



# **Rydalmere Public School P&C Canteen Procedural Guide**

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## **1. Introduction**

The school canteen, hereafter referred to as 'Canteen', plays an important role at Rydalmere Public School (RPS) by providing nutritious and affordable food to students and staff. The canteen is run by the RPS Parents & Carers (P&C) Association and volunteers. Any proceeds raised by the Canteen are returned to the school community as a form of fundraising for the needs of the school and its students.

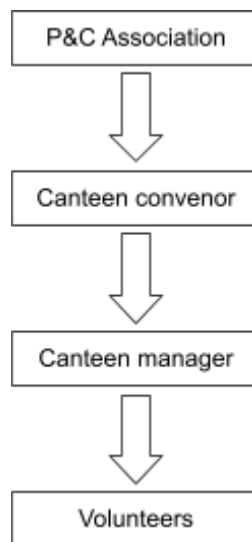
This guide covers the operations and procedures for running the Canteen to ensure it operates smoothly and effectively. It acts as a resource for volunteers so they are aware of the standards and policies that apply, and have the required background information to safely work in the Canteen.

## **2. Purpose**

The Canteen aims to encourage students to choose healthy and nutritious foods to support their well-being, health and development by providing a variety of suitable food and drink options at recess and lunch.

### 3. Structure

The Canteen operates in the following structure:



**P&C Association:** oversees the overall management of the Canteen. Recruits and organises volunteers to assist with daily Canteen operations. Serves as a liaison between the Canteen, parents, students and school staff.

**Canteen Convenor:** responsible for liaising with the Canteen Manager and P&C Association. Delivers the canteen report at P&C Association meetings. Collaborates with the Canteen Manager to develop a healthy and appealing menu that aligns with dietary guidelines and student preferences.

**Canteen Manager:** responsible for management of daily operations, including inventory control, supervision of volunteers, and compliance with health regulations. The Canteen Manager should attend all relevant training updates when required.

**Volunteers:** support Canteen operations under the supervision of the Canteen Manager.

### 4. Pricing

Pricing will be reviewed annually to ensure affordability while covering operational costs.

## **5. Regulatory Compliance**

The P&C Association is responsible for ensuring that the Canteen is a safe environment for all volunteers. In addition to compliance with the Work Health and Safety Act 2011 (NSW), the Canteen also adheres to RPS and the Department of Education work health and safety (WHS) requirements.

The Canteen operates in accordance with NSW Food Authority guidelines and NSW Healthy School Canteen Strategy.

## **6. Student Welfare**

The welfare of students is the responsibility of the school principal and Department of Education. If a child turns up to school without food, they will be referred to the school office where office staff will telephone the student's parent/carer to ask if the parent/carer can bring a meal to the school for their child to eat. If the parent/carer cannot be contacted or is unable to provide food in a timely manner, the office staff will organise food for the student in consultation with the Canteen, keeping in mind the student's preferences and in consideration of any allergies.

## **7. Occupational Health and Safety (OH&S)**

To ensure the safety of all personnel in the Canteen, the following policies apply:

- Enclosed, non-slip shoes should be worn.
- Hair must not be able to contaminate food, eg. long hair should be tied back.
- Hand washing with warm, soapy water before and after handling food.
- Limited jewellery worn when handling food.
- Any wounds or cuts must be covered with a blue bandage when handling food.
- No smoking or chewing gum while in the Canteen.
- Personnel who are sick must not handle food.
- No children (babies, preschoolers or school age) or pets are allowed in the Canteen when operational.
- Volunteers must be trained or have adequate knowledge of food safety and hygiene.
- Monitor the Canteen routinely for hazards.
- Appropriate steps will be taken to mitigate risks as soon as a potential hazard is identified.
- All incidents and accidents are formally reported to the P&C Association.

## 8. Food Safety and Hygiene

The NSW Food Authority requires that school canteens comply with Standard 3.2.2A of the Food Standards Code. The food safety management policies that apply are:

- i. Nomination of a certified Food Safety Supervisor to oversee food safety and hygiene in the Canteen and ensure volunteers are adequately trained.
- ii. Training of all Canteen volunteers with basic food handler knowledge.
- iii. Showing food is safe by demonstrating safe food handling practices and through record-keeping.

As the Canteen is categorised as a food retail business, the local council must be notified of the business and food activity details. An authorised officer from the local council will routinely conduct inspections to ensure it meets the food safety standards in the Food Standards Code.

### i. Food safety supervisor

A Food Safety Supervisor (FSS) is someone who is certified to have skills and knowledge in food safety, especially around high-risk foods. FSS training is delivered by approved Registered Training Organisations and certification is valid for 5 years. In NSW, FSS certification is achieved via either: two hospitality units (SITXFSA005 – Use hygiene practices for food safety and SITXFSA006 – Participate in safe food handling practices) or one retail unit (SIRRFSA001 – Handle food safely in a retail environment).

The Canteen-nominated FSS must be reasonably available onsite and easily contactable. A copy of the valid FSS certificate must be kept on the premises.

### ii. Food handler training

All volunteers in the Canteen must be trained in safe food handling or be able to show adequate skills and knowledge for their duties. Volunteers can be trained through free online food safety training programs (see [14. Resources](#)), past experience, internal training by FSS tailored to suit the Canteen, or courses from vocational training providers.

### iii. Showing food is safe

The Canteen must demonstrate active monitoring and managing of key risks relating to temperature control, processing, and cleaning and sanitising, which are critical for food safety.

### *Temperature control*

Temperature control is critical to prevent harmful bacteria from growing in food. Food poisoning bacteria can grow rapidly in temperatures between 5°C and 60°C, known as the 'temperature danger zone'.

By adhering to NSW Food Authority temperature control guidelines for food receipt, storage, cooking, processing, cooling, and reheating, the Canteen can reduce risks to food safety.

### Receipt

The Canteen must only accept deliveries of potentially hazardous food (PHF) at an acceptable temperature of:

- 5°C or below for cold and frozen foods; or
- 60°C or above for hot foods.

A clean thermometer probe or infrared gun must be used to check the temperature of the food at the time of receipt from a supplier, and the details recorded. Should the food be unacceptable (frozen food above -15°C, cold food above 5°C or hot food below 60°C) the delivery should be rejected as unsafe, unless the supplier is able to demonstrate that the incorrect temperature of the food will not adversely affect its safety due to the time taken to deliver it.

Food must also be within 'use-by' date, in good condition, and protected from contamination. Packaging should be clean and intact, with the food name, manufacturer's name and address clearly identified on the label.

### Storage

PHF must be stored under temperature control. Frozen/cold foods must be kept at a temperature of 5°C or below. Frozen foods must be hard frozen (solid, below -15°C) and not partially thawed. All Canteen fridges and freezers have temperature gauges installed to monitor the temperature.

### Cooking

In order to reduce safe levels of any pathogens that may be present, food must be heated to a temperature of above 60°C ( $\geq 75^\circ\text{C}$  for cooked meats).

A clean thermometer probe may be used to check the temperature of cooked food. To ensure food is heated correctly, sample the temperature of one or two food items cooked in each batch.

All Canteen oven(s) and pie-warmers have temperature gauges installed to monitor the temperature while cooking.

### Cooling

PHF must be cooled from 60°C to 21°C within 2 hours and from 21°C to 5°C within 4 hours.

### Reheating

When reheating previously cooked and cooled PHF, use a heat process that rapidly heats the food to a temperature of 60°C or above, such as a microwave or oven, before transferring to hot-holding equipment, such as pie-warmers.

### *Processing*

When processing PHF that is not undergoing a pathogen control step (eg. cooking), ensure that the time the food remains between 5°C and 60°C is minimised.

The Food Standards Code provides a method for temperature control that allows food to be held between 5°C and 60°C for short periods. The 2-hour/4-hour rule states that if the total time between 5°C and 60°C is:

- less than 2 hours, the food can be used or put back in the fridge for later use
- between 2 and 4 hours, the food can still be used, but can't be put back in the fridge
- 4 hours or longer, the food must be thrown out.

Food should be served as quickly as possible to minimise time in the temperature danger zone.

### *Cleaning and sanitising*

The Food Standards Code requires (i) a food premises, including all its equipment, to be maintained to an acceptable standard of cleanliness [Std. 3.2.2-19], and (ii) utensils, equipment and surfaces that have contact with food to be in a clean and sanitary condition.

Cleaning and sanitising helps protect against the spread of bacteria and other organisms that cause foodborne illness. It also helps to reduce the activity of pests that may be present by eliminating food sources.

In the food industry, cleaning and sanitising is a two-step process. A surface needs to be thoroughly cleaned before it is sanitised.

1. Cleaning requires the use of warm to hot water, detergent and physical action to remove food debris and dissolve grease and dirt to ensure the surfaces are clean to touch and free of visible matter and odours.
2. Sanitising is the process of applying heat (usually very hot water) or chemicals or a combination of both heat and chemicals, to an already clean surface to reduce the number of bacteria and other organisms to a safe level.



The Canteen cleaning and sanitising schedule is as follows:

Daily	Weekly	End-of-term/year
<ul style="list-style-type: none"> <li>● Clean and sanitise surfaces after food preparation and at the end of the lunch service. Food-grade sanitiser is stored under the sink.</li> <li>● Wash utensils and cookware in hot, soapy water.</li> <li>● Wipe appliances and food order trays/baskets with hot, soapy water.</li> <li>● Sweep floors.</li> <li>● Empty bin.</li> </ul>	<ul style="list-style-type: none"> <li>● Wash food order baskets and trays.</li> <li>● Sweep and mop floors.</li> <li>● Wash tea towels.</li> </ul>	<ul style="list-style-type: none"> <li>● Clean fridges and freezers.</li> <li>● Clean pie-warmers and oven(s).</li> <li>● Empty, defrost, drain and clean ice cream freezer.</li> <li>● Stocktake of remaining inventory.</li> </ul>

Tips to protect food from contamination:

- Store food in food-grade containers with lids to protect it from contamination.
- Refrigerate foods in small portions to allow proper cooling.
- Not overloading domestic refrigerators and constantly opening the door causing food to take longer to cool and harmful microorganisms having more chance to grow.
- Store food and packaging above the floor.
- Store raw food, such as meat, fish and poultry, below and away from ready-to-eat food in a fridge.
- Store chemicals and equipment away from food items, food packaging and food handling areas.
- Maintain the premises and equipment in a clean and undamaged condition.
- Regularly clean and sanitise food contact surfaces and utensils, such as chopping boards and knives.
- Use separate equipment and utensils for raw and ready-to-eat foods, or thoroughly wash and sanitise equipment and utensils between handling raw and ready-to-eat foods.
- Avoid unnecessary contact with food, for example use utensils rather than bare hands.

## **9. Allergy Management**

Students with severe allergies are identified on the Allergy Board in the Canteen by name and photograph. The Allergy Board includes details of students' allergies and a clear anaphylaxis plan for managing allergic reactions.

To avoid cross contamination, orders are to be prepared separately and prior to the preparation of other orders. Canteen volunteers are to thoroughly wash their hands before and after handling foods that are known to be highly allergenic.

## **10. Special Dietary Requirements**

Some students may require special diets for medical or religious reasons. The Canteen recognises the importance of catering to students with allergies, food intolerances and dietary restrictions such as vegetarian, dairy-free (DF), gluten-free (GF), halal etc. The Canteen tries to meet these needs as much as possible so that all students can enjoy eating a healthy lunch.

All allergens for foods provided by the Canteen are listed on the food ordering app Qkr!

## **11. Emergency Procedures**

In the event of an emergency, all Canteen personnel should follow RPS protocols.

### Evacuation:

The signal for an evacuation will be a continuous alarm through the PA system, followed by instructions to evacuate the building and move to either the oval or the John Street gate.

Leave the building at once, closing the door behind you. Do not take your bags with you. Walk to the specified marshalling point.

### Lockdown:

The signal for an emergency will be a continuous alarm through the PA system, followed by lockdown instructions.

Close and lock external and internal doors, and close all blinds. Phone the school office on the white phone. Wait quietly until you are phoned by office staff that the lockdown is over.

### Fire

There is a fire blanket and fire extinguisher available for use should a manageable fire occur in the Canteen.

### First Aid

A First Aid Kit is situated in the main area above the kitchen sink. All accidents should be reported to the school office and P&C Association.

## **12. Conclusion**

The Canteen has an ongoing role in promoting the health and well-being of our school community at RPS. The Canteen is committed to continuous improvement and community involvement. This can be achieved through activities such as student surveys/polls, welcoming suggestions for new foods, seasonal specials to provide students with variety and interest, and promotion of the canteen in the school community.

## **13. Review**

This document is to be reviewed annually and updated as necessary to ensure compliance with regulations, continued relevance and effectiveness, and meeting of community needs.

## **14. Resources**

Further information from Health Authorities:

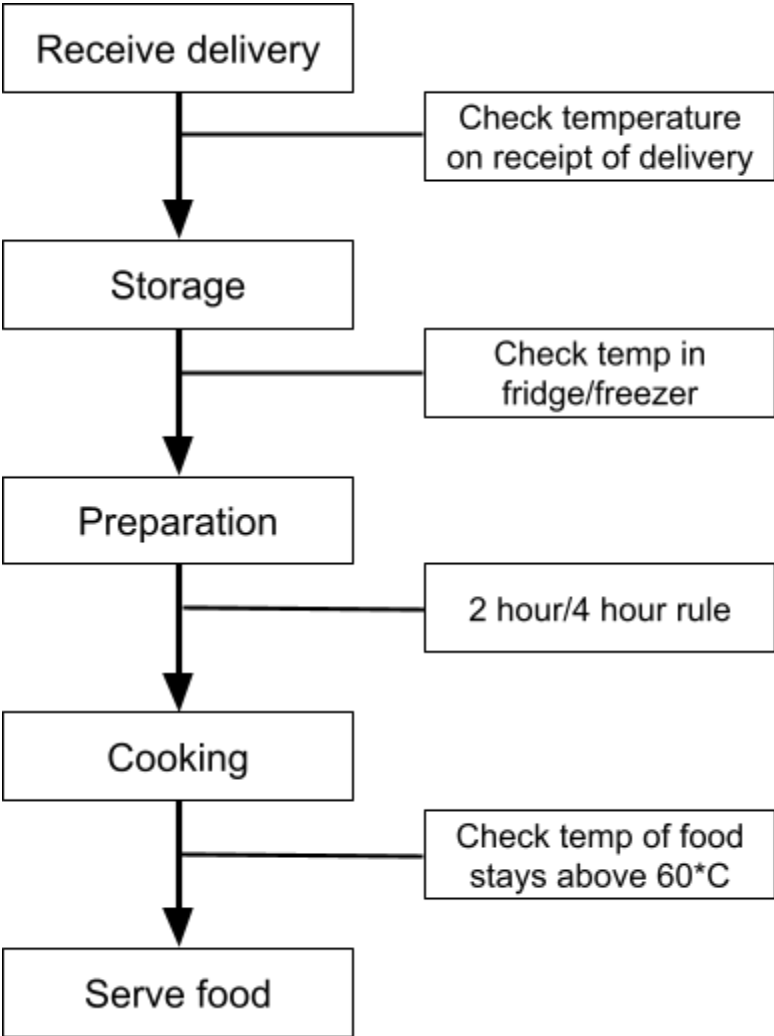
- [NSW Government Food Authority School Canteen Policy 2024](#)
- [NSW Government School Healthy Eating Policy 2024](#)

Canteen staff training resources:

- [NSW Government Food Authority Food Safety Supervisors \(FSS\) guide](#)
- [NSW Government Food Authority Food Handler Basics training](#)

## Appendix

# HACCP Plan



## **Thermometer calibration**

Thermometers must be accurate to  $\pm 1^{\circ}\text{C}$ . Temperature measuring devices should be calibrated every 6 months by a nominated person and results recorded.

Handheld thermometers can be calibrated using the ice point check and boiling point check.

### Ice point ( $0^{\circ}\text{C}$ )

1. Fill a cup with crushed ice or small ice cubes and add a little water (no more than 1/3 of the ice quantity) to make an ice slurry.
2. Place the thermometer probe in the centre of the cup so it touches the ice and water, but does not touch the base of the cup.
3. Leave for 5-10 minutes, then stir.
4. Take the reading. If the thermometer is accurate it should read  $0^{\circ}\text{C}$

### Boiling point ( $100^{\circ}\text{C}$ )

1. Boil some water in a pot.
2. Place the thermometer probe in the centre of the pot so it does not touch the bottom.
3. Leave until a steady reading can be taken (a few minutes).
4. Take the reading. If the thermometer is accurate it should read  $100^{\circ}\text{C}$

If thermometers are less than  $1^{\circ}\text{C}$  over or under the correct reading ( $\pm 0.5^{\circ}\text{C}$ ,  $\pm 1^{\circ}\text{C}$ ), it is an acceptable margin of error (tolerance) and the temperature difference should be noted and allowed for when reading the temperature for monitoring purposes. If thermometers are more than  $1^{\circ}\text{C}$  over or under the correct reading ( $\pm 2^{\circ}\text{C}$ ), they should be replaced or repaired.

A calibrated handheld thermometer can be used to check the accuracy of fridge/freezer gauges, and cooking temperatures on the premises.

## Sample day in the canteen

Time	Action
Before 9:30 AM	Sign in at the school office.
9:30-10:00 AM	Turn on the appliances, preheat the oven and pie warmers, and check the temperature of fridges and freezers. Process the online orders. Retrieve drink orders, label and place in the freezer to chill. Take frozen pizzas/hamburger buns/bread, fruit buns out to defrost, heat up frozen pasta meals.
10:00-10:55 AM	Prepare recess orders. 10:45 AM - prepare the apple slinkies and yoghurt cups.
11:00 AM	Recess.
11:00-11:15 AM	Break.
11:15 AM-12:55 PM	Prepare lunch orders. 11:45 AM - cook frozen pizzas. Cut up lasagnes. Use a thermometer probe to check the temperature of one or two of the cooked items. Transfer the cooked foods to the pie warmer for holding. 12:30PM - take the pasta meals out of the pie warmer to cool down on the counter.
1:00 PM	Lunch.
1:10-1:45 PM	Students collect their ice block orders.
1:45-2:30 PM	Clean up the canteen. Check inventory stock levels and place order, if required. Sign out, turn off lights, lock up, and return keys to the school office.

## Canteen closing checklist

Action	Complete (✓)
Wash utensils and cookware in hot, soapy water. Dry and return to shelves/drawers.	
Wipe down appliances and food order trays/baskets with hot, soapy water.	
Clean and sanitise surfaces.	
Sweep and mop floors.	
Empty bin.	
Take tea towels home to wash.	
Ensure all appliances and lights are turned off before locking up.	