



Catering Policy

Compliance Requirements

Café (AMS) and Amenities Block (CB) staff

Café (AMS) and Amenities Block (CB) staff usually include:

- supervisor or manager
- assistant(s).

The Café (AMS) and Amenities Block (CB) supervisor or manager is responsible for operating the school Café (AMS) and Amenities Block (CB) in accordance with the school's policies, procedures and processes. The Café (AMS) and Amenities Block (CB) supervisor or manager usually has the following responsibilities:

- planning, organising and monitoring the day-to-day operations of the Café (AMS) and Amenities Block (CB) (e.g. opening and closing the Café (AMS) and Amenities Block (CB), rostering Café (AMS) and Amenities Block (CB) staff and keeping records)
- monitoring, training and supervising Café (AMS) and Amenities Block (CB) staff in food handling and hygiene practices
- ordering, purchasing and checking food deliveries and supplies
- designing, distributing and promoting Café (AMS) and Amenities Block (CB) menus
- conducting stocktakes.

The Café (AMS) and Amenities Block (CB) assistant(s) is responsible for day-to-day food preparation, cooking, serving students, and cleaning kitchen equipment.

Food safety training

Training is recommended for anyone responsible for supplying foods and drinks, including:

- Café (AMS) and Amenities Block (CB) management (staff and volunteers)
- school management
- teachers and Principals
- external suppliers (including caterers).

Training is offered through a number of registered training organisations (RTOs), as well as the:

- Healthy Eating Advisory Service - please [click here](#) to access further information

- Federation of Café (AMS) and Amenities Block (CB) in Schools - please [click here](#) to access further information.

Dietary requirements and food allergies

Dietary requirements

Some students may have special dietary requirements for medical reasons (e.g. diabetes, gluten intolerance and coeliac disease). We try to meet these needs as far as possible and ensure that all students have the opportunity to eat a healthy lunch (and other snacks and meals when appropriate) from the school Café (AMS) and Amenities Block (CB). Parents and carers are required to advise the school of any special dietary needs (often, the student will provide a statement from their general practitioner identifying their dietary condition, food restrictions and food substitution).

Food allergies

Some students who have contact with certain foods (for example, peanuts, eggs, wheat, soy bean, fish and shellfish) may have an allergic reaction, including an anaphylaxis reaction. Café (AMS) and Amenities Block (CB) staff must be made aware of students who have these allergies.

Student allergies and dietary restrictions are recorded on student records on Operoo and Compass where they can be accessed by school staff. Students' medical action plans are also displayed in accessible places in the Café (AMS) and Amenities Block (CB).

Food handling in Café (AMS) and Amenities Block (CB)

It is important to keep raw food separate from cooked or ready-to-eat foods. If raw food is cooked thoroughly most bacteria will be killed. However, if raw food comes into contact with other food that has already been cooked, or is ready-to-eat, the bacteria can transfer to this food i.e. cross-contamination.

Good food handling practices include:

- ensuring that perishable food is transported in refrigerated vehicles or containers
- ensuring that food is delivered to the school at the appropriate temperature
- checking deliveries of dry goods for broken packaging
- using separate utensils, chopping boards and other kitchen equipment for raw food and ready-to-eat food (to avoid cross-contamination)
- washing all fruit and vegetables
- wearing gloves (and frequently changing gloves)
- defrosting food thoroughly before cooking or reheating it (use a microwave or in the fridge. If using the fridge, use the bottom shelf)
- cooking food to temperatures above 75 degrees (this kills most bacteria)
- serving cooked food at 60 degrees or hotter
- cooling food to 21 degrees within 2 hours (stir cooked food frequently to help it cool and transfer into smaller containers).

Cleaning procedures

Food safety and cleanliness is especially important in schools since children can be more susceptible to food-borne illnesses. A clean and sanitised food preparation area:

- helps prevent disease and food poisoning
- will keep students and staff satisfied about the quality and safety of the food being served
- helps prevent food from becoming contaminated
- ensures a safe and hazard free work environment
- helps to keep disease-spreading pests away.

We have procedures in place to keep the Café (AMS) and Amenities Block (CB) spaces clean and free of bacteria. We have cleaning schedules outlining who cleans what, when and how.

Good cleaning practices include:

- using food-safe pest control measures
- keeping doors and windows sealed and shut
- disposing of rubbish properly
- not using the same chopping board for meat and other goods like fruit and vegetables
- sanitising all food preparation surfaces and equipment (detergents like soap can remove grime, grease, food, dust and stains, however they do not kill bacteria)
- following sanitiser instructions (as too little sanitiser will not be effective in reducing bacteria)
- checking the 'best-by' date on any cleaning products
- paying special attention to cleaning blenders, stab mixers, meat slicers and can openers (these may require dismantling in order to get access to clean and sanitise)
- leaving equipment to thoroughly air dry (bacteria can be transferred from partially dried equipment to food)
- using clean, dry and ideally single use towels
- avoiding repeatedly used towels without washing and drying between uses
- ensuring that cleaning products are labelled correctly
- replacing/refilling hand washing supplies
- keeping the floor free of objects and spills
- cleaning as you go (as it will save time and effort in keeping areas clean).

Café (AMS) and Amenities Block (CB) security

Food storage areas are kept locked when no appropriate adults are on campus.

John Marsden

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