



## **EAST ADELAIDE SCHOOL CANTEEN SUB COMMITTEE ROLE STATEMENT**

Canteens supply a service to students and can be a means of raising additional funds. They should operate wholly and solely for the purpose of food and drink.

The canteen complies with all relevant legislation including the Food Act 1985.

### **Membership of the canteen committee includes:**

- The canteen Manager/s
- The Principal or her/his nominee
- School Business Manager
- A Governing Council Representative
- At least one volunteer who work in the canteen.

### **Meeting times:**

Meeting times are agreed based on what is mutually convenient for members. Historically they have been at 2.15pm on a Monday, twice/term for no more than 50 minutes.

### **The role of the subcommittee includes:**

- Monitor the types of food sold in the canteen and that they meet the Rite Bite Health Food standards
- Promote nude food days (working towards reducing yard rubbish)
- Decide on special recess/lunches for students e.g., Show Down donuts, sausage sizzle
- Preparation of lunch for special occasions e.g., Sport Day, school Fair
- Monitoring financial status
- Deciding on purchases of new equipment (as need arises) to the amount of \$500, any purchases exceeding this amount to be negotiated with Principal
- WHS - canteen safety rules and measures
- Monitoring the need for additional volunteers
- Induction of volunteers, including duties for unpaid staff
- Reviewing the duties and job and person specifications of paid staff