are to be authorised by any two (2) of the following:
 - a. President,
 - b. Secretary or
 - c. Treasurer of the P&C Association.
- (c) All income received by the Canteen shall be used for:
 - (i) Canteen maintenance and replacement of stock or equipment.
 - (ii) The purchase of additional equipment for the efficient running of the Canteen.
 - (iii) Capital Accrual account, an amount to be held in provision for major capital expenditure
 - (iv) The provision of superannuation and/or long service leave, and worker's compensation insurance as required.
 - (v) Any remaining surplus to be given to the general funds of the P&C Association
- (d) All Capital purchases must be voted on and approved by the Canteen Committee. When a Capital Expenditure item exceeds \$2,000.00, approval by the Executive Committee of the P&C Association must first be obtained.
- (e) Canteen Debit card Procedure



The Canteen committee & P&C have approved that the Canteen manager be issued with a Debit card on the Canteen account held with CBA, to make payment for operational goods and services, required to operate the Canteen, where a trade account is not available (internet transactions e.g. Norton Security) or when there is substantial discount for COD payment. COD suppliers must be approved by the Canteen Convenor and Canteen Treasurer prior to supply. All transactions with said Supplier must be reconciled on a weekly basis and specially presented to the auditor as COD payments for scrutiny.

The canteen manager is responsible for documenting all transactions made with the card and the security of the card. Obtaining receipts or invoices and recording of these transactions in XERO or current accounting package used for the production of the Canteen P&L and Balance sheet. The card should be used in place of petty cash and reconciled with the bank statement weekly.

7. Canteen operation rules

The Canteen operations will be in accordance with the mandatory guidelines developed under the NSW Healthy School Canteen Strategy.

<https://education.nsw.gov.au/policy-library/policies/nutrition-in-schools-policy>

<https://healthyschoolcanteens.nsw.gov.au/>

Note: all P&C run canteens are required to adhere to these guidelines.

In addition:

- (a) A stock-take shall be conducted at the end of each school 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.

8. Employees

- (a) The Committee may appoint and employ a Manager and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements as it thinks fit, provided that Award guidelines are adhered to.
- (b) The Manager shall be responsible to the Committee for the proper conduct of the canteen.
- (c) The Committee shall ensure that the Canteen has obtained worker's compensation insurance to cover all employees and that the P&C has public liability insurance, which covers all volunteers. Canteen Volunteers are not required to be members of the P&C to be covered by the P&C policy but they must have signed the Canteen Attendance register. The premium payable on the workers compensation policy or policies shall be paid from canteen funds.

9. Audit

The accounts of the Canteen Committee shall be audited annually as part of the audit of the P&C Association accounts.



10. Alterations

No alterations shall be made to these rules without approval from the Canteen Convenor and the President of the P&C Association. The Canteen Convenor and the Canteen Manager shall ensure any relevant items passed at Canteen Committee meetings or parent body meetings are included in this document.

SIGNED BY

.....

CANTEEN COMMITTEE CONVENOR

DATED ____/____/____

AUTHORISED BY

.....

P&C ASSOCIATION PRESIDENT

.....



Canteen Committee Roles, Responsibilities and Procedures

Committee members:

- Shall each have a meaningful role in the Committee bringing expertise to the Committee and contributing in different ways.
- Shall provide support, research and operational help to the Canteen Manager as required. This includes providing assistance in the ongoing recruitment of volunteers which is essential to the ongoing operation of the canteen on a financially sustainable basis.
- Shall make decisions that are in the best interest of the P&C Association and the school.
- Shall aim is to keep other members well-informed on canteen-related issues.
- Are expected to volunteer to action items as they arise in meetings and report back to the Committee in appropriate timeframes.
- Shall read the Canteen Manager's reports and all financial reports.
- Are expected to read all other Canteen related e-mails, and volunteer to action items as they arise. .

Communication protocol

All e-mail communication shall be to all Committee members, with the following exceptions:

- Daily operation financial matters shall be dealt with by the Canteen Manager and Treasurer. Other financial matters are only required to be sent to the Treasurer, who shall decide what action is required within the boundaries set for the Treasurer by the P&C Association.
- Confidential issues including misconduct of staff, students, teachers or parents shall be referred directly to President of the P&C Association, who shall decide on action required.
- P&C matters (not Canteen) shall be directed to the P&C President who shall in turn communicate under the guidelines of his/her executive.
- ACTION items correspondence need only be sent to relevant members. For example, emails may be sent to select members for the purpose of seeking clarification or additional information on a matter to action a task.

E-mail to all Committee

- All Capital purchases shall be circulated by email to all Committee members and subject to a Committee Vote. Note sufficient funds must be available in



the Canteen account and Capital Expenditure exceeding \$2,000 shall require approval from the Executive Committee of the P&C Association.

- Meeting agenda and Managers Reports shall be sent in an open e-mail prior to the meeting, to all Committee Members. Members wishing to add an item to the agenda shall email all Canteen Committee Members to allow information on the matter to be gathered and presented at the meeting.

Guidelines for E-Mail votes

Email voting shall be used by the Canteen Manager to gain approval of routine menu and operation changes that do not warrant attention at a meeting. A response is required from the Committee members within 48 hours:

- Note: silence indicates approval,
- Objections are to be detailed for discussion and put to vote at next meeting if required.

Outcomes of e-mail votes shall be forwarded to the Secretary & Convenor and included in the minutes of the next committee meeting.

Menu development

Together with the Canteen Manager, the Committee Members shall decide on menu items that shall be removed from the menu and/or new items that shall be introduced.

Recipes submitted shall be investigated, with some prioritised over others depending on the needs of the canteen menu and availability of time for trialling production. The main factors driving the decision to add an item to the menu shall be cost and how the item fits into the menu structure.

The Canteen Manager shall make recommendations to the P&C President and Canteen Convenor of adjustments to prices of menu items as costs change. A price/cost review should be performed at least once a year by the Canteen manager.

Convenor

- Committee Meetings – The Convenor shall schedule and conduct Committee meetings as required. This includes ensuring adherence by Committee members to allocated times for individual agenda items. The Secretary shall ensure accurate documentation of Committee meetings, and distribution of a draft of the minutes to the Convenor and Manager **within 3 days** of the meeting, and circulation to the Canteen Committee **within 5 days** of the meeting. The Secretary shall ensure the Managers report, financials and



meeting minutes are forwarded to the P&C Association as required. The Convenor shall ensure that meeting agendas and minutes are filed and archived according to P&C Policy

- **Volunteers and Staffing**

Whilst the P&C Association is responsible for ensuring that the Canteen is sufficiently staffed with paid workers and volunteers over the longer term, the Convenor shall be notified by the Canteen Manager when there is a shortage of staff/volunteers on a day to day basis. Together with the P&C President, the Convenor shall seek to source volunteers, failing which the decision may be made by the P&C President to source casual paid staff.

- **Ingredients and ingredients register**

The Canteen Manager and Convenor shall ensure the ingredients of all food served in the canteen are detailed in the ingredients register. The Canteen shall follow any allergy and anaphylaxis guidelines adopted by the school as advised by the Principal.

Treasurer

The Canteen Manager and Treasurer shall share responsibility for the financial record keeping of the Canteen. The Canteen Manager shall maintain XERO and the Treasurer shall process all payments of wages and supplier payments fortnightly, or as required. The Canteen Treasurer shall be responsible for providing any additional documentation that the P&C may require, with the assistance of the Canteen Manager.

Secretary

- The Secretary shall issue a full list of Committee members, their e-mails and contact details to all Committee members as well as members of the P&C Association.
- The Secretary shall also ensure all meeting agendas and minutes are kept up to date and archived as required according to P&C policies

Health & Safety Volunteer

The Canteen Work Health & Safety volunteer shall check and report to the Canteen Committee on matters relating to the meeting of requirements of the Work Health & Safety Act 2011 (refer Appendix). The Canteen manager will ensure all new volunteers receive the Canteen Volunteers guide, which contain emergency procedures when starting and email all volunteers annually requesting they read and understand these procedures



Canteen Committee & Operational Duties Allocation Table

Responsibility - What needs to be done?	What resources/ skills do you need to do this job?	Frequency	Job allocation - who is the best person for the job ?
Banking	Car and driver if the bank is some distance away. Time to do it regularly or as required	As required, to be approved by the Treasurer & Canteen Manager	Treasurer & Canteen Manager
Canteen menu and price list	Ability to assess and rank new menu ideas that are consistent with the Fresh Tastes @ School Strategy for recommendation to the Committee. Ability to estimate costing	When new products are suggested/identified.	Canteen Manager & Canteen Committee
Committee meetings	Time to attend the committee meetings.	No more than Monthly/minimum one per term	All – Canteen Committee, principal and Canteen Manager
Equipment purchase and repair	Time to look at and ability to compare different types of equipment and ability to weigh up the cost/benefit of the alternatives, e.g. purchase or repair.	As required	Canteen Manager and All Committee
Financial record keeping	Basic financial knowledge. Attention to detail. Ability to ensure records are kept up to date.	Daily, weekly, monthly, annually	Canteen Manager & Treasurer
Food selection (based on good nutrition)??? Is this needed	Use guides produced by Fresh Tastes @ School Strategy	Each term – summer and winter	Canteen manager - Whole school community – students, staff, parents
Cleanliness and Hygiene	Understanding of the importance of maintaining high standards of cleanliness and hygiene, and ability to implement practices as required.	Daily	Canteen Manager



Insurance/ WorkCover	Read and understand documentation, ensure required insurance renewed in timely manner.	Annually	Treasurer & Canteen Manager
Links with the classroom	Ability and willingness to work with teachers to find out how the canteen can work to support teaching programs.	Liaise with teachers as required???	Principal & Canteen Manager
Ordering	Organisation skills, regular availability.	Daily, weekly, monthly	Canteen Manager
Pricing	Ability to estimate costs and expected demand for the food items.	Reviewed as costs increase	Canteen Manager , Treasurer, P&C President and Canteen Convener with approval from Convener
Profit/ Sustainability	Bookkeeping, attendance at committee meetings.	Each term	Canteen Manager & Treasurer
Promotion	Creativity, computer skills may be helpful.	Weekly or as required	Canteen Manager, Convenor & Canteen Committee
Receiving goods	Attention to detail, ability to check quality and quantity of goods received.	Daily, weekly	Canteen Manager
Stock take	Attention to detail.	Once per term	Canteen manager + two volunteers from Committee if required



Recruiting and orientation of volunteers	People skills, good communication skills and availability on orientation days.	Formal presentation and recruitment drive once per year. Informal recruitment is ongoing.	Canteen Manager, with P&C President responsible for ensuring adequate staff/volunteers in the Canteen to operate efficiently. Convenor and committee to assist with volunteer recruitment.
Wages, taxes and superannuation	Organisational skills and availability to pay wages regularly. Checking that we are update to date – refer to Fairwork website for more information		Treasurer & P&C Association President
Supervision of Year 6 students	Good Training routines, patience, discipline	Daily	Canteen Manager
Performance review of canteen	People skills, time to regularly spend time in the canteen to conduct review.	Annually	Canteen Convener, Canteen Treasurer & P&C President

Other canteen employees should be trained to meet the requirements of the Canteen Manager's role as and when required



Canteen Manager's Job Description

Management

- Responsible for implementing the canteen policy.
- Responsible for planning, organising, and monitoring the day to day operations of the canteen, including the rostering of voluntary workers and other employed staff, daily record-keeping (as deemed necessary by the canteen policy), opening the canteen, preparation for service and ensuring all volunteers & staff sign on and off.
- Required to ensure that the catering and staffing levels facilitate the demand for the canteen's products and services, alerting the canteen committee and P&C president when volunteer numbers are not sufficient to provide a competent service.
- Responsible for updating and implementing the policies and procedures of the canteen.
- Responsible for ordering, purchasing and checking all supplies against invoices and delivery dockets and then passing them on for payment to the treasurer.
- Responsible for ensuring that any cleaning required to the main function of the canteen is carried out daily (e.g. dusting off shelves and stock, wiping down benches, cleaning of all equipment and fixture) in accordance with the cleaning procedures.
- Required to have the knowledge in food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning.
- Required to ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices.
- Required to attend committee meetings, and circulate a written report to the canteen committee who will present it at the P&C meeting .
- Required to co-operate with the school Principal and/or the sponsoring body, in organising the ordering and accepting delivery of items for special events being conducted by the school. Co-operate on the use of the canteen for these functions.
- Responsible for the health, safety and welfare of others in the canteen.
- Responsible for security in the canteen such as money, keys, arming security alarms, 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.
- Responsible for logging maintenance issues and adhering to H & S policies and procedures.
- Ensure the canteen is vacated daily before the time negotiated with the school Principal and school cleaners.
- Ensure a pleasant working environment for the volunteers and be respectful to Students
- Responsible for monitoring changing costs and recommending adjustments in prices of menu items as required.

Food Preparation

- Required to use food preparation and cooking skills to minimize waste of produce.

Marketing and Promotion

- Required to ensure that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales and to increase the use of online ordering using an article in the weekly school newsletter



Finance

- Responsible for preparing the income and expense ledgers and the creditors accounts for payment
- Submitting P&L & Balance sheet to Canteen Committee each term
- Managing cash flow to ensure enough cash on hand for COD accounts and that excess funds are banked on a regular basis by the Treasurer or Canteen manager.
- The Canteen Manager shall aim to run the canteen on a financially sustainable basis, that is, without financial assistance from the Principal or P&C Association. This includes maintaining sufficient funds to maintain and replace canteen equipment as required.

- **Appendix to Canteen Manual 2017**
 - **Canteen Debit card Procedure**
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- The Canteen committee & P&C have approved that the Canteen manager be issued with a Debit card on the Canteen account held with CBA, to make payment for operational goods and services, required to operate the Canteen, where a trade account is not available (internet transactions e.g Norton Security) or when there is substantial discount for COD payment.
- COD suppliers must be approved by the Canteen Convenor and Canteen Treasurer prior to supply. All transactions with said Supplier must be reconciled on a weekly basis and specially presented to the auditor as COD payments for scrutiny.
- The canteen manager is responsible for documenting all transactions made with the card and the security of the card. Obtaining receipts or invoices and recording of these transactions in MYOB or current accounting package used for the production of the Canteen P&L and Balance sheet. The card should be used in place of petty cash and reconciled with the bank statement weekly.

On-line ordering

- Ensuring all Canteen Flexischools procedures are implemented to ensure all efficiencies are maximised for the best customer experience
- Responsible for updating on-line menu
- The Canteen Manager will manage and update the Flexischools on-line menu
- Liaise with Flexischools as required.
- Promote Flexischools as the preferred ordering method
- Use Flexischools as intended by Flexischools, ensuring all efficiencies that Flexischools offers to the Canteen and the custom
- Annually, update class initials on Flexischools and creation of a new "Kindy ID **in November** prior to Orientation day each year to allow Flexischools orders for uniforms. P&C Membership and canteen orders in the 1st weeks of term.
 - 1st weeks of each term
 - Students return under the previous year's class initials until enrolments and new classes are finalised.
 - The Principal will provide the Canteen manager with a list of new initials to be forwarded to Flexischools.
 - Instruct Flexischools to remove all Classes from file and list classes for that year.



Daily schedule for volunteers

1st shift 9am to 11 am

- Sandwiches and Rolls
 - 1st separate the orders into bread types and put those bread and rolls etc into the plastic containers in the sandwich area.
 - Use fresh bread & rolls 1st and any bread or rolls not required, break apart the rolls into individual pieces, bag them and put in freezer immediately.
 - Take any frozen bread and corn kernels for wrap that you will need out of the freezer now to defrost.
- Put all “extra items” Grainwaves, muffins & fruit etc in bags items in the bags and then start sandwiches & rolls doing them by filling order.
- **Make Gluten free choices 1st using clean board and knives that have not been used on normal bread. If in doubt, just let me know.**
- Makes Sandwiches/rolls and place bags in the fridge,
 - NB Vegemite is best spread on frozen bread and rolls; you can get it nice and thin, so start on that 1st.

Order for sandwich and rolls preparation:

(Doing all of one type of filling at a time is more efficient and avoids confusion or cross contamination),

Gluten free – Anaphylactic orders 1st

Then in order Vegemite Cheese Salad Chicken Ham
Tuna Burgers

Prepare rolls for beef burgers – make the bun, wrap in paper and bag, ready for the burger to be cooked and put in at 12. Sit these in a separate work basket, so they don't go out with finished orders. Until meat is added

Take Chicken, Ham & Tuna out of the fridge only when you start to make those lunches and put them back as soon as you are finished that type of lunch

- Make the Cheese melts for Recess & LUNCH orders, quantities as directed by the manager
- Make up Fruit salads
- Label drinks and put in completed order fridge in a Red basket.
- Baking as directed by the manager
- Label boxes for Pizza, Lasagne and pasta
- Tidy and wash up benches for Recess at 11 am.
 - Completed Recess orders place into Red baskets when finished
 - Completed Lunch orders in Lunch fridge

Orders waiting for hot food or sushi should only be placed in 2 locations



- Glass topped Freezer
- Hot Food & Sushi wire Baskets

2nd shift 11 am to 1pm Complete any orders left from morning session

- Finish anything not completed by the morning team
 - Tuesdays and Thursdays, Sushi arrives at 11am, place in lunch bags and into Red class baskets
- Cook beef patties for burgers at 11.45am serve at 12.15pm
- Take hot food out of oven at 12, add tomato sauce and bag & put in lunch bags
- Put completed lunch bags and bottled drinks into class baskets

At 12.30 – check all 3 locations are be empty (keeping playtime ice orders in Freezer for collection by the child at playtime)

- Anytime, clean benches after each task and clear the area you have been working at.
 - If there is time, we wipe down other kitchen surfaces, tiles, cupboard doors.
 - The blue J/clothes that hang by the window are microwave sterilised every morning, use these bench tops etc and use paper and mop for floor. (School Cleaners mop the floor every morning at 8 am , with food grade cleaning product but small spills should be cleaned up on the spot, with paper towel or mop)

11am & 1 pm Thank you, go home and relax or stay and see your children if you wish. Children are allowed in the Canteen but not past the 1st counter and no more than your child and one or two friends should come into the Canteen and then they should stay at the doorway/counter area, for safety.

Morning Start time is 9am, but feel free to come in before if you would like too, children are welcome too, they love sticking labels on lunch bags and are quite good at it.

And on Fridays, in term 1 & 4 we have to do all this by 11am! So we need all hands on board at 9am. If you think you are going to be late, give me a call as we will call in someone for an hour or so, we just can't get behind schedule on Fridays.

Things to do anytime you have time:

Clean anything you wish ☺ Wipe down cupboards, tops of fridges, Red baskets, baskets shelves, counters Make Coogee Bites Ice pops bake muffins/cookies/slice etc



Canteen Routine Monday to Friday



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Preparation day, baking for Monday/Tuesday/ Wednesday needs done and sauce cooking.	Average 120 Sushi orders arrive at 11am and need bagged and put into class baskets by 12.30pm. Bake extras	Banics and baking day, all the baking needs to be done for Thursday/Friday	Our busiest day for Lunches, 2 volunteers needed at 9am and 3 at 11am - average 160 sushi arrives at 11am, to be bagged and put into class baskets by 12.30pm	Our 2nd busiest day, lots of sandwich lunches to do in the morning and extras to bag in the afternoon, general tidy up day
8.30am - 9am Manager	Sign on to laptop, open Flexischools, orders will be sent to the kitchen. 1. Sandwiches/Burgers & Pasta/Pizza Separate Bottled drink labels to go onto bottles. Pasta, Pizza, Print Flexischools production reports after all labels are				
9am Manager (this is the MOST important part of the day, ensuring correct quantities of food are prepared)	Calculate quantities from Production sheets, using Sushi & Pizza spreadsheets. Finalise other quantities adding options together and any counter orders, to ensure all orders are supplied.	Calculate Sushi orders (adding Lunch deals to single orders to get numbers).	Calculate quantities from Production sheets, using Sushi & Pizza spreadsheets. Finalise other quantities adding options together and any counter orders, to ensure all orders are supplied.	Calculate Sushi orders (adding Lunch deals to single orders to get numbers).	Calculate quantities from Production sheets, using Sushi & Pizza spreadsheets. Finalise other quantities adding options together and any counter orders, to ensure all orders are supplied.
9am	Bag Sandwich/Burgers extra 1st, this lets us move the trolleys to front for year 6 servers at 11am. Fruit should go in greaseproof bags, no other packaging required	Bag Sandwich/Burgers extra 1st, this lets us move the trolleys to front for year 6 servers at 11am. Fruit should go in greaseproof bags, no other packaging required	Bag Sandwich/Burgers extra 1st, this lets us move the trolleys to front for year 6 servers at 11am. Fruit should go in greaseproof bags, no other packaging required	Bag Sandwich/Burgers extra 1st, this lets us move the trolleys to front for year 6 servers at 11am. Fruit should go in greaseproof bags, no other packaging required	Bag Sandwich/Burgers extra 1st, this lets us move the trolleys to front for year 6 servers at 11am. Fruit should go in greaseproof bags, no other packaging required
by 9.30am	Put Lasagne in oven		Put Lasagne in oven		Put Lasagne in oven
9am - 11 am	Make sandwiches & rolls, buns for burgers. Put in Fridge, place burgers in door shelves, ready for patties to be put in. Highlight anything you cannot do with highlighter pen and advise manager	Make sandwiches & rolls, buns for burgers. Put in Fridge, place burgers in door shelves, ready for patties to be put in. Highlight anything you cannot do with highlighter pen and advise manager	Make sandwiches & rolls, buns for burgers. Put in Fridge, place burgers in door shelves, ready for patties to be put in. Highlight anything you cannot do with highlighter pen and advise manager	Make sandwiches & rolls, buns for burgers. Put in Fridge, place burgers in door shelves, ready for patties to be put in. Highlight anything you cannot do with highlighter pen and advise manager	Make sandwiches & rolls, buns for burgers. Put in Fridge, place burgers in door shelves, ready for patties to be put in. Highlight anything you cannot do with highlighter pen and advise manager
10am - 11am	Make up fruit salads, place in sandwich fridge	Make up fruit salads, place in sandwich fridge	Make up fruit salads, place in sandwich fridge	Make up fruit salads, place in sandwich fridge	Make up fruit salads, place in sandwich fridge
10:00 AM	Put Pies, Sausage Rolls and pasties in Warmer Put Lasagne in oven	Put Pies, Sausage Rolls and pasties in Warmer Put Lasagne in oven	Put Pies, Sausage Rolls and pasties in Warmer Put Lasagne in oven	Put Pies, Sausage Rolls and pasties in Warmer Put Lasagne in oven	Put Pies, Sausage Rolls and pasties in Warmer Put Lasagne in oven
10.30 am	Prepare Cheese Grills for Recess and Lunch orders bag Recess orders and put in Class baskets if complete and separate if awaiting Cheese Melts Cook Pasta sauce add extras to hot option bags (pies, melts etc) Cut up fruit for freezing & fresh	Prepare Cheese Grills for Recess and Lunch orders bag Recess orders and put in Class baskets if complete and separate if awaiting Cheese Melts Put extras into Sushi bags add extras to hot option bags (pies, melts etc) Cut up fruit for freezing & fresh	Prepare Cheese Grills for Recess and Lunch orders bag Recess orders and put in Class baskets if complete and separate if awaiting Cheese Melts Cook Pasta sauce add extras to hot option bags (pies, melts etc) Cut up fruit for freezing & fresh	Prepare Cheese Grills for Recess and Lunch orders bag Recess orders and put in Class baskets if complete and separate if awaiting Cheese Melts add extras to hot option bags (pies, melts etc) Cut up fruit for freezing & fresh	Prepare Cheese Grills for Recess and Lunch orders bag Recess orders and put in Class baskets if complete and separate if awaiting Cheese Melts add extras to hot option bags (pies, melts etc) Cut up fruit for freezing & fresh
anytime & as needed	unpack ice pops	unpack ice pops	unpack ice pops	unpack ice pops	unpack ice pops
anytime	make new ice pops	make new ice pops	make new ice pops	make new ice pops	make new ice pops
10.50 am	Finish Cheese melts for recess Supervise Year 6 student counter servers at Recess 11am	Supervise Year 6 student counter servers at Recess 11am	Supervise Year 6 student counter servers at Recess 11am	Supervise Year 6 student counter servers at Recess 11am	Supervise Year 6 student counter servers at Recess 11am
11:00 AM	Prepare Pizza's and get in oven, Take lasagne out of oven and keep warm in small oven	Sushi arrives to be put in lunch bags. Check delivery and start, put in fridge in warmer months, baskets in cooler months	Prepare Pizza's and get in oven, Take lasagne out of oven and keep warm in small oven	Sushi arrives to be put in lunch bags. Check delivery and start, put in fridge in warmer months, baskets in cooler months	Prepare Pizza's and get in oven, Take lasagne out of oven and keep warm in small oven
11.45 am	Put Pies, Sausage Rolls and pasties into lunch bags and class baskets	Put Pies, Sausage Rolls and pasties into lunch bags and class baskets	Put Pies, Sausage Rolls and pasties into lunch bags and class baskets	Put Pies, Sausage Rolls and pasties into lunch bags and class baskets	Put Pies, Sausage Rolls and pasties into lunch bags and class baskets
12 noon	Cook Burger patties and put into buns prepped in the morning	Cook Burger patties and put into buns prepped in the morning	Cook Burger patties and put into buns prepped in the morning	Cook Burger patties and put into buns prepped in the morning	Cook Burger patties and put into buns prepped in the morning
in Milo for chiller if required, do not mix old with new, sterilise before each use					
(taken off menu 2013)	Pour Milo's and make smoothies	Pour Milo's and make smoothies	Pour Milo's and make smoothies	Pour Milo's and make smoothies	Pour Milo's and make smoothies
12 noon	Finalise all lunches and move to class baskets for collection	Finalise all lunches and move to class baskets for collection	Finalise all lunches and move to class baskets for collection	Finalise all lunches and move to class baskets for collection	Finalise all lunches and move to class baskets for collection



Appendix 1

Summary and Extracts from the School Manual on Financial Management

Part 9 Canteens

Introduction and Summary

The aims of a school canteen include functioning as an efficient business enterprise by offering regular, consistent and quality service to the school community and recognising that a healthy canteen can operate profitably for the benefit of the school, but its value as a source of profit is secondary to its value as an educational resource.

The approval of the Assistant Director-General, Region is required before a canteen may be established on school property or before the method of operation may be varied. (9.224) there are three methods of operation:

- (a) By lease to a private contractor.
- (b) By a subcommittee of a parents organisation, with the principal as an ex-officio member,
- (c) As a school-operated canteen.

The following summarises the financial objectives and arrangements for school operated canteens and those operated by parents' organisations. Pricing decisions are to be taken realistically in the light of all circumstances so that these objectives may be met as fully as practicable:

- (a) The income should be sufficient to
 - (i) Meet the full costs caused by the existence and operation of the canteen, including provisions for depreciation and long service leave.
 - (ii) Provide an appropriate contribution to the school for educational purposes equivalent to:
 - net profit less any required increase in working capital; the costs of any services met by the school and, wherever practicable,
 - The costs of building repairs and maintenance.
- (b) Canteens operated by parents' organisations meet these objectives by making contributions or by the purchase of equipment, materials or services to enhance the school's budgeted programs.

The remaining policies and procedures apply to school operated canteens. However, it is considered that there would be overall advantages if similar procedures were adopted for canteens operated by parents' organisations; and that action is recommended, although it is a matter for parents' organisations to decide (18.242). Workers' compensation and Voluntary Workers' Insurance are required. (9.311)

DELETED FROM CANTEEN manual - The cash takings each day are to be counted by two people, wherever practicable and entered in a Daily Sales Book.



- **No longer required due to Flexischools as minimal cash flow.**

A bank account titled "Canteen Operating Account is to be opened for all the operating receipts and payments. Funds equalling the provision for depreciation (at a minimum of 15%) and long service leave are to be invested in authorised investments, as defined in 30.0502. Transactions concerning these investments are to be recorded in a Canteen Reserve Account section of the cashbook.

Prices are to be adequate to provide an appropriate net profit after meeting the full cost of the canteen's operation, i.e., the purchase cost of items sold, the selling and administrative costs, and the contribution paid to the school for costs not met by the canteen.

A stock take is to be performed at least once a term and the stock on hand valued at replacement cost for the preparation of the Trading Statement each term. The average expected mark-up is to be calculated for a fortnight's transactions at the end of term 1 at least, and this figure used to monitor the realised mark-up as calculated on the Trading Statement prepared for each term's trading.

The following financial statements are to be prepared at the end of each year:

- (a) A Trading and Profit and Loss Statement to show the net profit or loss on the canteen's operation for the year.
- (b) A Balance Sheet to show the canteen's financial position as at the end of the year, e.g., assets, liabilities, etc.

Certain memorandum records are to be maintained because of the absence of the full set of accounts normally maintained for activities of a trading nature.

Monitoring the financial position of a canteen involves:

- (a) planning the gross profit needed to meet the appropriate level of costs and the contribution to the school;
- (b) analysing the trading results to meet the appropriate level costs and the contribution to the school;
- (c) analysing the trading results each term, especially by comparison with the average expected mark-up as shown on the mark-up schedule prepared at least at the end of Term 1;
- (d) analysing the financial statements and taking appropriate management action, where necessary, if the financial results or trends are adverse;
- (e) ensuring that prices are kept in line with costs in times of inflation; and
- (f) Ensuring that sound financial management procedures are practiced throughout the year for the purchasing, receipt and issue of stock and for the receipt and banking of money.



Appendix 2

Financials & XERO

Canteen Manager

Daily as required, check delivery of goods on Supplier invoices

Fortnightly

Prepare Wages and Accounts payable in Xero and give to the Canteen Treasurer for payment.

Bank reconciliation should be done in within one week of Treasurer paying accounts.

Print Bank statement from CBA, Netbank, reconcile Bank account, check Netbank balance agrees with Xero, the bank statement must always BALANCE to the Xero before going to next reconciliation.

Flexischools: on-line ordering

Flexischools email a statement and invoice weekly and funds are automatically transferred to the canteen bank account. Input cash received a, recognising fees occurred.

New suppliers

Ensure TAX CODE Free or not reportable, check the supplier ABN and record it in Xero.

P&L and Balance sheet

The P&L & Balance sheet should be generated from XERO and forwarded to Canteen Committee after each end of term stock take a minimum of once each term with the canteen manager report. These should then be forward to the P&C to be tabled at the scheduled P&C General meeting. The canteen convenor and treasurer to ensure all P&C

Basic checkpoints on the balance sheet to ensure accounts are correct and accurate.

XERO bank account \$ should always equal the Bank statement total

Funds in Investment Account should equal that reported by the P&C Treasurer

Un-deposited Funds should be checked by the Treasurer or nominated P&C member each end of financial year.

Trade Debtors, Creditors and Inventory should always equal actual

Annually 30 June the Treasurer and Canteen manager should ensure:

- (a) All wages for previous financial year are processed and last wages for financial year are paid.
- (b) Issue Group certificates for all employees within 14 days of 30 June.
- (b) Close Payroll year in XERO - so future wages will go to the new financial year group certificates
- (c) Update Superannuation rates in XERO (check ATO website for current rates)
- (d) Load new tax tables to XERO
- (e) Check Award for any increases
- (f) Confirm New wage rates (award as at 2014 is MA000003 <http://www.fairwork.gov.au/>) and input into XERO prior to any wages being processed.

Annually by 31st May the Treasurer and Canteen Manager should ensure that the canteen has renewed the WorkCover IGST



Appendix 3

P&C GST



Quick Member Info

GST

Does every P&C Association have to be registered for the GST?

No. Only P&C Associations with an annual turnover of \$150,000 or more must register for GST.

How do we work out our annual turnover for GST?

- Examine the income for the past 12 months, before any expenditure has been deducted
- Calculate projected annual turnover by estimating the likely income for the year ahead
- DO NOT include income from the "input-taxed" canteen or other fundraising activities
- DO NOT include donations
- DO NOT include voluntary contributions
- DO NOT include total income from activities for which you receive a commission, eg, art shows, expos
- Include income from all other sources such as membership fees, and any government operational grants for Out Of School Hours centres (OOSH) or other
- Review your projections regularly

Do P&C Association Canteens need to charge GST?

No. A P&C Association canteen can choose to treat all sales of food through the tuck shop as input taxed.

This means that the organisation does not charge GST on its sales, and does not claim GST credits for its purchases. As input taxed sales are not included when calculating the GST turnover for GST registration purposes, choosing to treat all sales of food as input taxed may mean that the organisation does not have to register for GST.

To take advantage of this provision the parent organisation should record in the minutes of their meeting that it intends to "input tax" supplies made through the canteen.

Would you like more information on GST and your P&C Association's tax obligations?

The Australian Government provides a wealth of important information on the Australian Taxation Office's website, click [here](#) for access.

If you require further information or clarification contact P&C Federation's Member Services Team
mail@pandc.org.au or 1300 885 982



Appendix 5

Canteen Web page

Should be kept up to date by the Canteen Manager, e-mailing new copy to the P&C Association as required
Copy as at 30/1/14

Our Coogee Bites Canteen is operated by your P&C with the aim of providing high quality, healthy snacks and lunch-time meals to students and staff at reasonable cost. Where possible, we endeavour to source organic and free range produce. We aim to minimise waste and to work with the School's 'Waste Free Wednesdays', recycling and composting programs, using compostable or recycle friendly disposable products and not using disposable products unnecessarily. We hand-make and prepare a range of snack and lunchtime menu items in the canteen each day and we follow the guidelines set out in the Fresh Taste @ School NSW Healthy School Canteen Strategy www.schoolcanteens.org.au, often exceeding their requirements, as we avoid colourings and preservatives where possible. As a P&C activity, the canteen belongs to the parent body and – we are always looking to improve and reflect the wishes and needs of parents - your feedback is welcome – please email coogeecanteen@hotmail.com

How to order lunch or recess from our Canteen

Our Canteen uses Online ordering www.flexischools.com.au

Flexischools is a great online system to make the ordering of lunches easier and more convenient.

- *Order at a time convenient to you, in the morning, night before, or weeks in advance!*
- *No searching for cash required, it's already paid online!*
- *Order from home or work*

It's so easy!

- *Go to www.flexischools.com.au*
- *Click "Register Now" to create account*
- *Registration is easy and free!*
- *Top-up your balance*
- *Start ordering immediately*



Payment Options available from Flexischools

There are a variety of payment options supported, including Visa, MasterCard (credit and debit), and Bank Transer. The system operates via a pre-paid account.

The advantage for you



As parents the most important advantage of using online ordering are:

You know that the Canteen receives the order.

- *There is no lost orders or money and young children are not required to handle cash*
- *You can detail EXACTLY what your child likes, even thick or thin vegemite!*
- *Flexischools is open until 8.45 am each morning, you can order a week in advance or use recurring orders.*
- *All paper lunch bag, order labels, cups and disposables are included in the cost.*
- *Orders can be cancelled in the event your child is unable to attend school on Flexischools till 8.45 on-line and till 9.30 am by contacting the canteen by phone.*

If you do not have internet access, orders can be dropped off at the canteen each morning by 8.45 am. The counter cut off for Sushi orders is 1pm the day prior.

Please write your child's Name, Class and Order on the Bag, Cup and Pizza boxes as required. Please do not use supermarket or other bags as they are often unsuitable and just not large enough. Pizza & Pasta orders must be written on the disposables boxes and drinks orders written on our cups.

All orders must be handed to the Canteen manager, with exact payment. If you do not have the correct money for payment we will endeavour to accommodate, but since we are a predominately Flexischools canteen, this is not always possible.

Price List and Canteen information

<http://www.coogeepublicpandc.org.au/index.php/committees>

Please note that credit will not be given, but children who forget their lunch, report this to the Duty teacher who authorises them to come to the canteen for a sandwich. They are given a vegemite sandwich \$1.50 or a cheese sandwich \$2 and requested to bring payment to the canteen the next school day.

Volunteers Needed! (Our Canteen Crew)

The Canteen relies on 50 + parent and community volunteers who are organised and trained by our canteen manager in the preparation of school lunches.

This is why we can provide lunches at current costs and to keep the canteen as a P&C run sustainable business. We do not aim to profit excessively, but to cover costs and maintain a high standard of food quality. If you can volunteer your time, please contact Alison Kyling, Canteen Manager, by e-mail coogeecanteen@hotmail.com.

Typically, you will only be required to do one shift 9-11 am or 11-1 pm every 4 weeks but we also have weekly, fortnightly, once a term or once a year volunteers and you can assist at any time if you are able, the roster is never full, and a new volunteer may mean a new menu item can be introduced.



Appendix 6

Coogee Canteen Volunteers Guide



Thank you for volunteering in the Canteen, we have some guidelines we need you to observe when undertaking Canteen duty, listed below, please read before your canteen duty. Should you have any queries, or suggestions for improvement, please let me know.

**Thank you , Alison, Canteen Manager,
Coogee Public School P&C canteen.**

Code of Conduct for P&C Canteen Volunteers

The Department of Education Code of Conduct places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively and collaboratively. *Contractors, consultants and volunteers working with the Department of Education must be aware of this Code and act in line with the conduct described in it. While contractors, consultants and volunteers are not subject to disciplinary action, conduct that would be assessed as being a serious breach of the Code of Conduct may result in their contract being terminated.*

The P&C engages in the managing external consultants, contractors and volunteers in the Canteen and it is the responsibility of the P&C and Canteen manager to make them aware of the Department's expectations of conduct during the period of their engagement. It is the P&C and Canteen managers' responsibility to take the necessary action to address any concerns about their conduct.

The Department of Education does not allow students in Canteens.

In our Canteen due to our door/access, students are allowed in the Canteen building and then only to the counter to:

- Order recess or lunch
- If they are year 5 & 6 students allocated to work in the Canteen
- Two students from each class to collect and return the Class basket
- If they have a note from the Teacher that they need to be provided with food

Your child visiting the canteen on your duty time/day.

Year groups are allocated different playgrounds on different days. Students are only allowed to leave that playground area if they are buying from the Canteen. If students come to visit you, they should not come past the counter. A treat can be purchased and given to them if



you wish and then you should encourage them to return to their designated playground. Students should not be encouraged to stay with you for more than a few minutes before returning to the designated playground area. The Canteen door and window areas should be kept clear at all times and students should not loiter there. Canteen volunteers should not visit playgrounds. If you wish to visit the school after your canteen duty, you must sign the “visitors log” in the office and make the office staff aware of your presence and reason for visit.

Working with Children Check

As a P&C operated canteen, we are required to ensure all our volunteers have a current Working with children check number.

Do you have a Working with Children Check Number?

If you do if you could email it to coogeecanteen@hotmail.com with your Full name as it is stated on the WWCC and your date of birth.

If you do not have a WWCCC number as yet, please complete the application on this link (as a volunteer - there is no charge, it is free) : then take the application confirmation (with the application number) to a Service NSW office, with 100 point identification. (Passport, drivers licence and credit card or similar)

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Service NSW will then verify your identity and process your application to the kids guardian office.

The Kids guardian office will then complete the process and issue you a working with children number beginning WWCC (by email), which you then email to

coogeecanteen@hotmail.com with your Date of Birth and name as stated on your check.

Volunteering in the Canteen

Firstly, when you arrive:

1. Sign the attendance register **located in the Canteen,**
 - a. This is a School requirement (the canteen equivalent of the school visitor pass) and also for WH&S, while you are in school working in the Canteen you are the Canteen manager’s responsibility and must stay in the canteen or leave the school. If you are visiting the school, you must sign the school visitor register near the school office and make them aware of your presence and reason for your visit
2. Please wash hands thoroughly (palms and back) using hot water and soap. For more than 20 seconds washing 20 seconds drying)



- a. If you have cuts, are wearing band aids or have any skin conditions and are preparing sandwiches & fruit salads, please use the Food service latex gloves that are kept beside the sign on sheets and shelves above the stainless steel workbench.
3. Sink Etiquette,
 - a. Use the small round sink for washing hands
 - b. Wash food in other 2 sinks
 - c. Do not stack dishes or utensils in any sink, rinse and stack utensils etc on the draining board ready to go in the dishwashers.
 - d. Keep all sinks clear at all times.
 - e. In the morning take chopping boards and knives from the drying racks, this helps clear them.
4. Wear one of our aprons if preparing food/sandwiches and pizza, or bring your own apron.
5. Long hair should be tied back; ties are available if you don't have any.
6. During your time in the kitchen, please wash hands often:
 - a. after handling each meat product
 - b. when you finish one task and start another
 - c. Gloves are available, but same rules apply, change after handling each separate meat or changing tasks.
 - d. As a general rule, the canteen manager will handle raw foods such as burgers, but if you are required to do this task, always wash hands before and after handling raw meats (burger), wear disposable gloves and dispose of these and wash your hands before handling cooked foods and other foods
7. When opening new packets of ham, chicken and tuna, write the date opened on the packet or **use the duct tape** in the canteen to "label" the date on the container and store in a clean Green lid container.
 - a. Always use new containers, don't re-use. NEVER mix old stock with new, always rotate and use new clean containers
 - b. Take ham, chicken & tuna out only when you are going to use it and put it back in fridge as soon as possible.
8. Please use separate boards for each meat and one for bread & salads.
 - a. All items used in the Canteen including the chopping boards and all knives should be put in the dishwasher after being used, or rinsed and stacked ready for the dishwasher, not hand washed (except muffin trays which need to be hand washed)
9. Empty dishwashers, stacking clean on the shelf above and reload anytime it needs done



Health & Safety & Emergency procedures

Alert the Canteen manager of any incident and she will assist in treating immediately.

Minor burns and cuts should be treated in the Canteen; the 1st aid box is on the wall to the right of the dishwashers.

The School Office has 3 staff who are 1st Aid trained and can give assistance if required. If you or the canteen manager needs assistance:

- a) Go to the school admin office and request their assistance.
- b) If unable to walk to the office and assistance is needed in the canteen, use land line phone to **call 100** and ask for assistance in the canteen, giving a short but precise description of the situation. i.e. The canteen manager has slipped and cannot move, we are alone, can you come to the canteen to assist or ask them to call an ambulance if the incident is serious. If the incident will impact lunch services, request that they alert the Principal.

Burns

Can it be put under water? Use the hand washing basin and run under water for 20 minutes. This is a proven method to stop blisters and scarring, use a timer to make sure you do this for 20 minutes. If unable to place under water, get BURN AID 1st aid cream from the 1st aid box and apply liberally, not rubbing and continue to apply until pain is gone.

Cuts

Treat, clean and cover with band aid, wear gloves if you can finish your shift. In case of serious cuts, immobilise the affected area, ie holding your arm up to stop blood flow from a finger, stay still and assess whether you need assistance from the 1st aid staff or need to go home.

Emergency drills

The school conducts emergency drills, such as fire and lock down drills on a regular basis, follow instructions from the canteen manager, a copy of the canteen evacuation plan is on display on the fridge beside the sign on sheets.

Thank you for observing our guidelines, if you have other suggestions, please let me know, we all work together to make our canteen work and you input is valued.



Daily schedule

The following daily schedule, will give you a rough guide to the day.

1st shift 9am to 11 am

- Make up Slinky Apples, Fruit Kebabs and Fruit salads
- Complete Recess orders
- Lunch Sandwiches and Rolls
 - 1st separate the orders into bread types and put those bread and rolls etc into the plastic containers in the sandwich area.
 - Use fresh bread & rolls 1st and any bread or rolls not required, break apart the rolls into individual pieces, bag them and put in freezer immediately.
 - Take any frozen bread that you will need out of the freezer now to defrost.
- Put all “extra items” Grainwaves, muffins & fruit etc in bags items in the bags and then start sandwiches & rolls doing them by filling order.
- **Make orders with Anaphylaxis warning & Gluten free choices 1st**
- **using clean board and knives that have not been used on normal bread.**
 - **If in doubt, just let me know.**
- Makes Sandwiches/rolls and place bags in the fridge,
 - NB Vegemite is best spread on frozen bread and rolls; you can get it nice and thin, so start on that 1st.

Order for sandwich and rolls preparation:

(Doing all of one type of filling at a time, is more efficient and avoids confusion or cross contamination),

1. **Anaphylaxis orders**
2. **Gluten Free,**
3. **Vegemite**
4. **CheeseSalad/Burgers** Prepare rolls for beef burgers – make the bun, sit in Burger box and place back in the bag ready for the burger to be cooked and put in at 12.15pm. Keep these separate from completed orders
5. **Chicken**
6. **Ham**
7. **Tuna**

Take Chicken, Ham & Tuna out of the fridge only when you start to make those lunches and put them back as soon as you are finished that type of lunch

- Make the Cheese grills for Recess & LUNCH orders, quantities as directed by the manager
- Label drinks and put in fridge on a separate shelf.
- Baking as directed by the manager



- Label boxes for Pizza, Lasagne and pasta
- Tidy and wash up benches for Recess at 11 am.
 - Place completed Recess orders place into Red class baskets
 - Completed Lunch orders in a basket
 - Keep uncompleted orders in a separate basket

Orders waiting for hot food or sushi should only be placed in 2 locations

- Glass topped display Freezer
 - Baskets – for Hot Food & Sushi wire Baskets
- NOTE – Corn cob orders, place LID in with pie orders and make sure you take cooked corn out of microwave and serve

2nd shift 11.30 am to 1pm Complete any orders left from morning session

- Finish anything not completed by the morning team
 - Tuesdays and Thursdays, Sushi arrives, place in lunch bags and into Red class baskets
- Take hot food out of oven at 12, bag & put in lunch bags
- Put competed lunch bags and bottled drinks into class baskets

At 12.25 – check all orders are done

Check DISPLAY FREEZER. ALL BASKETS. DRINKS FRIDGE. MICROWAVE

- Anytime,
- clean benches after each task and clear the area you have been working at.
 - If there is time, wipe down other kitchen surfaces, tiles, cupboard doors.
 - Use paper towel on bench tops etc mop for floor. (School Cleaners mop the floor every morning at 8 am , with food grade cleaning product but small spills should be cleaned up on the spot, with paper towel or mop)

Morning Start time is 9am, but feel free to come in before if you would like too or after, just let the canteen manager know if you are arriving after 9am, some volunteers like to start at 9.30am, so they can park in Byron street. Just let me know when you will arrive.

And on Fridays, in term 1 & 4 we have to do all this by 11am! So we need all hands on board at 9am. If you think you are going to be late, give me a call as we will call in someone for an hour or so, we just can't get behind schedule on Fridays and in Term 2 on Fridays, we need volunteers from 11.45am to 1pm to help serve the hot food.

Things to do anytime you have time:

Clean anything you wish 😊

Wipe down cupboards, tops of fridges, Red baskets, baskets shelves, counters



Make Coogee Bites Ice pops
canteen manager

Bake muffins/cookies/slice etc as directed by the



Appendix 7

Working with Children Checks

Coogee Public school P&C Association is registered as an employer in child related services

User name is : coogeepsandc

Password : (refer to Canteen manager for verifications)

Canteen Employees

Effective 2013 all new employees must provide their WWC number prior to commencing work and a register should be kept stating Employee name WWC number Expiry date, on expiry of the check the employee must renew the WWC and the P&C is required to record the new expiry date.

Coogee Public School P&C Association			
<i>Canteen Working with Children register</i>			
Employee Name	WWC number	Expiry	Checked date
Alison Kyling	WWC0163824E	9/11/2023	10/11/2018
Janine Turney	WWC0412656E	23/11/2022	24/11/2017
Abigail Langley	WWC1251692E	13/4/2024	14/4/2019

The Canteen manager and Canteen Convenor should ensure all checks are current.

Working with Children Check for P&C operated Canteen Volunteers

Contractors, casual staff and volunteers working in any P&C operated canteen are required to provide the Canteen manager with a current Working with Children number, Full name and date of birth.

The Canteen manager will verify the details provided on-line and keep a register of expiry dates on file

If a volunteer does not have a current WWC number, applications can be made on-line:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> then the volunteer takes the application confirmation (with the application number) to a Service NSW office, with 100 point identification. (Passport and credit card or similar) Service NSW will then verify their identity and process the application to the kid's guardian office.

The Kids guardian office will then complete the process and issue a working with children number beginning WWC (by email), which is then provided to the Canteen manager, with your DOB and Full name.



Appendix 8

Year 6 Student volunteers

All Year 6 Leadership student volunteers must return a signed School Permission slip and Students guide, before working in the canteen, The training and supervision of the students is a significantly important part of the canteen managers role that takes up 1 ½ hours per day.

Should Students break the Canteen rules, the canteen manager is to report all matters to the Principal who will take any action that is deemed necessary, including disciplining students and reporting to parents.

Sample Canteen form



Students Guide to serving in the Canteen at Recess and Lunch

Thank you for volunteering for canteen duties, the P&C operates the canteen and we really appreciate the time you give us, however we have a few basic guidelines that we ask you to follow:

- Sign-in when you arrive – your passport will not be signed if you have not signed in
- Please ask your parent or caregiver to advise the canteen if you are off sick on your day of duty or if you are going on holidays in term time
- Wash and dry your hands when you arrive for duty, this should take 3 minutes (take care the water is very hot) and ask Alison to check your hands before serving
- Long hair should be tied back and your uniform should be clean and tidy
- Have a look around, do you know where everything that you will be selling is, memorise the prices, price lists are at each serving area, check them if you are unsure or ask Alison. Re-stock any items that are low.
- If you have a cold, let the Canteen manager know, so we can avoid you handling unwrapped food, there are other duties you can do.



- Check the price of each item you sell, take the payment and then work out the change, count the change back to yourself and your customers, the Canteen manager will run you through this with you.
 - Keep the cash that you are given in your hand, until you work out the change, it can get confusing and this helps, ask me if you are unsure, I can help.
- If the customer buys a few things and you are unsure of total, jot down the sums (especially useful when you just start) or ask the manager for help, it does get easier with practice.
- Deal with one Customer at a time, don't rush, don't worry about the queues, slow and steady is best.
- **No giving freebies to other students (or yourselves 😊),** if anyone bothers you with requests, tell me and I will just stand with you when I see these students to stop them bothering you, anyone caught doing this inside or outside of the canteen will be reported to school.
- Any misbehaviour will also be reported to school
- You are allowed to buy for your-self 5 minutes before Recess and Lunch and also after the other students have been served and you may eat your own recess AFTER the 1st rush of customers have been served, taking turns to serve, do not eat and serve
- When buying your items payment must to the Canteen manager, who will also give you any change required.
- Do not play with the money in the cash tray.
- Put \$ notes in container , notes do not go in the cash tray
- If a student has a \$20, \$50 or \$100 note, alert the manager immediately and ask their Name and Class, they are allowed to buy one item and the manager parent will be contacted in regards to the change if the manager feels that is required.
- If you need to leave the canteen during your duty, you must ask the manager.



- Only Year 6 students who are on the canteen roster and have returned signed permission slips to school and Canteen are allowed to serve students and handle cash.
- If a teacher would like you to stay in class, advise them that you have canteen duty and they will allow you to leave or get the canteen a fill-in for you.

Recess

Canteen opens at 1st bell report to the canteen when class is dismissed and open windows immediately. Always open Flexischools/Kindy/year 1 window 1st. serve students and when the queues reduce, take turns to eat your own recess , 2 students serving, 2 eating (do not eat while serving, when eating stand behind the counter divider.

Other duties will be allocated to you especially at recess, sushi sorting, stocking of shelves etc.

Lunch

Canteen opens at 2nd Bell – you should report to canteen at 1st bell and ensure all is set-up for you to start work, cash tray and guillotine for cutting ice Juicies in place, with a tray underneath and a container for rubbish ice etc.

Please sign STUDENT.....

Parent /Guardian.....

If you have any questions, please ask, I am here to help you and again thank-you. I hope you enjoy your canteen days. We have lots of rules, but canteen duty is fun!

Regards Alison Canteen Manager



Sample School Note – issued by School on School Letterhead

Year 6 Leadership Responsibilities – Canteen

Dear Parents and Carers of Year 6,

As part of the Year Six Leadership program, your child was selected for a role that requires them to work in the canteen at both recess and lunch for one day each week.

Students serve at the counter of the canteen and handle small amounts of money. They also re-stock shelves, take out the re-cycling and compost to the bins and are involved in many of the aspects of working in a food store, including sampling of new foods which may be introduced to the canteen. There is no food preparation or handling of hot food involved. At times they may be given the opportunity to consume very small amounts of food that cannot be sold (broken cookies, unsold cheese melts).

Because the students are working in a food service area that is subject to strict OHS procedures and regular health inspections it is important that parents are aware and have agreed to their child working in this environment. Would you please complete the form below and return it to your child's teacher at your earliest convenience. If you have any questions, please don't hesitate to contact me. If you do NOT wish your child to eat foods, please indicate below.

Sincerely

Carla De Angelis

Assistant Principal

Paul Wood

Principal

Year 6 Leadership Responsibilities – Canteen

I understand that my child, _____ of class _____ is responsible for working in the canteen during recess and lunch one day each week. There is no food preparation or handling of hot food involved. I understand that they may occasionally be given food items.

☐

I agree to my child performing this task.

☐

I agree to my child occasionally consuming food from the canteen

_____ (parent signature)

_____ (parent name)



Appendix 9

Information for Teachers

Class Baskets

Orders are delivered to the students using a red basket marked with the Class name.

Recess orders should be collected and the basket returned immediately so lunch orders can be started.

Two Students should be given the responsibility for collecting the basket and returning it to the canteen as soon as orders have been distributed.

Baskets should go back to the class or supervised playground area and lunches distributed by these students (with teacher assistance in stage 1.

Any lunches that have been out in the wrong class basket in error should be sent back to the canteen immediately as those students will be looking for their food.

Food ordered for students who are not at school or is left in the basket and not collected should be returned to the canteen asap, as students could be looking for their orders at the Canteen.

Students without food/Teachers and the canteen

If a child has no recess or lunch our P&C operated canteen will provide a basic sandwich or snack. Usual options are Muffins or fruit for recess and vegemite or cheese sandwiches for lunch, other items may be provided at the discretion of the canteen manager.

Students without food must go to the canteen in eating time, 12.30pm to 1pm with a note from the teacher to confirm that the bag has been checked and food is required (see note below), students who come to the canteen after 1pm will not be given food, but will be directed to speak to their teacher after class returns and we ask the teacher to ascertain if food is needed. If food is needed the canteen will always supply.



Teachers note to the canteen

Identifying the student can be difficult in stage 1 & 2, they are shy and often upset that they have no food in stage 1 & 2 if teachers can complete the note below, this is a great help to the canteen as it's often difficult to work out what the student is saying.

Childs name _____

Childs Class _____ Date _____

Has no **Recess** or **Lunch** (please indicate) please provide from the canteen.

Teachers name _____

Tear here -----

When food is provided, the Canteen will give the student a note requesting payment and the debt is recorded, when paid, it's crossed of the list as paid.



Sample Note

Childs name _____ Amount owing _____

Childs Class _____ Date _____

Your child had no Recess or Lunch today and food was provided by the canteen.

Could you please return this note along with payment for the lunch or pay on Flexischools On-line ordering – in Lunch menu IOU Money owed to canteen

thank you.

Alison

Canteen manager coogeecanteen@hotmail.com

Canteen serving windows and veranda

The Canteen windows at Recess and Lunch are manned by year 6 students. The windows will not open until they arrive for duty. They have been asked to inform teachers if they have been held back in class that they have canteen duty and we ask that this be considered before holding them back from their duties as they are very much needed.

At Recess the windows are opened at start of recess

At Lunch the windows are opened at 2nd bell

Only students who are buying something should be on the veranda and they should leave the area as soon as they have been served.

Teachers can assist by keeping an eye on the windows and moving on any loiterers



Appendix 10

Guidelines for use of Canteen area and equipment by Teachers, non-Canteen staff, P&C Care Centre etc.

- Keys should be collected by the latest 2pm the day before they are required and returned by 8.30 am the next working day.
- Students/children are not allowed in the canteen unsupervised at any time
- The canteen door should not be left open without an adult being in the canteen.
- The storeroom door should be kept closed when not in use as canteen stock is kept there.
- Pots, pans, utensil, equipment and trays in the canteen are the property of the Canteen and while the Canteen is willing to share, they should not be removed from the canteen if this can be avoided.
 - If used it should be cleaned and left in the same condition that you find it.
 - If cooking dishes/muffins trays/trays/tea towels/floor brushes etc. are BORROWED, they must be returned to the canteen before 8.30 am the following work day. If it's a late night at an event, you are welcome to come in the next working day and wash up then.
- The food/milk, dry stocks, baking ingredients and packaging, cups, bags and boxes in the Canteen should not be used.
- Any Milo in the Milo chiller should not be used.
- The Canteen Blenders and food processors should not be used at any time.
- If you use the microwave, please wipe down after
- Wet Blue J-cloths/cleaning clothes and tea towels should be hung on the Window bars to dry overnight
- If the mop has been used to clean a spill, it needs to be rinsed with clean water afterwards and the bucket emptied in the gutter outside the canteen.
- Please don't use the bin if there is no garbage liner in the bin. If you use the bin, please empty it before you leave.
 - (the cleaners supply these and there is no stock in the Canteen)
- Empty the bin each day you are in the canteen.

Stock provided by the canteen

- A count of stock will done for arranged items, if any additional stock is taken, make a note of the quantities
- Count what you return and leave the information for the manager (or count the next working day) and the sales will be charged to your event

The Oven and Hot food warmer

- The oven only be used for food cooking (and not craft projects as chemicals etc. that could contaminate the food or catch fire)
- Containers/trays should not be rested on the open oven door, this will damage the hinges.
- The oven only be used by trained staff NEVER by students/children
- Students/children should be kept out of the oven area when the oven is in use.
- That the oven not be left on unattended at any length of time, other than cooking time.



- Where paper is used in the oven - cupcakes etc., the kitchen should not be left unattended at any point.
- Do not meddle with the temperature Knobs, if you are unclear, ask someone for help, they are illogical (i.e. the reverse of what you expect, so please ask if unsure)
- Always leave 10 cm space between any food cooking on the top shelf and the Grill Elements – food should not touch the elements at any time.

Cleaning

- Please clean up thoroughly after using the Canteen, its and old building and ants can invade overnight.
- You may use the canteen materials to clean up, but please don't remove them from the canteen.
- The Canteen purchases all of its own cleaning materials, including hand towels so, please be considerate, if you use the last of something, leave a message for the Manager
- Make sure all food is cleaned out of the sinks and plugs before you leave.

Canteen areas

- If you use the bench where the Milo cooler is, ensure its not unplugged or turned off by students as the milk goes off overnight
- If you use the Bench above the "Red baskets" makes sure each box is cleaned up, as the ants love everything
- When sweeping up, make sure nothing gets swept under fridges and freezers
- Clean the bench's, before and after use

The Canteen Laptop and Printer & paper are not to be used without prior arrangement

Security and closing up

- Check that oven, lights and air conditioning are all turned off
- Check that all windows are shut securely (students often play with them, the locks are very old and birds love to come in open windows into the nice warm canteen)
- Put the alarm on before you leave.

Report any problems to the Canteen manager, Alison by e-mail coogeecanteen@hotmail.com or if urgent by phone coogeecanteen@hotmail.com



Appendix 11.1

Health & Safety & Emergency procedures

Employees

All NSW employers must have a workers compensation policy if they pay more than \$7500 in wages per annum, employ an apprentice or trainee, or are part of a group for premium purposes. The P&C is an employer and as such must adhere to all NSW WorkCover regulations, further information can be found on the WorkCover website

<http://www.workcover.nsw.gov.au/aboutus/workerscompensation/Pages/default.aspx>

All incidents involving any injury however minor should be emailed to the WorkCover insurer ASAP and the canteen convener, treasurer and president of the P&C copied on that correspondence

Only employees are covered by WorkCover insurance, volunteers are covered by school and P& Policies and incidents relation to volunteers should be communicated to both by using the prescribed DET form.

Volunteers

Alert the Canteen manager of any incident and she will assist in treating immediately
Minor burns and cuts should be treated in the Canteen; the 1st aid box is on the wall to the right of the dishwashers. Any serious incident involving volunteers should be documentation using the forms in the canteen and recorded with the School office and a copy sent to the Secretary of the P&C.

The School Office has 3 staff who are 1st Aid trained and can give assistance if required. If you or the canteen manager needs assistance:

- c) Go to the school admin office and request their assistance.
- d) If unable to walk to the office and assistance is needed in the canteen, use land line phone to **call 100** and ask for assistance in the canteen, giving a short but precise description of the situation. I.e. The canteen manager has slipped and cannot move, we are alone, can you come to the canteen to assist or call an ambulance. If the incident is serious and will impact lunch services, request that they alert the Principal.

1st Aid

Burns

Can it be put under water?

Use the hand washing basin and run under water for 20 minutes. This is a proven method to stop blisters and scarring, use a timer to make sure you do this for 20 minutes and then apply Burnaid cream from the 1st Aid cabinet liberally, take the cream home and continue to



use until healed. If unable to place under water, get BURN AID 1st aid cream from the 1st aid box and apply liberally, not rubbing and continue to apply until pain is gone.

Cuts

Treat, clean and cover with band aid, wear gloves if you can finish your shift. In case of serious cuts, immobilise the affected area, i.e. holding your arm up to stop blood flow from a finger, stay still and assess whether you need assistance from the 1st aid staff or need to go home.

Emergency drills

The school conducts emergency drills, such as fire and lock down drills on a regular basis, follow instructions from the canteen manager; a copy of the canteen evacuation plan is next to the sign on sheet, please familiarise yourself with the plan .

Thank you for observing our guidelines, if you have other suggestions, please let me know, we all work together to make our canteen work and your input is valued.



Appendix 11.2

Sample Canteen Attendance Record

Volunteers should be reminded to sign the Attendance record when they arrive.

Health and Safety & Insurance regulations require all volunteer of the canteen to sign in on arrival and sign out when leaving.

All canteen workers and staff must ensure the health and safety of themselves and others.

THANK YOU FOR YOUR CO OPERATION AND HELP TODAY.

Date	Day of the Week	Name	Time in	Time out	Signature



Appendix 11.3

Food Safety Inspections

Our canteen is inspected annually by Randwick Council at a cost paid by the Canteen.

All food businesses in Australia must comply with the Food Standards Code. Although the Food Standards Code is a national code it is enforced at state, territory and local level and in NSW this role falls on the NSW Food Authority and Local Councils. Across NSW, inspections are undertaken on all premises that sell and handle food to ensure compliance with legislative requirements and this includes school canteens.

In July 2008 the Food Regulation Partnership was established between the NSW Food Authority and local councils. Under this new partnership Councils are now responsible for regulating retail and food service businesses in their local government area. This Partnership has been established to help minimise duplication and inconsistency and to reduce food borne illness in NSW. Checks are undertaken with no notice.

Fees

Fees associated with these inspections are set by individual councils and reflect the need of their community.

Whilst carrying out inspections, Environmental Health Officers (EHOs) focus on a wide range of issues

including:

- ☐ cleanliness
- ☐ temperature control
- ☐ hygiene and food handling practices
- ☐ pest control
- ☐ construction and maintenance of the premises
- ☐ waste storage and
- ☐ general compliance with the Food Standards

Code

The number of food inspections conducted each year is generally based on previous performance of the

Food business and the types of foods sold (pre-packaged/bought in versus freshly made).

What Happens After the Council Inspection? A copy of the report is provided to the canteen. If the inspection identifies something that needs to be rectified, the Council Officer may use a variety of tools to help achieve compliance. These tools include:

- ☐ Reinspection ☐ Warning letter

What happens after the DET Inspection

If the inspection identifies something that needs to be rectified, the DET Officer may use a variety of tools to help achieve compliance. These tools include: advising the canteen operator or cleaning contractor and subsequent ☐ Reinspection ☐ Warning letter



Health & Safety

The canteen is also included in the school annual health & safety inspection which is undertaken by nominated school staff – see page 1 of checklist below.

During the year any matters that come to light during the year are reported to the Principal by the Canteen manager and Committee.

Electrical appliance inspections

The canteen is included in the annual inspection of the school by a contractor and all electrical appliance are tagged for compliance, non-compliant appliance must be removed from the premises immediately

Chemical register

The canteen is included in the schools chemical register plan/checklist.



Appendix 11.4

Sample Chemical Register

Coogee Public School P&C Canteen		Date Last Reviewed		13-06-18	Reviewed By: Alison Kyling		Comments
This register is kept : In the Canteen					In school share drive & Canteen PC		
Location : Canteen, A Block, Ground Floor	Chemical or Trade name	Container Size (kg/l)	Number of Containers	Total Quantity (kg/l)	Container Condition	Hazardous substance and/or DG ?	
	Easy Off Oven Cleaner	0.325	1	0.325	Good		
	Flying Insect spray	0.25	1	0.25	Good		
	Surface Cleanser	0.5	2	1	Good		
	Earth Choice Dishwasher Liquid	1	4	4	Good		
	Jiff Cream Cleanser	0.375	3	1.125	Good		
	Dishwasher Tablets	0.6	3	1.8	Good		
	Eisofen Beverage Dispenser Cleaner Sanitiser	1	2	2	Good		
	Tork Advanced Spray Soap Food Service Refills	0.4	10	4	Good		
	Floor Cleaner - Break up Degreaser G3.5	5	1	5	Good		
	Floor Cleaner - View quick Floor Cleaner F4	5	0.5	2.5	Good		
	Borax - Bare essentials	0.5	1	0.5	Good		



Appendix 11.5 Workplace Inspection Checklist

SAMPLE ONLY – FORMS ARE UPDATED BY DET ANNUALLY

Workplace Inspection Checklist

OHSD_017

WORKPLACE INSPECTION CHECKLIST

The following is not an exhaustive list but a framework to guide workplace inspections. Each workplace may wish to develop a site specific checklist. For review of workplace safety systems use the [OHS self assessment tool](#).

Team Members: _____

Date of Inspection: _____

Location (e.g. General Assistant's Area/Workroom/Art room): _____

* Further action required: (i) Risk Management Plan (ii) Hazard Report form (iii) Incident Investigation (iv) Other

	Acceptable		Immediate action taken	Further action required*	Date signed off	Date to be completed
	Y	N				
Thoroughfares (access and egress)						
Pathways/walkways/stairs/ramps and access areas clear of rubbish and obstructions						
Pathways/walkways are slip free. Surfaces are even, free of holes, cracks, fraying or uplifted edges						
Slip resistant materials or absorbent mats used in wet areas						
Steps/stairs/ramps/handrails are secure and in good repair						
Electrical cables/cords kept clear of walkways or secured						
Exit and egress points clearly identified and accessible						
Other:						
Office environment (workstations and surrounding areas)						
Ergonomic furniture is appropriately adjusted e.g. keyboards, chairs						
Furniture is well maintained and in good/safe condition						
Desks and benches stable and suitable for the work						
Materials are stored appropriately e.g. not on floor around work areas						
Staff use good housekeeping practices around their work areas						
Sufficient space is provided around workstations so staff can move and work safely						
Walkways and aisles are clear of obstructions						
Floor mats do not present trip hazards						
Lifting aids are available where required						
Electrical equipment is in good working order						
Electrical leads are secured to prevent trip hazards						
Adequate ventilation in all areas						
Other:						
Storage						
Storerooms and storage areas are tidy and free from obstruction						
Stored materials are secured appropriately to prevent them falling						
Heavy equipment is stored at waist level						
Storage areas are accessible and free from trip hazards						
Shelving is stable and well maintained						
Other:						



Appendix 12.1




Staff management

Refer to the **FAIRWORK** website for up to date info when required to employ new staff, manage staff or fire staff.

<http://www.fairworkhelp.com.au/>

Employing staff – templates







You can use these template letters when employing staff. Remember to return to this site and download the latest version of the template each time you want to use it to ensure accuracy. Do not store forms and re-use later.

- Job advertisement (doc 49.5KB) DOCX
- Job description (doc 48.5KB) DOCX
- Telephone screening form (doc 48.3KB) DOCX
- Reference checking form (doc 50KB) DOCX
- Letter of engagement - casual (doc 80KB) 
- Letter of engagement - full-time/part-time (doc 75KB) 
- Letter to unsuccessful applicants (doc 47.3KB) DOCX
- Induction checklist (doc 30.3KB) DOCX
- Letter of successful probation (doc 89KB) 
- Letter of unsuccessful probation (doc 93KB)

Managing and ending employment

These templates provide a best practice model for managing performance or conduct issues, and help you fulfil your obligations if you are ending someone's employment

Remember to return to this site and download the latest version of the template each time you want to use it to ensure accuracy.

- Letter of unsuccessful probation (doc 93KB) 
- Performance agreement (doc 58.7KB) DOCX
- Letter of first warning (doc 71KB) 
- Letter of final warning (doc 71KB) 
- Letter of termination of employment with notice (doc 76KB) 
- Letter of termination of employment - serious misconduct / summary dismissal (doc 71 KB) 
- Letter of termination of employment redundancy (doc 114KB) 
- Template for recording details of staff meetings (doc 52K)

The award for Canteen staff as at 30 June 2014 is M000003 fast Food Industry award 2010



Appendix 12.2

COOGEE PUBLIC SCHOOL P&C CANTEEN NEW /CHANGED EMPLOYEE DETAILS

Surname: _____ Other Names: _____

Address: _____

Email Address: _____

Birth Date: ____/____/____ TELEPHONE

_____ Position: _____ Start
Date: _____

Tax File Number _____ Resident for tax purposes Y / N

Claiming tax-free threshold Y / N HECS debt Y / N Financial Supplement Debt Y / N

SUPERANNUATION

☐ Choosing Employer Super Fund: REST (you do not need to fill out the super choices form)

☐ Existing Member No _____ or ☐ please join me up with REST

☐ Choosing own Super Fund – Your Fund Name: _____

(you will need to fill out the super choices form for this option)

Super Fund Address: _____

Super Fund Tel: () _____ Web Address: _____

☐ Existing Member or ☐ Joining Membership No: _____

BANK DETAILS

Name of Bank: _____

BSB: _____ Account No: _____

Account Name: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Contact Numbers _____ or _____



Signed _____ **Date:** _____

Please print name _____



Appendix 12.2

Introduction for new employees

Super – your money, your future



Australian Government
Australian Taxation Office



Appendix 12.3

Instructions and form for employers and employees

Choosing a super fund

How to complete your *Standard choice form* (NAT 13080).

DO YOU NEED TO COMPLETE THIS FORM?

Employers

You must complete this form if you are an employer and:

- you hire a new employee who is eligible to choose a super fund
- an existing eligible employee asks you for a form
- you cannot contribute to an employee's chosen super fund or it is no longer a complying fund, or
- you change your employer nominated super fund (for the employees affected by this change of fund).

Employees

You may complete this form if you are an employee who is eligible to choose a super fund and you choose a fund that is different to your employer's nominated fund.

● The terms 'super fund', 'superannuation fund' and 'fund' also refer to a retirement savings account. A retirement savings account can be chosen as a super fund by an employer or employee.

BEFORE YOU COMPLETE THIS FORM

Before you complete your *Standard choice form*, you should read *Super Decisions*. This document has been prepared by the Australian Securities and Investments Commission (ASIC) to help you understand more about super and make better super decisions. To obtain a copy:

- visit www.fido.gov.au or
- phone 1300 300 630.

For more information about choosing a super fund:

- visit our website at www.ato.gov.au or
- phone us on 13 10 20 between 8.00am and 6.00pm Monday to Friday, to speak to a tax officer.



Appendix 13.1



Audits in the food industry

The NSW Food Authority is the NSW government agency responsible for regulating food production and food safety throughout the state. The Authority has an obligation under the *Food Act 2003* and *Food Regulation 2010* to conduct audits in certain licensed food businesses.

Licensed industries

The Food Regulation 2010 requires that certain industry sectors are licensed with the NSW Food Authority. These include:

- businesses that handle, process or store meat,
- dairy farms, factories, vendors and milk collection contractors,
- businesses that handle seafood and shellfish,
- food service to vulnerable persons in hospitals and aged care facilities,
- high priority plant product businesses, and
- in the future:
 - the egg industry,
 - catering, and
 - food service to vulnerable persons in childcare centres.

The Authority undertakes regular audits and inspections of all licensed businesses.

The licensing and audit process

The Authority is responsible for ensuring the regulations are being implemented by licensed businesses. To do this, the Authority:

1. licenses a business to operate,
2. provides guidelines to businesses on how to implement and maintain a food safety program,
3. provides information on food legislation and food safety programs, and
4. conducts routine audits of licensed food businesses to check that there is a food safety program in place and that food safety is being maintained to a specified level.



Why are the audits necessary?

The Authority has a legislative responsibility to conduct audits of licensed businesses. Audits are necessary to:

- ensure public health and safety, and
- ensure compliance with Food Regulation 2010 and the Food Standard Code.

The importance of high standards of food safety

Without rigorous standards there is a danger of food being unsafe to consume which can cause serious illness, loss of work or even fatalities.

The audit

The Authority undertakes regular compliance audits of all food businesses it licenses.

What is in the audit?

During an audit, the audit officer will check that:

1. there is a food safety program,
2. all food handling operations have been analysed to identify any critical food safety hazards and procedures put in place to control those hazards,
3. there are descriptions of all products handled by the business,
4. there are work instructions and procedures,
5. there are monitoring forms,
6. the business has designated supervisors and workers responsible for specific jobs,
7. there is a good manufacturing process—including hygiene, chemical storage, pest control, training, product recall, internal review and customer complaint handling procedures, and
8. the food business is complying with their food safety program and any relevant legislative requirements.

The NSW Food Authority has assistance material on its website to help businesses develop a food safety program.

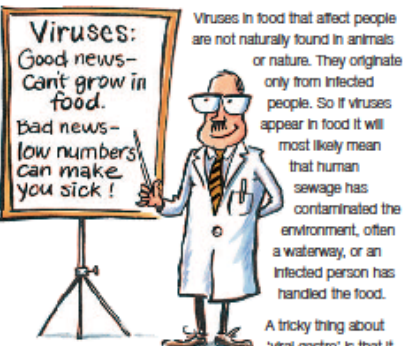
How is the audit outcome determined?

The authorised officer has a list of elements that have to be checked. If an element is not of an acceptable



Viruses

Viruses are even smaller than bacteria! Viruses in food that can make people sick can cause vomiting and diarrhoea and even hepatitis A. However you can't get a cold, the flu, AIDS or hepatitis B or hepatitis C from food.

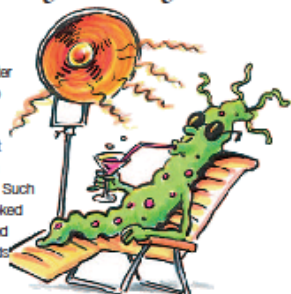


can be picked up by breathing in viruses that other victims have launched into the air by vomiting or by coughing or sneezing sometime after they vomited. So vomiting and diarrhoea are not always caused by food poisoning!

Potentially risky foods

Some foods provide a better life for bad bacteria and so need special care.

These foods are moist, not acidic and contain enough nutrients for bugs to grow. Such foods include raw and cooked meats, cooked rice, cooked vegetables, prepared salads and milk.



For further information contact:

For businesses:
Your local Council Environmental Health Officer.

For businesses and the public:
The Food Section of the Department of Health on
82267100 or food@health.sa.gov.au



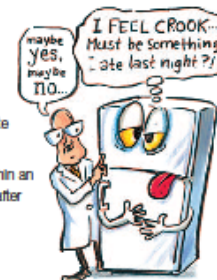
For goodness sake read this!

Food Safety Fundamentals



Did you know?

- ▶ That most food poisoning is caused by tiny microorganisms called bacteria and viruses?
- ▶ That food can look and taste fine but still make you ill?
- ▶ That you might get sick within an hour or more than a week after eating contaminated food?



Know your enemy

Bacteria

Bacteria are single-celled organisms so small that millions can fit on the head of a pin.

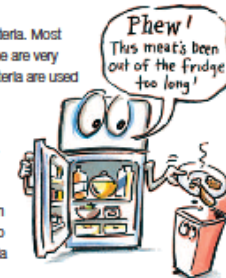
There are different sorts of bacteria. Most don't cause illness. In fact some are very useful. For example, good bacteria are used to make cheese and yoghurt.

Some bacteria generally won't make you ill but do spoil foods. For example, the bacteria that send milk off. These spoilage bacteria can play a useful role in making the food inedible and so stop you eating any bad bacteria that might also be present.

Bad bacteria take many forms. Some only need a few cells to be present in food and if these find a home in your gut it might take days for them to grow to huge numbers and cause illness.

Some need to be present in food in the millions to make you ill. Some of these can produce a toxin in food that isn't destroyed by cooking and can make you ill within an hour.

Other bad bacteria form spores that can survive cooking and grow to large enough numbers to cause sickness if the food is improperly cooled and stored.





HEALTH AND HYGIENE REQUIREMENTS FOR FOOD HANDLERS

Food Safety Standard 3.2.2 Division 4

18 General Duties of a Food Business

- 1 A food business must inform all food handlers working for the food business of their health and hygiene obligations under subdivision 1 of this Division.

Subdivision 1

General Requirements

- 13 A food handler must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

Health of Food Handlers

- 14(1) A food handler who has a symptom that indicates the handler may be suffering from a food borne disease, or knows he/she is suffering from a food borne disease, or is a carrier of a food borne disease, must, if at work:

- (a) report that he/she is or may be suffering from the disease, or knows that he/she is carrying the disease, to his/her supervisor, as the case may be;
- (b) not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the disease; and,
- (c) if continuing to engage in other work on the food premises – take all practicable measures to prevent food from being contaminated as a result of the disease.

- 14(2) A food handler who suffers from a condition must, if at work:

- (a) if there is a reasonable likelihood of food contamination as a result of suffering from the condition – report that he/she is suffering the condition to his/her supervisor; and,
- (b) if continuing to engage in the handling of food or other work – take all practicable measures to prevent food being contaminated as a result of the condition.

- 14(3) A food handler must notify his/her supervisor if the food handler knows or suspects that he/she may have contaminated food whilst handling food.

Hygiene of Food Handlers

- 15(1) A food handler must, when engaging in any food handling operation;

- (a) take all practicable measures to ensure his/her body, anything from his/her body, and anything he/she is wearing does not contaminate food or surfaces likely to come into contact with food;
- (b) take all practicable measures to prevent unnecessary contact with food;
- (c) ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted;
- (d) only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproof covering;
- (e) not eat over unprotected food or surfaces likely to come into contact with food;
- (f) not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
- (g) not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and
- (h) not urinate or defecate except in a toilet.

- (2) A food handler must wash his/her hands in accordance with subclause (4):

- (a) whenever his/her hands are likely to be a source of contamination of food;
- (b) immediately before working with ready-to-eat food, after handling raw food; and
- (c) immediately after using the toilet.

- (3) A food handler must, when engaging in a food handling operation that involves unprotected food or surfaces likely to come into contact with food, wash his/her hands in accordance with subclause (4).

- (a) before commencing or re-commencing handling of food;
- (b) immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- (c) after touching his/her hair, scalp or a body opening.

- 15(4) A food handler must, whenever washing his/her hands;

- (a) use the hand washing facilities provided;
- (b) thoroughly clean his/her hands using soap or other effective means, and warm running water; and
- (c) thoroughly dry his/her hands on a single-use towel or another way that is not likely to transfer pathogenic micro-organisms to the hands.

Interpretation

Carrier of a food-borne disease does not include a person who is a carrier of *staphylococcus aureus*.

Condition means an infected skin lesion or discharges from the ear, nose or eye.

Food borne disease means a disease that is likely to be transmitted through consumption of contaminated food.

Food handler means a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

Symptom means diarrhoea, vomiting, sore throat with fever, fever or jaundice.

For further information, contact Council's Environmental Health Officers (Food).



Appendix 13.4

Preventing Food Poisoning in School Canteens

What Is Food Poisoning?

Food poisoning comes from eating foods that contain high levels of food poisoning bacteria.

The bacteria themselves may cause illness or the bacteria may have produced poisons (toxins) in the food that cause illness.

What are the symptoms of food poisoning?

The common symptoms associated with food poisoning include diarrhoea, vomiting, nausea and stomach cramps. These usually occur within two to thirty-six hours of consumption of the food, although with some types of food poisoning, illness may not occur for days or even weeks.

The last thing eaten is not necessarily the cause of the food poisoning.

The symptoms usually last between one and seven days, although this may be longer. You can pass on the infection to other people at any time during the period that you have the symptoms and in some cases for some time after if you are not careful.

Bacteria type

Where can it be found?

What are the symptoms?

When do the symptoms occur?

SALMONELLA

Meat, poultry, eggs and egg products

Nausea, stomach cramps, diarrhoea, fever and headache

Six hours to 3 days after eating contaminated food.

Symptoms can last up to 3 to 5 days

BACILLUS CEREUS Cereals, rice, meat products and packet soups

Nausea, vomiting, diarrhoea and stomach cramps

One to six hours after eating the contaminated food.

Symptoms usually last no longer than 24 hours

STAPHYLOCOCCUS AUREUS

Meat and poultry dishes, egg products, mayonnaise-based salads and custard filled Desserts

Acute vomiting, nausea, occasional diarrhoea and stomach cramps

Thirty minutes to 8 hours after eating contaminated food.

Symptoms usually last 24 hours

Why does food poisoning happen?

If food *isn't* cooked thoroughly or handled properly at the canteen, a child may get food poisoning. Food poisoning bacteria are often present naturally in food but with the right conditions they can multiply very quickly! A single bacterium can multiply into more than two million bacteria in just seven hours.



It is VERY IMPORTANT not to give bacteria the conditions under which they can multiply.

Bacterium grows best when the temperature is between 5°C and 60 °C.

This is called the **Temperature Danger Zone**.

Make sure that food is kept out of the Temperature Danger Zone for as long as possible.

Are there types of food which bacteria prefer?

Yes, the following foods are known as 'potentially hazardous foods':

☐ Meat ☐ Poultry ☐ Seafood ☐ Dairy products ☐ Eggs ☐ Smallgoods e.g. salami, ham and devon ☐ Cooked rice ☐ Cooked pasta ☐ Prepared salads e.g. coleslaw and pasta salad ☐ Prepared fruit salads

These 'potentially hazardous foods' if contaminated with food poisoning bacteria and then left in the **Temperature Danger Zone** can cause food poisoning.

Workers in the school canteen can prevent food poisoning by:

☐ Preventing food from being contaminated with bacteria by safe food handling practices

☐ Storing and handling food so that any bacteria cannot grow or multiply

For food poisoning to occur there must be a chain of events:

☐ There must be bacteria on the food.

☐ The bacteria must have the right conditions to grow:

- Warmth - between 5°C and 60 °C
- Moisture
- Food

☐ The bacteria must have **time** to grow and multiply.

By preventing each of these you can break the *food poisoning chain* and prevent food poisoning.

Practical ways canteen workers can break the food poisoning chain:

☐ Make sure your hands are washed and thoroughly dried before handling food

☐ Do not touch food and money at the same time

☐ Thoroughly wash and sanitise all equipment used to prepare raw food including benches and chopping boards

☐ Store food in containers that are clean, non-toxic, easy to wash, have tight fitting lids or are covered with foil or plastic film

☐ Store raw food **BELOW** cooked food in the refrigerator

☐ Store food correctly. In particular do not keep food in the "temperature danger zone"

☐ Keep hot food hot (above 60°C) and cold food cold (below 5°C)



- ☐ Make sure food is served as soon as possible after preparing
- ☐ Thoroughly wash fruit and vegetables
- ☐ Always use food before the use by dates on packaging

Thermometers

Who needs a thermometer?

If your canteen stores, transports, prepares, cooks or sells potentially hazardous food (including meat, fish, dairy products, eggs and cooked rice and pasta), then you must have a thermometer so you can measure the temperature of this food. The thermometer must be kept at your food premises.

Why do I need a thermometer?

A thermometer will let you check that potentially hazardous food has been cooked sufficiently well, is being kept at the correct temperature in a refrigerator or display unit, and is being cooled and reheated safely. A thermometer will also let you check that potentially hazardous food is at the correct temperatures when it arrives at your canteen. The standards also require you to maintain potentially hazardous food either at or below 5°C or at or above 60°C when it is being stored, displayed and transported, unless you have safe alternative arrangements in place.

What sort of thermometer will I need?

You need a thermometer that can be inserted into the food. This means it must have a probe. The thermometer must also be accurate to +/- 1°C. This means that when the thermometer shows that food is at a temperature of 5°C, the actual temperature of the food will be between 4°C and 6°C.

Useful tips for using a thermometer

- ☐ Make sure that the thermometer is clean and dry
- ☐ Place the probe into the food and wait until the temperature reading has stabilised before reading the temperature
- ☐ Measure different parts of a food as the temperature may not be the same, for example, if food is being cooled in a refrigerator the top of the food may be cooler than the middle of the food
- ☐ Clean and sanitise the thermometer after measuring the temperature of one food and before measuring the temperature of another food
- ☐ If using the thermometer to measure hot and cold food, wait for the thermometer to return to room temperature between measurements
- ☐ Measure the temperature of different foods in a refrigerator or display unit as there will be colder and hotter spots within the refrigerator or unit
- ☐ Measure the temperature of packaged chilled food by placing the length of the thermometer between two packages - the temperature will be approximate but the package remains intact



Health and Safety

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 sample template provided).
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 Occupational Health and Safety Act 2000* (NSW OH&S Act) 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. For a school canteen, the “employer” may be the school’s P&C Association, the P&F, School Principal, or the Lessee. For those canteens that do not have any paid “employees”, the duty of care responsibilities lie with the school Principal, but the duties of assessment and training etc may be delegated to the Canteen Committee. WorkCover NSW is the statutory authority that administers OH&S 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

For Employers

As an employer you must ensure the health, safety and welfare at work of all employees, [section 8(1)] under the *NSW Occupational Health and Safety Act 2000*). You must provide:

- ☐ safe premises
- ☐ safe machinery and substances
- ☐ safe systems of work
- ☐ information, instruction, training and supervision for workers
- ☐ suitable working environment and facilities

For Employees

As an employee you have a right to work in a safe and healthy workplace, but, in return you must:

- ☐ take reasonable care for the health and safety of others in the workplace
 - ☐ cooperate with your employer to ensure safety
 - ☐ tell your supervisor or OHS representative about hazards or other safety matters you are aware of
- Cooperating with your employer includes:
- ☐ wearing or using safety equipment supplied to you
 - ☐ carrying out work in a safe manner
 - ☐ following health and safety instructions
 - ☐ using and maintaining machinery and equipment properly
 - ☐ taking notice of signs
 - ☐ adhering to speed limits



- ☐ participating in safety training

Storing Facts

Fruit

You can store apples in the fridge for up to six weeks.

Storing apples next to: broccoli, cabbage, cucumbers, greens or cauliflower

- could cause these vegetables to spoil faster, since apples give off ethylene gas, which causes faster ripening.

Conversely, you may wish to put an apple in a bag with fruits such as :

- peaches, plums, bananas and avocados for the express purpose of speeding up ripening.)

Keep bananas away from apples and they will store longer

EGGS

Grade AA 4 weeks

Grade A 2 weeks

- True test of freshness: Get a bowl of cold water. Put the whole egg in the water. If it sinks, it's fresh; if it floats to the top, it is old. It will kind of lay almost on its side. You can see the age of it by how much it floats. It's a good idea to do this test before selling any eggs if you suspect they are older than two weeks.

However, by putting the eggs in water, you wash away the bloom from the egg, a protective layering that prevents bacteria from entering the egg.

Therefore, unless you are not expecting to keep the eggs for very long, you should not put them in water. If you must wash the eggs, use HOT running water.

- Farmers have 30 days from the day an egg is laid to get it to stores. Then, the stores have another 30 days to sell the eggs.