



EAST ADELAIDE  
SCHOOL

# Canteen Policy

## Rationale

The canteen at East Adelaide School provides healthy food choices for students in the school canteen menu that reflect the [Australian Dietary Guidelines for Children and Adolescents](#) and the *South Australian Department of Education and Children's Services [Healthy Eating Guidelines, 2004](#)*.

The school canteen as part of the whole school implements the [Right Bite Healthy Food and Drink Supply Strategy](#) and recognises that schools are ideal settings to educate about healthy food choices and physical activity.

East Adelaide School canteen provides a substantial proportion of a child's daily nutritional intake if both lunch and snacks are regularly purchased from the school canteen.

The East Adelaide School canteen provides the means by which children can put into practice the nutrition messages they are being taught in the classroom. The canteen models healthier food choices that are tasty, interesting and affordable. This can influence food choices at school and in the wider community.

## The East Adelaide School canteen aims to:

- provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices.
- help reduce health risk factors by encouraging the development of food eating habits consistent with the *Australian Dietary Guidelines for Children and Adolescents*
- provide students with practical learning experiences about making healthy food choices
- complement the diverse elements of the school curriculum and reinforce messages of the Health Curriculum
- function as an efficient enterprise
- demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen
- provide an opportunity for the school community, through the Canteen Committee, to participate in decisions concerning the operation of the school canteen and the implementation of government policy
- provide an opportunity for parent and community involvement in children's education environment.

A current copy of the canteen policy will be given to all canteen committee members at the commencement of each year. The policy will be made available to all school community members and placed on permanent display in the school canteen.





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### Administration

- The Governing Council will manage the school canteen through a Canteen Committee.
- The Canteen Committee will be responsible for operating the canteen in accordance with this policy and its supporting documents.
- The Canteen Committee, through the Committee Chairperson, will present minutes of meetings and a financial report (prepared by the School Finance Officer) to each general meeting of the Governing Council.
- The Governing Council must approve all Canteen capital purchases exceeding \$500 by a majority vote at a general meeting, prior to purchase.
- The Governing Council will have the right to reorganise, disband or close the Canteen Committee.

### The Canteen Committee

- The membership of the Canteen Committee will include the Canteen Manager, parent representative from Governing Council, Principal or delegate, School Finance Officer, parent volunteers and teachers.
- The Canteen Committee will meet twice a term.
- Office bearers will be elected at the first meeting of the Canteen Committee following the Annual General Meeting of the Governing Council.

### The Canteen Manager and other paid staff

The Canteen Manager will:

- Ensure the service is managed effectively and efficiently.
- Work with students and staff in promoting healthy, cost-effective food choices to students in accordance with the Right Bite Strategy.
- Comply with the current Food Safety and Hygiene Regulations.
- Be a qualified Food Safety Supervisor. Manage the daily operations of the canteen.
- Organise and supervise other paid staff and volunteers.
- Update prices of items on QkR.
- Conduct a stocktake at the end of each term.
- Work co-operatively with the School Finance Officer to count daily takings, monitor monthly financial reports and the trading statement once per term to ensure the canteen is cost effective.
- Develop an annual budget and along with the School Finance Officer track and monitor expenditure.

The Canteen Manager and other paid Canteen staff will be employed as casual staff on a contract basis (typically 12 months) aligned with the Fast Food Industry Award 2010.

Occupational superannuation under the Superannuation Guarantee is payable to all staff.

The Canteen Manager will report directly to the delegate of the East Adelaide School Governing Council and will be accountable to the East Adelaide Governing Council.



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Canteen staff will report directly to the Canteen Manager and/or delegate of the East Adelaide School Governing Council, and will be accountable to the East Adelaide Governing Council.

### Volunteers

The canteen will actively recruit and make use of volunteer help wherever possible.

Volunteering is shown to have multiple benefits for the volunteer including having an increased sense of purpose, being happier, feeling healthier, feeling a buzz from helping others, having a sense of belonging, and an opportunity to work with food in a school environment around children and teachers.

Canteen volunteers help to keep our Canteen's pricing as low and as affordable as possible.

Canteen volunteers may support staff with food warming, lunch preparation, collation of lunch orders, over-the-counter sales and in-house cooking.

Requests for volunteers will be advertised in the school newsletter, and other avenues as considered appropriate by the Canteen Committee and offers to assist are always welcomed.

The Canteen Manager will provide volunteers with orientation training and ongoing instruction in food safety, hygiene and workplace health and safety.

The contributions of volunteers will be supported, encouraged and acknowledged by the Canteen Manager, Canteen Committee and the East Adelaide School.

Volunteers in the East Adelaide School Canteen will be required to have completed a Department for Education Responding to Harm, Abuse and Neglect (RHAN-EC) training course, have submitted to the school their Working with Children Check Clearance and attend a Volunteer Induction Session facilitated by school leadership.

The Year 6 Canteen Leaders and other year 6 students may assist in the canteen at recess and lunchtime at the discretion of the Canteen Manager.

### Trading Hours

Lunch orders are made via the Qkr! App which closes at 9:00am.

Pre-ordered lunches are available for collection from 12:30pm for classes in Foundation and thereafter for Years 1 and 2 followed by years 3-6.

Over-the-counter service at the Canteen occurs:

- 10:35am – 11:05am (Recess)
- 12:55pm – 1:25pm (Lunch)



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### Pricing Policy

The mark-up on wholesale prices including GST is 150%.

On some items, the mark-up on AMBER (select carefully) foods is slightly higher and the mark-up on GREEN (everyday) foods is lower to incentivise the purchasing of the healthier food choices.

### Promotion

The healthy food service offered by the Canteen is promoted in

- East Adelaide School newsletter
- East Adelaide School website
- School electronic messaging system
- Qkr! App (full seasonal menu)
- Canteen Menu flyers (updated seasonally by student canteen leaders)
- other (as determined by the Canteen Committee)

In applying the [Right Bite Policy](#), our canteen offers GREEN category (everyday) food choices and AMBER category (select carefully) food choices as part of its daily menu.

RED (occasional) foods are not offered as part of the EAS Canteen's daily menu. *Note: RED (occasional) food choices are offered for some special food days in conjunction with whole school initiatives.*

We choose suppliers that offer alternative foods that better meet the guidelines, for example, Better bite pies, pasties, sausage rolls.

### Special Food Days

Special food days are held to (achieve one or more of the below):

- enhance the cultural experience of attending East Adelaide School
- provide convenient catering for whole of school events
- achieve fundraising to support the operation of the Canteen

The Canteen Committee at their discretion determines the frequency of special food days provided to students. There are typically 1-2 special food days per term. Examples include: Sports Day, Showdown Donuts, Book Week/Science Week, Sushi Day.

### Sustainability

The Canteen will work to continually adopt practices that improve the sustainability performance of the East Adelaide School Canteen.

Current practices include:

- use of 100% *compostable* cups, containers, cutlery, paper bags and napkins
- sourcing fresh produce locally and in season
- batch cooking on site, for example, curries, cakes, biscuits
- recycling of cardboard box packaging





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### Workplace Health and Safety

The canteen will comply with the current Work Health and Safety Act and Regulations, including:

- All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure all canteen staff and volunteers have their hair tied back.
- Only canteen staff, trained volunteers. Student volunteers and school staff will enter the canteen kitchen premises during normal canteen opening hours.

### Insurance

Volunteers in organisations who employ paid staff have the same responsibility and accountability, under the *Work Health and Safety Act 2012*, as workers do. This means the organisation has a duty of care and is responsible for providing volunteers with a safe working environment. It also means paid workers and volunteers have a responsibility to work safely and observe any safety measures or organisational policies that are in place, including WHS policies and procedures.

The South Australian Department for Education holds personal accident insurance covering both paid workers and volunteers.

The *Volunteers Protection Act 2001* addresses concerns that people could be held legally responsible for their actions while doing voluntary work on behalf of an organisation. The Act gives legal protection from personal liability to volunteers doing voluntary work for an incorporated community organisation or government program, but does not cover personal injury matters.

### This policy and alterations

This policy shall not be added to, or amended, except at meetings of the Governing Council, with the approval of the majority of those present and entitled to vote.

The Canteen Committee will review the policy at least triennially.

Suggested amendments will be forwarded to the East Adelaide School Governing Council for consideration.

**Date for Review:** 1 May 2026

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