

Sponsoring Body

PARENT GROUP

OR

PRINCIPAL

CANTEEN COMMITTEE

Secretary

- Responsibilities:
- Meetings
 - Minutes

reportable

President/ Chair

reportable

Treasurer

Responsibilities:

- Insurances
- P&L
- Wages, tax, super & entitlements

+

Parent

School
Council Rep

Principal

Canteen
Volunteer

Canteen
Manager

Teacher/ Staff

Student Rep

Parent Body
Rep

POLICIES

Develop
Implement
Evaluate



Informed by...
Fresh Tastes@School

FOOD & MENUS

Choices
Price
Distribution to com-
munity
Food safety



Informed by...
NSW Food Authority
Registration
Fresh Tastes Policy
Suppliers
Food preferences
survey

GOALS/ OBJECTIVES

Develop role of can-
teen in community
Develop plans and
needs



Informed by...
Community use survey

SUPPORT & PROMOTION

Assist the manager
in running
Assist in attracting
volunteers
Assist in engaging
community



Informed by...
Social media
Newsletter
Volunteer drive
Working Bee

RECORD KEEPING

Food Safety
Maintenance
Finances
Insurances
WHS
"Plan" progress



Informed by...
Treasurer information
Policy directives

COMPLIANCE

Follow procedures
Policy directives
WHS
Report



Informed by...
Obligation to sponsor
Regulation
Procedures