TUCKSHOP POLICY

RATIONALE
St Mary’s Catholic Primary School Tuckshop is an integral part of the school, complementing classroom programs on food, nutrition and health. As well as an educational role, it has an important service, social and cultural role for our whole school community.

POLICY STATEMENT
St Mary’s Catholic Primary School Tuckshop should provide enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices, recognising that food purchased at the Tuckshop does not provide a major portion of a children’s nutrition during a week. It should also function as an efficient and ethical business enterprise, demonstrating high standards of hygiene and maintenance of a happy working environment.

CONSEQUENCES
The effective implementation of this policy and its associated guidelines aims to:
• Provide an enjoyable, nutritious and attractively presented selection of food and drink products at reasonable prices
• Help reduce health risk factors by encouraging the development of good eating habits
• Provide foods recommended by the Qld Government Healthy Food Choices Guidelines
• Function as an efficient business enterprise within the school community
• Demonstrate high standards of hygiene in relation to the preparation, storage and service of food
• Provide an opportunity for the school community to participate in appropriate decisions concerning the efficient and nutritious operation of the school Tuckshop
• Encourage courtesy and consideration among all personnel using Tuckshop facilities
• Provide a courteous, happy environment for parent involvement in children’s education and school community

ADMINISTRATION
• The Tuckshop Coordinator will present a written report to each P & F Meeting
• They shall also present a written report to the Principal at the end of each year
• Regular Profit and Loss statements will be maintained with School Administration
• The Principal will ratify all Tuckshop capital purchases
• The Tuckshop Coordinator is responsible for collation and early publication of the Term Rosters in the Newsletter
TUCKSHOP COORDINATOR POSITION (Subject to Annual Review)
The Tuckshop Coordinator position is a Fixed Term-time contract, which is generally advertised on an annual basis. Advertising of the vacancy will be through the School Newsletter (subject to Diocesan requirements). Appropriate Child Protection forms and other Diocesan requirements will need to be completed and approved, prior to appointment.

They must undertake to fulfil the St Mary’s Primary School, Warwick Position Description for the Tuckshop Coordinator.

They must uphold the Catholic ethos, mission and values of St Mary’s, maintaining professionalism and confidentiality at all times.

O H & S
- All volunteers must follow OH&S policies and procedures, considering health and safety of community members
- All volunteers must adhere to the Qld Child Protection Policy for Casual Teachers, Volunteers and Contractors
- Essential, safe equipment will be provided and the Tuckshop Coordinator needs to ensure that it is well maintained, in good repair and used correctly
- The Tuckshop Coordinator must report to the Principal any structural defects or maintenance requests using appropriate OH&S forms and seek approval from the Principal prior to purchasing different or new chemicals or equipment

PURCHASING AND CHOICES
Orders will be made from an appropriate selection of reliable, convenient and competitive suppliers/wholesalers in the local area. All new line products must be discussed with the Principal prior to purchasing.
The Qld Government Healthy Foods Guidelines aims to ensure that food and drinks sold in school Tuckshops are compatible to Australian Dietary guidelines for children and adolescents. Foods are colour coded. (Red – occasionally; Amber – select carefully; Green – fill the menu)
Reasonable consideration will be given to those with food allergies or intolerances.
Any requirements for Anaphylactic children will be implemented immediately and inappropriate foods or liquids removed from the Tuckshop, in consultation with the Principal. Photographed Action Plans of anaphylactic children will be clearly displayed and updated on a regular basis

BANKING
- The Principal is to be informed of all procedures concerning finance and stock supply of Tuckshop
- All monies and float to be counted and signed twice by the Tuckshop volunteers prior to submission to school finance secretary for banking
- Discrepancies will be noted and regarded as serious matters
- The above records shall be made available to be audited annually by the external auditor

VOLUNTEER REQUIREMENTS
- All volunteers must follow all school and OH&S policies and procedures, considering the health and safety of all members of the community
- All volunteers must adhere to the “Child Protection Policy for Casual Teachers, Volunteers and Contractors”
- Any parent/volunteer with cold/flu symptoms should not work with food while the symptoms are present
- Any person who is suffering from Diarrhoea and or vomiting (or been in contact with children suffering these symptoms) must notify the Tuckshop Coordinator and refrain from working in the Tuckshop for 48 hours after the symptoms have ceased
- Voluntary workers are entitled to morning tea, lunch and drinks
- Key access to the Tuckshop is restricted to Tuckshop Assistant and School Executive