

# **Hornsby Heights Public School Parents & Citizens' Association**

## **Canteen Sub-Committee Terms of Reference**

### **1. Purpose**

The Canteen Sub-committee shall:

- a. provide a balanced and nutritious food service to children of the school at a reasonable cost;
- b. maintain standards of health care in relation to the preparation, supply and service of food at the canteen;
- c. provide a service to the school community;
- d. to support the school in its health education program
- e. provide maintenance and replacement of stock or equipment;
- f. purchase additional equipment for the efficient running of the Canteen;
- g. provide wages for a Canteen Manager and Assistant as may be required;

### **2. Membership**

The sub-committee shall comprise interested members of the Association and other interested members of the school community.

### **3. Meetings**

The sub-committee shall select a Chairperson, Treasurer and Secretary and hold meetings as appropriate for the effective operation of the sub-committee.

### **4. Duties of the Committee**

The committee shall organize and control full administration of the canteen. However, the committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganize, disband or close the committee, such decisions shall be supported by majority vote at a general meeting or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganize, disband or close must be given in writing to the Secretary of the P&C association and must be signed by six financial members of the P&C Association. Further, such notice shall be circularized to all members at least seven days in advance of the general or special meeting.

The committee shall present a report to each general meeting of the P&C Association.

The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

### **5. Finances**

### **5.1 Ownership of Funds**

In accordance with the Association's constitution, any funds raised or handled by the sub-committee are legally funds of the Association.

### **5.2 Funds for Normal Operation**

The sub-committee shall raise all funds necessary for its normal operation. The Association may provide additional funds for special projects.

### **5.3 Day-to-day Expenditure**

The sub-committee has delegated authority to spend \$12,000 per term inclusive of any wages as required for the day-to-day operation of the Canteen committee without reference to the Association.

### **5.4 Additional Expenditure**

Any expenditure beyond the amounts specified in 5.3 or on any purchase not consistent with the sub-committee's purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the propose purchased. At no point should an individual subsidise the Canteen from their own money. If the petty cash fund is exhausted, items should not be bought. The petty cash fund will only be replenished when there is money in the bank account to support it.

### **5.5 Financial Management**

The subcommittee shall comply with the 'Guidelines for Financial Management'.

### **5.6 Bank Account**

All money received by the committee shall be deposited in an account in the name of the committee.

### **5.7 Cheques**

All accounts are to be paid by cheque. Cheques are to be signed by any two of the Chairperson, Treasurer and Secretary or a P&C Executive.

### **5.8 Income**

All income received by the Canteen shall be given to:

- a. Canteen Maintenance and replacement of stock or equipment
- b. The purchase of additional equipment for the efficient running of the Canteen
- c. The general funds of the P&C Association

### **5.9 Capital Purchases**

Capital purchases exceeding \$500.00 must secure prior approval from the P&C association or its Executive Committee.

### **5.1 Auditing**

The accounts of the canteen committee shall be audited annually as part of the audit of association accounts.

## **6. Reporting to the Association**

### **6.1 Representation on the Association**

The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

### **6.2 Reporting to the Association**

The sub-committee shall provide monthly financial report and an Annual Report to the Association's Annual General Meeting.

## **7. Canteen Operation Rules**

### **7.1 Stock Take**

A stock take shall be affected at the end of each term. The standard stock take forms and procedures will be used as defined by the Canteen Sub-committee.

### **7.2 Discounts and Allowances**

All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly made 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.

### **7.3 Orders on HHPS P&C Canteen Accounts**

All purchases made on Hornsby Heights Public School accounts with suppliers are to be only for Hornsby Heights Public School activities. E.g Canteen sales, sports carnivals, approved fundraising, approved events. Submission for approvals needs to be made to the sub-committee or P&C Executive at least one week prior to the event. No-one (including the P&C Executive, Sub-Committees, Canteen Manager, Assistant or Volunteers) may purchase goods from Suppliers on the Hornsby Heights Public School account for personal use or use by other organisations.

### **7.4 NSW Healthy School Canteen Strategy**

In accordance with the mandatory guidelines developed under the NSW healthy school canteen strategy, all P&C managed canteens must adhere to these guidelines.

## **8. Employees**

### **8.1 Appointments**

The committee, in consultation with the P&C Executive may appoint and employ a canteen manager (as described in appendix 1) and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, provided that the Shop Employees (State) Award is adhered to.

### **8.2 Reporting**

The Canteen Manager shall report to the Canteen sub-committee for the proper conduct of the canteen.

### **8.3 Insurance**

The Canteen sub-committee shall ensure that workers compensation insurance cover is

paid for all employees. Public Liability insurance is covered under the P&C association blanket policy. The premium payable on any such policy or policies shall be charged to the Canteen funds.

#### **8.4 Canteen Levy**

The Canteen sub-committee shall ensure that the annual levy payable to C.A.F. (Canteen Association Federation) is paid.

#### **9. Alterations**

No alterations shall be made to these rules except at a general or special meeting of the P&C association.

## **Appendix 1 - Canteen Manager Position Description**

The role of Canteen Manager will report to and take direction from the Executive Committee and/or the Canteen Sub-committee of the Hornsby Heights Public School Parents and Citizens Association (P&C). In filling this position preference will be given to a parent at the school.

In particular the Canteen Manager will be required to liaise closely with the treasurer of the Canteen Sub committee.

### **Remuneration**

The Canteen Manager is a contract position and remuneration includes all taxes and superannuation which the contractor is responsible for. All remuneration will be reviewed annually to remain inline with the Shop Employees (State) Consolidation Award casual hourly rate. Payment will be made fortnightly by direct debit or cheque.

Subject to prior approval of the canteen sub committee and the provision of receipts, reimbursements will be made by direct debit or cheque for any personal expenses, which are directly related to the day to day running of the canteen. Under no circumstances are reimbursements to be retrieved in cash from the canteen takings.

### **Leave Entitlements**

The position does not include paid annual leave, long service leave, parental or sick leave. The Shop Employees (State) Consolidation Award casual hourly rate includes 15% loading over and above the part-time hourly rate to compensate for the lack of such leave.

Casual employees are paid only for the hours they are required to work during the school year.

### **Working Hours**

Generally working hours are 5 hours per day, between 9:15am and 2:45pm on 3 days a week during school terms.

A thirty minute meal break may be taken during work hours, having regard to the needs of the canteen. The casual employee does not receive wages for the time taken for meal breaks.

Additional hours of work may be available from time to time to assist in catering for special school functions. All additional hours must have prior approval from the Canteen sub-committee.

### **Occupational Health and Safety**

The Canteen Manager is bound by the Health and Safety Act of 1983 and must read and abide by the relevant P&C OH&S policies. All equipment is to be well maintained and used correctly. The Canteen Committee is to be advised of any equipment which is unsafe or in disrepair. Any incidents and accidents which occur are to be recorded in the incident book.

**Workplace Conduct**

The Canteen Manager must act diligently, professionally and responsibly in the role. This will include facilitation, communication and cooperation with other employees, volunteers, the Canteen sub-committee and the P&C Executive Committee in a fair and non discriminating manner.

The Canteen Manager is subject to and required to observe all state and commonwealth legislation impacting on the role.

**Non-Smoking Policy**

Smoking is not permitted anywhere on the school grounds.

**Conflict of Interest**

The Canteen Manager is encouraged to actively participate in debate and decision making at meetings of the P&C and the Canteen Sub-committee.

However, the Canteen Manager cannot be a voting member of the Canteen Sub-committee.

The Canteen Manager will not be a signatory to the Canteen Sub-committee's bank account and will have no financial delegation or authority other than ordering of supplies for normal use.

**Termination**

All staff contracts will automatically terminate at the end of each calendar year. Staff contracts may be terminated by the P&C Executive or the Canteen Sub-committee at any time by following the conditions of the contract.

**Duties and Responsibilities**

Duties include but are not limited to the following items. Volunteers will be rostered to assist with all activities. However it is generally the canteen manager's responsibility to ensure all items are carried out.

1. Be responsible for adhering to the canteen policy as set by the subcommittee.
2. Be responsible for planning, organizing and monitoring the day to day operations of the canteen inclusive of the following; opening canteen and setup for the day, meet with volunteers assign and explain tasks, prepare food for recess and lunch, service at recess and lunch, coordinate lunch orders, count money with volunteers and place in courier bag each day, wash and clean up each day.
3. Be responsible for the standard operations of the canteen inclusive of the following:- prepare and maintain menu in association with the Canteen sub-committee, order food and materials, clean, stack and rotate storeroom, generally liaise with the Canteen sub-committee, assist with providing information for the monthly reports, assist sub-committee with maintaining a volunteer roster.
4. Ensure that the products and services supplied by the canteen are presented and promoted to generate a high level of sales on a daily basis.

5. Ensure that the catering and staffing levels facilitate the demand for the canteen's products and services.
6. Be responsible for ordering and checking all supplies against invoices and delivery dockets.
7. Ensure the correct food handling and hygiene practices are observed to prevent food spoilage and contamination. Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices.
8. 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.
9. Be responsible for the health, safety and welfare of others in the canteen.
10. Be 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 not authorized to be there.
11. Ensure the canteen is vacated daily before the time negotiated with the school principal and school cleaners.
12. Ensure a pleasant working environment for the volunteers.