

For:

School council
Principal and school leaders
Teachers
✓ Canteen staff
Students
School community

'Go for your life'

Healthy Canteen Kit

canteen manual



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life™



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› Introduction

School canteens and other school food services are important educational resources. They have an important role in the provision of food to students and the school community as well as being an integral part of the school environment.

The school canteen should reflect the educational goals of the school and support and complement student learning. When consumed daily, the food provided through the school canteen may comprise a third of a student's total daily intake and have a significant influence on their health and nutrition.

It is important that parents, teachers and students work together to support a whole-school approach to building a school culture in which students actively choose nutritious foods and a healthy lifestyle.

The *'Go for your life' Healthy Canteen Kit* contains the following resources to assist schools to develop healthy canteens and other food services:

- *'Go for your life' Healthy Canteen Kit – School Canteens and Other School Food Services Policy* explains the guiding principles, including food selection, food categories, food safety, and the role of the school council in developing a school food service policy.
- *'Go for your life' Healthy Canteen Kit – Food Planner* assists schools and canteens to make appropriate healthy food choices.
- *'Go for your life' Healthy Canteen Kit – Getting Started* provides advice about how to establish a healthy school food service. It includes healthy fundraising ideas, frequently asked questions and a sample canteen policy.
- *'Go for your life' Healthy Canteen Kit – Student Learning Activities* provides a suite of learning activities for each of the six levels of the Victorian Essential Learning Standards (VELS) for Years Prep to 10.
- *'Go for your life' Healthy Canteen Kit – Canteen Manual* provides practical information for canteen managers and school personnel to assist with the management and day-to-day running of the school canteen.
- *'Go for your life' Healthy Canteen Kit* CD-ROM provides an electronic copy of the entire kit.
- *At a glance planner* provides a quick reference in poster form to assist with healthy food choices.
- A poster to promote healthy food choices to students.

The *'Go for your life' Healthy Canteen Kit – Canteen Manual* contains practical advice for canteen staff and school personnel to support implementation of the *School Canteens and Other School Food Services Policy* and the development of school food services that promote healthy eating.

The manual contains information for:

- practical food ideas and preparation
- recipe ideas
- food safety and hygiene
- canteen management
- additional resources available to support the move towards healthier school food services.

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Practical food ideas and preparation

Successful sandwich making

Salads

Hot foods

Recess and snack ideas

Drinks

Special dietary requirements

Making recipes healthier

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Choosing basic ingredients

Choosing commercial foods



› Successful sandwich making

Sandwiches, rolls and wraps are filling and nutritious. When well-priced and attractively presented with interesting and fresh fillings these foods can also be top sellers.

Sandwiches can be made interesting by:

- offering a variety of different types of breads
- filling wraps, pita or a variety of rolls
- making 'sushi sandwiches' or pinwheels by rolling up a slice of bread with filling, cutting it in half and displaying it cut end up
- making multi-layered sandwiches
- making mini rolls using dinner rolls
- offering toasted sandwiches or hot rolls or wraps
- cutting sandwiches into different shapes and sizes
- using a variety of colourful fillings packaged so that students can see the fillings clearly
- using interesting combinations of sandwich fillings including those suggested below.

A healthy sandwich means:

- being able to 'see the bread through the spread'
- using low-fat spreads
- including at least one vegetable (or fruit) filling
- using high-fibre grainy breads
- using lean meats and reduced-fat cheeses.

HINT: Introduce wholemeal or wholegrain bread by making zebra sandwiches using one slice of white bread and one of wholemeal or grain.

Interesting sandwich fillings

Try some of the following sandwich fillings:

- ricotta, banana and honey
- ricotta, sultanas and grated carrot
- crunchy peanut butter*, sultanas and alfalfa sprouts
- leftover roast vegetables (for example, sliced zucchini, capsicum and/or eggplant) and ricotta
- chicken and coleslaw with low-fat dressing
- BLT – lean bacon (cooked and cold), lettuce and tomato

- creamed corn with cheese and ham
- tuna mixed with salsa or chutney or low-fat mayonnaise, corn and grated vegetables
- chutney, ham, low-fat cheese and tomato (put tomato between ham and cheese to prevent sogginess)
- peanut butter* and banana
- crushed pineapple, ham and low-fat cheese
- egg mashed with low-fat mayonnaise and lettuce
- chicken, avocado and cucumber.

Sandwich preparation and making tips

Sandwich making can be a quick, easy and simple task. Use the suggestions outlined below to save time and make preparation easier.

- Prepare ingredients for sandwiches, rolls, wraps, burgers, jaffles and salads beforehand by:
 - washing all vegetables well by separating leaves (if necessary), washing and draining in a colander and patting dry
 - slicing, grating and chopping all sandwich fillings including draining beetroot, slicing meats, and separating meat and cheese slices
 - storing each ingredient in individual, clear, stackable containers in the fridge.
- Chop up a salad mix of different salad vegetables, for example cucumber, lettuce, tomato, carrot, canned corn, capsicum, sprouts, mushrooms and snowpeas. Try preparing the ingredients in different ways such as finely dicing like a salsa, chopping, shredding or grating. Combine this mix in a bowl at the start of the day and use in both sandwiches and salad boxes.



*Food allergies are the most common triggers for anaphylaxis (severe allergic reaction) in children. Eight foods cause 90 per cent of food allergies: peanuts, cow's milk, egg, wheat, soybean, tree nuts (for example, cashew), fish and shellfish. Schools should be aware of the risk of hidden allergens. Check your school's policy regarding students with severe allergies.

- Combine meat, vegetables and any sauce or dressing into the one sandwich filling mixture for quick sandwich making. This mixture can be kept stored in the fridge for two days. Possible mixtures include:
 - tuna, corn, grated carrot and chopped celery combined with low-fat mayonnaise
 - diced ham, crushed pineapple and grated cheese bound together with a dash of tomato salsa.
- Invest in a vegetable slicer machine for quick, bulk sandwich-filling preparation.
- Invest in other equipment such as slice guides, spreaders, egg and avocado slicers.
- Ensure knives are sharp for easy cutting.
- When assembling sandwiches:
 - have a large, designated preparation bench with enough room to lay out breads
 - lay out containers of fillings in front of the bread board, within easy reach and in sequence of how they are to be placed on the bread
 - make up one type of sandwich or roll at a time
 - only lay out enough bread for ten sandwiches at a time and pair the bread slices top and bottom
 - place fillings on the bottom layer of bread only
 - to avoid soggy bread, make sandwiches on the day of sale and place wet fillings such as tomato and beetroot in the centre of the sandwich and dryer items against the bread
- Keep bread fresh by:
 - making sure it is well wrapped to prevent it from drying out then freezing it
 - wrapping sandwiches as soon as they are made
 - keeping breads covered – when preparing large quantities of sandwiches, use the crust to cover the top slice of bread on the pile to prevent it from drying out.
- Use frozen bread for making toasted sandwiches or hot rolls – this is a good money saver.
- Use special sandwich packaging (plastic triangular cases) for an attractive display.

HINT: Place a laminated notice on the wall near the sandwich preparation area listing standard instructions for exact filling amounts and cutting instructions for various sandwich fillings so staff know exactly how much to prepare each day. This will not only assist volunteer staff, but also control stock, costs and quality.

Making wraps

To make wraps:

- spread lavash, pita or mountain bread with a spread – lavash bread freezes well and takes only 5–10 minutes to defrost
- place filling ingredients in the middle section of the bread leaving enough room at either side to wrap one side of the bread over the filling
- roll carefully and firmly – this may take a bit of practice
- cut in half diagonally to display the contents
- wrap firmly but not too tightly in plastic wrap
- if wraps are to be heated put foil or paper around the bottom half of the wrap.

HINT: Older students could assist with designing a tasty and exciting wrap that contains Everyday foods to maintain good health. Refer to the 'Go for your life' Healthy Canteen Kit – Student Learning Activities (Level 4 'wrap-it-up') for a classroom canteen menu assessment activity.

Making toasted sandwiches

When making toasted sandwiches:

- use day-old bread to make jaffles in advance and store them wrapped in the freezer until required
- spread only a thin scrape of margarine or oil spray on the outside of toasted sandwiches and do not spread anything on the inside to reduce the total fat content
- do not use extra margarine or oil when toasting foccacias or Turkish bread as there is enough oil in them already to prevent them from sticking.



› Salads

With a bit of imagination, salads can be an appealing and nutritious main meal on their own.

Try:

- using the same ingredients for sandwich fillings and salads and preparing them at the same time
- including protein for a nutritious, balanced meal, for example lean meat, tuna, cheese, egg, legumes, nuts* and/or a carbohydrate source, for example croutons, canned corn, couscous, noodles, potato, crackers or bread roll on the side.

Salad ideas

Try these delicious salad ideas. Remember, they can be adapted to include whatever ingredients you have in the canteen – the possibilities are endless!

Asian-style warm beef or chicken salad

Mixed lettuce and salad vegetables such as cucumber strips, snowpeas and cherry tomatoes topped with sliced lean beef or chicken and dressed with an Asian-style dressing such as honey and soy. Serve warm or cold.

Roasted vegetable and couscous salad

A selection of roast vegetables (a good way to use up leftovers in the fridge) folded through cooked couscous and dressed with some tomato salsa. Serve with a dollop of natural yoghurt or dip.

Mexican bean salad

Any combination of finely diced vegetables, canned corn, canned beans and grated cheese combined with salsa. Serve with a dollop of low-fat sour cream.

Potato salad

Baby potatoes halved and cooked in their skin then combined with canned corn, peas or other finely diced vegetables and dressed with low-fat mayonnaise or natural yoghurt.

Cold rice salad

Cooked rice, sweetcorn, peas, diced capsicum, diced celery, grated carrot, spring onions or any other vegetables available combined with diced lean ham and dressed lightly with low-fat French dressing.

Vietnamese-style coleslaw

Shredded cabbage and carrot, bean sprouts (canned), cold shredded chicken, shallots, chopped mint (optional), crunchy noodles and dressed either with low-fat mayonnaise or an Asian-style dressing.

***HINT:** Flaked tuna stirred through many of these salads is an easy, tasty option.*

Serving salads

Try serving salads in different ways. Consider:

- salad plates, for example, a lean chicken drumstick with slices of tomato, beetroot, a pineapple ring, low-fat cheese and shredded lettuce (with a drizzle of low-fat mayonnaise) and carrot served with a dinner roll lightly spread with margarine
- salad cups or tubs (good for salads that are diced or shredded or are moist)
- salad bags, for example a selection of bite-size pieces such as cherry tomatoes, carrot, capsicum and cucumber sticks, low-fat tasty cheese cubes, boiled egg wedges, grapes, nuts* and dried fruit all tossed in a bag (avoid including lettuce as it tends to wilt very quickly).



**Food allergies are the most common triggers for anaphylaxis (severe allergic reaction) in children. Eight foods cause 90 per cent of food allergies: peanuts, cow's milk, egg, wheat, soybean, tree nuts (for example, cashew), fish and shellfish. Schools should be aware of the risk of hidden allergens. Check your school's policy regarding students with severe allergies.*

► Hot foods

The number and type of hot foods on the menu will vary depending on the canteen's facilities and the season.

Often hot foods are pre-packaged 'heat and serve' foods that sit in the Select Carefully category. However, it is possible to prepare quick and easy nutritious hot food choices that are low in fat and contain vegetables, even in a canteen with limited equipment.

- Ensure commercially prepared hot food choices are nutritious and in line with the *Dietary Guidelines for Children and Adolescents in Australia* by:
 - serving them as a meal deal with a side salad or fruit
 - boosting them up by adding extra vegetables yourself, for example top commercially made pizzas with extra vegetable toppings.
 - choosing low- or reduced-fat products (see the nutrient criteria for Occasionally food on page 13 of the 'Go for your life' Healthy Canteen Kit – Food Planner and the label reading tips on page 13 of this manual.)
 - choosing products from registered canteen buyer guides¹.
- It is not necessary to provide an extensive range of hot foods. Try offering one different, freshly prepared healthy hot food choice as a rotating daily or weekly special and limiting the range of regular convenience hot foods on the menu. This will be more cost efficient and make preparation and service simple and more rewarding, while still adding variety to the menu.
- Strike a balance between offering sufficient hot food choices and minimising preparation, storage and heating requirements.
- Serve one-pot dishes like stir-fries and fried rice which are quick, easy and cost effective.
- Consider ease of serving, packaging and eating when choosing hot food options.

Burgers

When making burgers:

- prepare all buns and salads in advance (for example, when making sandwiches) and add the meat or vegetable pattie at the last minute
- to prevent sogginess, place sauce or mayonnaise on the fillings (salad or pattie) rather than on the bread
- mark packaged burgers for easy identification, for example 'ch' indicating with cheese and 'may' indicating mayonnaise.

HINT: For more appropriate, child-size serves, use English muffins or large dinner rolls for burgers instead of large burger buns or hot-dog rolls.

Hot food ideas

Refer to the the 'Go for your life' Healthy Canteen Kit – Food Planner food guide tables on pages 16–24.

Here are some more ideas:

- pastas – spiral or penne-shaped pastas are more convenient to serve and eat
- skinless chicken drumsticks
- chicken and vegetable kebabs
- souvlaki – lean chicken, mince patties, sliced steak or lamb, served in pita bread with salad and tzatziki (garlic, grated cucumber and yoghurt sauce)
- falafel wraps (falafel mix can be purchased commercially) – serve falafel balls in a wrap with salad and tzatziki or hommus
- warm chicken salad – mixed salad with grilled chicken or warm skinless BBQ chicken (sliced across the top with an interesting dressing) or some fresh or canned mango added to the salad
- vegetable pastie or filo
- spinach and ricotta filo – this freezes well so make a bulk batch
- spinach and ricotta cannelloni – this also freezes well, so make a bulk batch
- jaffles served in half and whole sizes
- hot rolls or wraps – for example hot cheese rolls, cheese roll-ups*
- fried rice* – add plenty of diced vegetables (canned or frozen for convenience)
- burritos
- bean nachos or tacos with salad
- corn on the cob
- roast vegetable salad
- pizza* – using muffins, pita pizza or regular bases
- oven-baked wedges or mini potatoes – quarter baby chat potatoes or wedge regular potatoes with skin on, sprinkle with herbs, spray with oil, bake in the oven and serve in cups made from paper triangles
- oven-baked vegetable chunks
- pinwheels – baked scone dough rolled with a filling such as pizza or tomato and cheese (can be served hot or cold)
- zucchini slice* – can be served hot or cold.

*Refer to Recipe ideas file which begins on page 17.

¹Canteen-registered product buyer guides provide a list of food products for sale to canteens that have been professionally assessed to ensure that they are above the nutrient criteria for foods in the Occasionally category and suitable for sale in a healthy school canteen. There are many different guides available. (See page 15 for more information.)





One main ingredient – several recipes

Basic ingredients can be adapted across several different recipes, adding variety to the menu while saving time and costs.

INGREDIENT COMBINATIONS	SERVING SUGGESTIONS
<p>Hot fillings</p> <p>Savoury:</p> <ul style="list-style-type: none"> • creamed corn, grated cheese and diced lean ham • tuna, grated cheese, corn and diced capsicum • crushed pineapple, ham and low-fat cheese (Hawaiian) • finely diced or grated vegetables (capsicum, carrot, corn, celery, mushrooms) combined with a sauce such as low-fat mayonnaise or salsa and low-fat grated cheese • mince and kidney beans mixture • baked beans and low-fat cheese • leftover mince, casserole or stir-fry. <p>Sweet:</p> <ul style="list-style-type: none"> • ricotta, honey and diced dried fruit • banana and cinnamon • banana, sultanas and coconut • banana, pineapple (crushed in natural juice) and coconut • stewed apple (canned pie apple can be used), cinnamon and sultanas. 	<ul style="list-style-type: none"> • jaffles or toasted sandwiches • in hot rolls – either hollow out a roll and fill, or spread one half of the roll with ingredients and grill as an open sub • in hot lavash wraps or fillos – a great alternative to pastry-based pies • on jacket potatoes (excluding sweet fillings) • as pizza toppings
<p>Lean mince sauce</p> <p>Make lean mince sauce using lean mince and tomatoes or tomato pasta sauce. Add plenty of grated vegetables (a good way to use up leftover vegetables). Add canned kidney beans for Mexican dishes.</p>	<ul style="list-style-type: none"> • as a pasta sauce or pasta bake • as a topping on baked jacket potatoes • in bread cases • lasagne • in jaffles (bolognese jaffle, Mexican jaffle) • on half a roll, topped with low-fat cheese and grilled ('hot sub') • in tacos or burritos • as a topping for nachos – put a small handful of corn chips in a small, round, takeaway container, top with mince and bean sauce and sprinkle of low-fat cheese.

HINT: Combine all the ingredients into the one mixture for quick preparation.



➤ Recess and snack ideas

Children need regular small snacks to provide them with energy for growth as well as important nutrients.

Many snack foods can be energy dense but not nutrient dense. Children who are provided with these unhealthy snacks often fill up on kilojoules, getting energy for growth but not nutrients. Snacks for children should be considered as an important part of their nutritional intake and not as an extra treat.

Considering the majority of children's snacks are consumed at school, the canteen has an important role in providing healthy snack choices. When choosing snacks to provide in the canteen, consider the following information.

- Portion sizes of packaged snack foods and drinks are becoming king-sized. Young children need much smaller serve sizes than adults, so choose the appropriate size of packaged snacks and provide small and half-serve sizes when preparing snacks in the canteen.

HINT: Use mini muffin tins or paper patty-cake cases rather than the larger muffin trays.

- Low fat may not always mean healthy. Many manufactured snack foods (such as sweet bars) may be low in fat, but still high in kilojoules and low in fibre and other nutrients. Check that these low-fat products are at least high in fibre or have fruit as their sugar source. Refer to the nutrient criteria for an Occasionally food on page 13 of the 'Go for your life' Healthy Canteen Kit – Food Planner.
- Many sweet snack foods (for example, carob-coated products) will claim to be 'all natural' or a 'health food'. These can sometimes still be high in sugar or saturated fat and classified as confectionery.
- Snacks and drinks based on fruit and vegetables will boost the intake of these important foods.
- Bread-based snacks are a filling, nutritious, low-fat, higher-fibre alternative to cakes and biscuits and can be good value for money.

It is easy (and inexpensive) to come up with some appealing nutritious snack foods. Here are some ideas.

Cereal, grain and nut-based* snacks

- Pinwheel sandwiches**
- Mini rolls using dinner rolls
- Low-fat wholemeal fruit muffins
- Individual bags of pretzels, mini rice cakes, flavoured rice crackers or popcorn (available commercially in individual pre-packs)
- Rice crackers served in small bags of 10–12 crackers
- High-fibre breakfast cereals (for example, Mini Wheats, Fruity Bix) divided into smaller bags
- Nibble or energy mixes served in small bags**, for example dried fruit, nuts*, plain popcorn and breakfast cereals
- Air-popped popcorn** – low fat, plain or flavoured

HINT: Use poor quality or over ripe fruit or vegetables to make up a batch of high-fibre, mini muffins which can be frozen and reheated.

Fruit-based snacks

- Fresh fruit
- 'Traffic lights' – rounds of kiwifruit, banana and watermelon served on a stick or plate
- 'Green and gold' – pieces of chilled orange and kiwi fruit in a bag
- Puréed fruit or juice frozen in an ice-cube tray and served in a cup (a great way to use up overripe fruit)
- 'Banana blizzard' – frozen banana on a stick
- Bag or cup of frozen grapes, orange quarters and pineapple rings
- Stewed or canned fruits unsweetened and in natural juice – served in a cup topped with low-fat custard or yoghurt
- Fruit salad – fresh or pre-cut and unsweetened
- Dried fruit salad soaked in hot water or juice to make plump and served plain or with custard or yoghurt – great in winter
- Dried fruit, for example apples, apricots, sultanas, prunes and dates mixed with nuts* and seeds
- Fruit kebabs using fresh or frozen fruit
- Chopped canned fruit set in jelly cups
- 100 per cent fruit icy-poles or ice crush slurpees** made with puréed fruit or 100 per cent fruit juice mixed with canned fruit – a great way to use up over ripe fruit.

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**Recipes can be found on pages 17–20.

Vegetable-based snacks

- Chunky vegetable pieces served in a cup with low-fat, low-sodium dip
- Crunchy peanut dogs – celery sticks filled with reduced-salt peanut butter*, ricotta or reduced-fat cream cheese
- Corn on the cob
- Oven-baked chunky potato pieces served in a small cup

Dairy-based snacks

- Flavoured low-fat milk served as milkshakes or smoothies** with fresh fruit
- Low-fat cheese cut into sticks, cubes, slices or triangles
- Low-fat plain or fruit yoghurt (fresh or frozen) served in small tubs with fresh fruit
- Low-fat dips, for example tzatziki (natural yoghurt, grated cucumber and garlic) or corn relish dip (cottage cheese, smooth ricotta or reduced-fat cream cheese with corn relish mixed through)
- Milky icy-poles made with flavoured low-fat milk.

HINT: Buy low-fat yoghurt in bulk then portion into individual plastic cups or containers and swirl through muesli and/or fruit such as tinned passionfruit. Label containers with a use-by date and store for up to four days.

Hot snack ideas

- Corn on the cob
- Pinwheels – baked scone dough rolled with a filling such as pizza or tomato and cheese
- Half a jaffle with a fruit filling – a good alternative snack to cakes or donuts
- Small cheese roll
- Hot savoury muffin or scone

Other

Hard-boiled eggs

Refer to the 'Go for your life' Healthy Canteen Kit – Food Planner food guide tables on pages 16–24 for more suggestions.

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**Recipes can be found on pages 17–20.



› Drinks

Like snack foods, many drinks can be energy dense but not nutrient dense. Children who are provided with drinks high in sugar often fill up on kilojoules without getting valuable nutrients required for growth.

Water

Water is the best drink to quench children's thirst. Children need five to eight glasses of water each day – more if it is hot or they are physically active. Children become dehydrated more easily than adults so it is important to replace fluids regularly throughout the school day. Schools should have cooled water for children available from drinking fountains and allow water bottles in class to encourage children to drink more.

HINT: Canteens can promote water by keeping prices low, stocking larger quantities of water in the fridge at eye level and selling it in value meal deals.

Dairy drinks

Low- or reduced-fat milk is recommended for children. Calcium-enriched soy drinks are also suitable for children. Low-fat milks with added flavour are suitable in small amounts (250–300 ml) because they have some nutrients that protect teeth even though they contain added sugars. Full-fat dairy drinks contain saturated fat and are in the Select Carefully category.

100% fruit juice (no added sugar)

Fruit contains natural sugar but once a fruit is juiced it loses its fibre and its sugar content becomes concentrated. When drinks containing concentrated sugars are sipped on, the teeth are bathed continuously and this can lead to dental decay. Products that are 100 per cent juice are in the Select Carefully category and should not replace fresh fruit, which is in the Everyday category.

Other sweetened drinks

Sweet drinks often provide many calories and no nutrients and may contribute to an unbalanced diet and weight gain when consumed frequently.

Sweet drinks have also been shown to contribute to dental decay in children. Bacteria in the mouth convert the sugar in drinks into acid that dissolves tooth enamel. Sweetened drinks are usually acidic already and this also contributes to dental decay. High-sugar drinks and 'sticky' foods such as fruit straps stay in contact with the teeth, increasing the potential for tooth decay. The school canteen can play a major role in promoting good oral health and preventing dental decay.

From 2007, high sugar content soft drinks should not be supplied through school food services. This includes energy drinks and flavoured mineral waters with high sugar content.

Drinks containing caffeine

Some schools may offer tea or coffee for teachers and upper secondary school students. However, products containing caffeine are not recommended for children or adolescents.

Refer to the 'Go for your life' Healthy Canteen Kit – Food Planner food guide tables on pages 16–24 for ideas about the types of drinks to provide in the canteen. Some interesting ideas for healthier drinks and ices are:

- banana or fruit smoothies*
- icy poles made with low-fat milk
- fruit ice crush 'slushee'.*

*RECIPES can be found on pages 17–20.



› Special dietary requirements

Some students may require special diets for medical reasons. The school food service should try to meet these needs as far as possible so that all children can enjoy eating a healthy lunch from the canteen.

Any special needs for children with disabilities such as modified texture diets or wheelchair access to the canteen should also be considered. The school principal, child's teacher or parents should provide advice of any special dietary needs to canteen staff.

Diabetes

Students with diabetes may request foods with no added sugar or artificially sweetened, low joule or diet products. Sugars naturally occurring in products such as dairy (yoghurt and custard) and fruit are suitable and healthy for children with diabetes.

Coeliac disease

This condition requires a strict gluten-free diet. Gluten is found in:

- wheat
 - rye
 - oats
 - barley
 - triticale
 - products containing these grains (for example breads, biscuits, pasta, flour).
- However, gluten may also be found in less obvious sources such as:
- yeast spreads (for example Vegemite)
 - malt extract
 - maltodextrin (wheat)
 - processed meats
 - snack foods
 - sauces.

New food labelling laws have made it easier to identify gluten-free or gluten-containing products. Care should be taken when preparing gluten-free foods for students with coeliac disease. You should, for example, use separate toasters, knives and preparation boards.

Absolute avoidance of gluten is extremely important for anyone with coeliac disease. It is recommended that you consult with a dietician if the canteen is required to provide a gluten-free diet.

More information on gluten-free diets can be obtained from a dietician or the Coeliac Society website: www.vic.coeliac.org.au.

Anaphylactic (severe) food allergy

Contact with certain foods can be fatal for people with allergies to these foods. The most common triggers of anaphylaxis are: peanuts, cow's milk, egg, wheat, soy, tree nuts (for example, cashews) fish and shellfish. The school should know of any student with a severe food allergy and should have a policy and appropriate management strategies in place. Make sure the canteen is well aware of students with such allergies and familiar with the school's management strategies.

Dealing with nut allergy

Schools should formulate their own policies regarding the banning of nuts after consultation with the school community and school council. Banning of food or other products is not generally recommended due to the fear of encouraging complacency among staff and students, the presence of hidden allergens and the difficulty monitoring and enforcing a ban. Aside from the case of exceptional circumstances, it is better for schools and canteen staff to become aware of the risks associated with severe allergies, and to implement practical, age-appropriate strategies.

Check your school's policy regarding the use of products containing nuts. The following precautions should also be taken.

- If a packaged product contains nuts, the package will state this. Ensure that any product prepared in the canteen containing nuts or using ingredients that were labelled as containing nuts is labelled on both the menu and the food item itself.
- Provide nut-free choices.
- Be wary of contamination of other foods when preparing, handling and displaying food. For example, a tiny amount of peanut butter left on a knife and used elsewhere is enough to cause a severe reaction in anyone who is allergic.
- Place notifications about your canteen's procedure regarding nut allergy in a visible place as a reminder to all workers.

HINT: Some schools may have the child's name and photo displayed in the canteen as a reminder to staff.

Absolute and strict avoidance of nuts and nut products is extremely important for anyone with an anaphylactic nut allergy. It is recommended that a dietician is consulted if the canteen is required to provide food for a child with this allergy.

Lactose (dairy) intolerance

Lactose is the sugar found in dairy foods. There are varying degrees of lactose intolerance. Some children can only tolerate low amounts of lactose. For these children, provide some non-dairy, calcium-rich foods such as calcium-enriched soy drinks. Ensure some lunch choices are dairy-free. Yoghurt and hard yellow cheeses are lower in lactose than other dairy foods and so may be tolerated in small amounts. However, this should be clarified with the parents.

Food additives and food intolerances

Food intolerances are usually triggered by naturally occurring chemicals in foods rather than additives. Food intolerance results in mild symptoms such as bloating and skin rashes. This condition is different to food allergies which are a more severe reaction and can be fatal.

Food additives are commonly reported as a cause of food intolerance. Medical opinion, however, reports that true intolerance to food additives only occurs in a very small proportion of the population¹. If a child has a genuine intolerance to a particular food additive the parents should be able to notify the school and canteen of the exact additive name and code to look for on food labels.

What are food additives?

Food additives are substances that are added to processed foods in small amounts. These additives may be synthetic, or naturally occurring substances such as vitamin C (in fruit) or lecithin from egg yolks.

Food additives are used to improve:

- quality or stability of a food, for example sorbitol is added to dried fruit to retain its moisture and softness
- taste or appearance of a processed food, for example lecithin is added to margarine to give it a nice texture.

Are food additives safe?

There has been increasing concern regarding the safety of food additives. Food standards in Australia are very stringent and a food additive is only authorised for use in Australia after extensive testing to show no harmful effects resulting in the general population from long-term consumption.

Labelling of food additives

Australian food-labelling laws require all food additives to be identified on the product label. Previously just a code system was used according to the functional classification of the additive, but now labels must state the actual name of the additive. For more information on food additive codes and labelling visit the Food Standards Australia and New Zealand website: www.foodstandards.gov.au/whatsinfo/foodadditives.cfm.

¹Australasian Society of Clinical Immunology and Allergy.
www.allergy.org.au



› Making recipes healthier

Many of your favourite recipes may only need a few changes to make them healthier. Modify your favourite recipes by:

- reducing or removing certain ingredients, for example fat, sugar or salt
- substituting healthier ingredients where possible
- changing the cooking method.

Experiment, but remember to taste test or trial any new recipes with students before selling them. Some recipes are best kept for special occasions!

Try some of the modifications outlined in the following table.

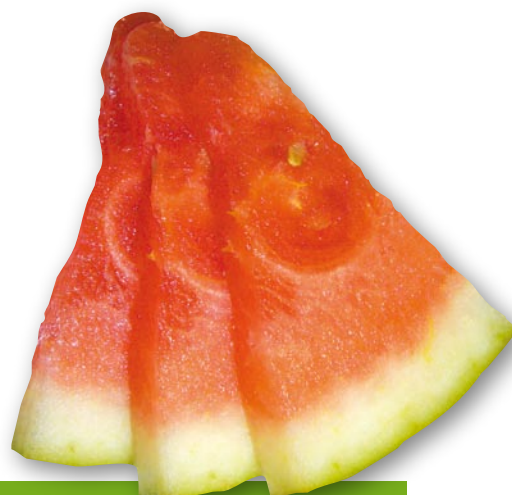
INGREDIENT	HEALTHIER ALTERNATIVE
Full-cream milk	Skim or low-fat milk
Full-cream yoghurt, ice-cream and custard	Low-fat varieties
Cream	Chilled, whipped, reduced-fat evaporated skim milk Low-fat ricotta blended with a little icing sugar, fruit or low-fat milk Low-fat vanilla yoghurt or custard
Sour cream or cream cheese	Low-fat natural yoghurt Reduced-fat evaporated milk and lemon juice Ricotta or cottage cheese Reduced-fat cream cheese
Cheese	Smaller amounts of stronger-tasting cheese (for example grated parmesan instead of grated tasty) Smaller amounts of reduced-fat varieties
Butter, margarine, oils and lard or copha	Mono/polyunsaturated oils and margarines Smaller amounts – use an oil spray or brush Spread margarine thinly or do not use it at all Use stocks, juices or other sauces for sautéing instead of oil Steam or bake instead of frying Halve the fat (oil or margarine) in cakes and sweet recipes – it will not have a significant effect on the final product
Mayonnaise and dressings	Try: <ul style="list-style-type: none"> • fat-free dressings • low-fat yoghurt as a base • fruit juices/herbs • balsamic vinegar • soy/sweet chilli/lime dressing • low-fat spreads such as chutney, mustard, tomato salsa or paste, fruits, ricotta or cottage cheese, hommus
Meat	Remove skin and visible fat before cooking Choose lean cuts and buy skinless chicken Reduce amount of meat in a recipe and replace with legumes or vegetables Grill or bake meats instead of frying Avoid crumbing and battering meats Drain fat off mince during cooking



INGREDIENT	HEALTHIER ALTERNATIVE
Eggs	Use two whites in place of one whole egg
Pastry	Use filo pastry instead of shortcrust or puff pastry Choose reduced-fat puff pastry or use less, for example only cover a pie with pastry Make a cooked rice crust – mix cooked rice with egg white and press into pie plate
Cakes and biscuits	Use the minimum amount of fat needed for biscuits – 2 tablespoons per cup of flour Add mashed pumpkin, stewed fruit or yoghurt to moisten cakes or muffins Use polyunsaturated or monounsaturated oil or margarine instead of butter Choose scones, pikelets, fruit breads, yeast breads and fruit cakes – they contain less fat Reduce sugar to 1/4 cup per cup of flour when making cakes Use canned or dried fruit or fruit juice instead of sugar to sweeten cakes, sweets or biscuits
Sauces and gravies	Use fruit sauce or chutneys Do not use pan juices for gravy Choose low- or reduced-sodium sauces, stock powders, seasoning and gravy powders Use low-fat evaporated milk or low-fat yoghurt for creamy sauces Use reduced-fat cheese or ricotta cheese in white sauces
Coconut milk or cream	Use evaporated low-fat milk plus coconut essence Use low-fat yoghurt with a little desiccated coconut Use a tomato base and just add a dash of reduced coconut milk or powder for flavour
To increase fibre	Use plenty of fruit and vegetables – wash and leave unpeeled where possible Use wholegrain breads, cereals, rice and flour Add wholegrain, high-fibre products to recipes, for example grainy bread in bread and butter pudding, seeds or cereal to fruit crumble topping, oats to rissoles, legumes such as kidney beans, lentils or baked beans to mince and other savoury dishes. Add fruit and seeds to cakes and dessert food
To reduce sodium (salt)	Do not add salt to water when cooking pasta Do not add salt to sandwich fillings Use low- or reduced-salt sauces, gravies and stocks Flavour with herbs and spices rather than salt Choose garlic and onion powder instead of garlic and onion salt Be careful of seasoning mixes as many are high in salt

HINTS

- When reducing the fat or sodium content of a dish, try using more herbs, spices or lemon juice to enhance the flavour.
- Stew fruit without sugar and add apple, dried fruit or fruit juice for extra sweetness and cinnamon or cloves for extra flavour.
- Write recipes up on a template that lists ingredients, instructions and costing per serve. A log or diary of whenever the recipe is cooked is also useful on a recipe template. (Refer to Recipe ideas file on page 17.)



› Reading food labels

There are many manufactured products available and promoted to canteens. Some manufacturers are now tapping into the healthy canteen movement and marketing healthier versions. An understanding of food labels is essential in helping choose healthier foods.

Nutrient claims

These are statements on the front of the packet telling you about the product. For example, 97 per cent fat free, high fibre, low fat, low sodium. Most of these claims are genuine and help you to determine if the product is suitable.

The following are some common nutrient claims used in advertising that may be misleading and should be checked against the nutrition information panel or ingredient list.

Light/lite

This does not always refer to the fat content; it may mean lighter in flavour or colour.

Reduced fat or % less fat

This means that the food has less fat than the regular product but does not necessarily mean that it is low in fat.

Cholesterol-free

This means that the product does not contain any cholesterol. But it does not mean it is fat-free or even low in fat. All foods that originate from plants and their oils are free of cholesterol but are not necessarily free of or low in saturated fat.

No added sugar or salt

This means the product has had no sugar or salt added. The food may naturally contain high amounts of sugar or salt, for example 'no added sugar' orange juice is still high in fruit sugar.

All natural

This does not necessarily mean healthy. These products can sometimes still be high in sugar or saturated fat.

The nutrition information panel

Every product must have the nutritional values per 100 grams or 100 millilitres stated on the packaging. Use this information to compare products.

Use the per serve column to compare your serve to that recommended. One serve may not necessarily equal one packet or the amount you would normally eat.

Look at the example below.

Nutrition information panel

Servings per package: 8

	Average quantity per 100 g	Average quantity per 60 g serve
Energy	1555 kJ	467 kJ
Protein	8.6 g	2.6 g
Fat – total	1.1 g	0.3 g
– saturated	0.3 g	0.1 g
Carbohydrate – total	80.5 g	24.1 g
– sugars	13.7 g	4.1 g
Dietary fibre	9.4 g	2.8 g
Sodium	8 mg	2 mg
Potassium	424 mg	127 mg

The ingredients are listed in descending order of quantity. The nutrition information panel must state the levels of any nutrient about which a nutrition claim has been made on the packaging (for example high fibre, low salt, reduced fat).

Ingredients: Wholewheat, fruit paste (25%) (dried dates, sultanas, pear juice concentrate, glycerol, blackcurrant juice concentrate), sugar, vitamins (niacin, riboflavin, thiamine)

For current information about food labelling laws in Australia, refer to the Food Standards Australia and New Zealand website at: www.foodstandards.gov.au/whatsinfood.

› Choosing basic ingredients

Basic foods and ingredients such as bread, dairy and breakfast cereals, can be assessed using the table below.

FOOD	TOTAL FAT	FIBRE
Breakfast cereals*	Less than 5 g/100 g	8 g/100 g or more
Bread	Less than 5 g/100 g	5 g/100 g or more
Milk	Less than 2 g/100 g	
Cheese	Less than 15 g/100 g	
Yoghurt	Less than 2 g/100 g	
Ice-cream	Less than 5 g/100 g	
Mayonnaise, sauces, dressings	Less than 5 g/100 g	
Meats, for example mince	Less than 10 g/100 g	

*Breakfast cereals should contain no more than 15 g/100 g total sugar. Check the ingredient list for the type of sugar. Specific nutrient guidelines for sugar are not given. Check the ingredient list for the source of the sugar. Sugar that comes from a fruit or dairy source is more nutritious than sucrose.

Some products may be naturally high in fat (for example, margarine, cheese) and sugar (for example, honey) and may not meet these nutrient guidelines. Limit the amount of these foods used. Choose foods with fats that are low in saturated fat.

› Choosing commercial foods

Nutrient criteria for assessing Occasionally foods

When choosing commercial, pre-packaged foods, such as hot foods and snack foods, refer to the nutrient criteria for Occasionally foods (refer to page 13 of the 'Go for your life' Healthy Canteen Kit – Food Planner). The criteria will enable a particular product to be assessed to determine if it falls into the Occasionally category or the Select Carefully category.

Using canteen-registered product buyer guides

There are several different canteen buyers guides (or registered product lists) available for school canteens. They are useful tools to assist canteens in choosing healthier food products. Most of these lists are based on a set of minimum nutrient criteria that a product must meet in order to be registered as suitable for sale in canteens. Buyers guides assist when assessing a manufactured product to see if it is above the nutrient criteria for an Occasionally food.

Most of the products listed are packaged foods that fit into the Select Carefully category. Manufactured products on these lists make easy, convenient additions to the menu to increase variety but should not dominate the menu or take the place of healthy Everyday fresh foods such as fruit and vegetables.

Examples of foods that may be found in these guides include reduced-fat and reduced-sodium pastries and savoury foods, reduced-fat, high-fibre cakes and muffins, snack foods based on fruit juices and low-fat dairy desserts.

REMEMBER: The best choices of all – fresh fruit, vegetables, salad and lean meat sandwiches, milk and water – do not need to be registered as healthy in a buyer guide to prove how good they are.

The canteen-registered product buyer guides available in Victoria include:

- Victorian School Canteen Association Buyers' Guide¹
- Australian School Canteen Association (ASCA) Buyers' Guide
- FOCiS Registered Products List (StarChoice)
- NSW School Canteens Association 'Healthy Kids' Products School Canteen Buyers Guide

Note: Canteen-registered product buyers guides may list some drinks that are not consistent with the 'Go for your life' Healthy Canteen Kit – Food Planner.

¹Canteen-registered product buyers guides provide a list of food products for sale to canteens that have been professionally assessed against the nutrient criteria for Occasionally foods and are suitable for sale in a healthy school canteen. There are many different guides available.



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Recipe ideas file

Healthy canteen recipes

Recipe template

Summer canteen menu

Winter canteen menu



› Healthy canteen recipes

Hot foods



VEGGIE SLICE

Serves 10–12

Ingredients

- 5 eggs
- 1 cup self-raising flour (sifted)
- 4 medium zucchinis (grated)
- 2 medium carrots (grated) or ½ can corn kernels
- 1 large onion (finely chopped)
- 3 lean bacon rashers (chopped) or 100–200 g tuna in brine (drained)
- 1 cup reduced-fat tasty cheese (grated)

Method

Beat eggs.

Slowly add sifted flour.

Stir in other ingredients.

Pour into a greased 20 x 30 cm baking tin.

Bake in a moderate oven for 30–40 minutes.

Serve hot or cold.

Adapted from Tuckshop Shortcuts (2002), Tropical Public Health Unit – Public Health Nutrition, Queensland Health. p. 63.

FRIED RICE

Serves 10

A handy recipe to use up any leftover vegetables, such as shredded cabbage or zucchini.

Ingredients

- 3 cups rice
- 2 rashers of lean bacon (chopped) or 2 slices of lean ham (chopped)
- 2 onions (diced)
- 310 g can corn (drained)
- 2 cups peas
- 2 carrots (grated)
- 2 celery stalks (diced)
- 2 eggs (beaten)
- 1 tablespoon soy sauce
- 1 teaspoon sesame oil
- pepper
- small amount oil

Method

Cook rice in rice cooker or saucepan of rapidly boiling water according to packet directions.

Drain and rinse.

Fry onion and bacon in a small amount of oil in a frying pan or wok.

Stir in rice and remaining vegetables.

Mix egg, soy sauce, sesame oil and pepper together and stir with rice until heated (approximately 2–3 minutes).

Adapted from Canteen Cuisine, (1995) WA School Canteens Association, MBF, p. 660.

MINI PIZZAS

Makes 20

Very popular in colder months and can be used for snacks.

Ingredients

- 10 bread rolls, muffins, pita bread or pizza bases
- 4 tablespoons tomato paste
- 5 slices lean ham (chopped)
- 2 large tomatoes (diced)
- 440 g can pineapple pieces
- 1½ cups low-fat cheese (grated)

Method

Cut bread rolls, muffins or pita bread in half.

Spread with tomato paste.

Top with ham, tomato and pineapple.

Sprinkle with grated cheese.

Cook in a moderate oven or pie warmer, or grill until cheese melts and bread crisps.

Adapted from Tuckshop Shortcuts (2002), Tropical Public Health Unit – Public Health Nutrition, Queensland Health. p. 63.

CHEESE ROLL-UPS

Serves 10

A tasty low-fat alternative to pies and pastries.

Ingredients

- 5 slices lavash bread
- 2 slices lean ham (chopped)
- ¼ cup low-fat cheese (grated)
- ½ small onion (diced)
- ¼ cup creamed corn

Method

Cut each slice of lavash bread into two.

Mix together ham, cheese, onion and corn.

Place tablespoons of mixture onto each piece of bread.

Fold sides of bread and fold at the bottom, then roll lengthways into a parcel shape.

Warm in the oven on a baking tray for at least 10 minutes.

NORI ROLLS

Makes 6–7 rolls

Ingredients

- 1 sliced avocado
- 1 carrot, sliced into sticks
- 1 cucumber, deseeded and sliced into sticks
- 1 tin sandwich tuna, drained
- 3 slices of lean ham, sliced in lengths
- mayonnaise
- soy sauce
- 3 cups shortgrain rice
- 1 tsp sugar
- 3½ cups water
- ½ cup rice wine
- 6–7 nori (seaweed) sheets
- 1 tsp salt
- 1 bamboo mat

Method

1. Wash the rice well and place in a saucepan with the water and bring to the boil. Cover and simmer for 12 minutes. Combine rice wine, salt and sugar. Add to rice, remove from heat, stand for 10 minutes. Place one sheet of nori on a bamboo mat and spread about ½ cup of rice on top of the Nori, leaving one edge with a 2 cm strip, free of rice.

2. Using a spoon, drizzle a line of mayonnaise down the centre and then top with a generous serve of tuna or ham. Arrange a few slices of carrot, cucumber and avocado on top.

3. Using the bamboo mat as a guide, roll up the sushi to firmly enclose the filling. Repeat with the remaining ingredients. Eat whole, or cut into 2 cm wide slices and serve with soy sauce.



Snacks and drinks

PINWHEEL SANDWICHES

Serves 10

Ingredients

- 10 slices wholemeal bread
- 10 slices white bread
- 310 g jar smooth peanut butter*
- 5 large bananas or a tin of crushed pineapple (in natural juice) drained
- 1 cup sultanas
- 2 teaspoons cinnamon

Method

Cut crusts off bread and roll out to flatten.

Mash bananas, then combine with peanut butter, sultanas and cinnamon.

Spread filling over bread and roll up starting from the long side.

Cut into slices to form pinwheels.

HINT: Once made, either wrap individually or cover tray with a moist tea towel to prevent bread from drying out.

NIBBLE MIX

Serves 10

A great, healthy alternative to traditional sweet snacks. Be imaginative and flexible – any combination of ingredients could be used.

Ingredients

- bite-sized dried fruit, for example, apricots, sultanas, dates, dried apple
- ½ cup unsalted nuts (peanuts or almonds)*
- breakfast cereal bits or air-popped popcorn or pretzels

Method

Mix together and serve in small bags.

AIR-POPPED POPCORN

Serves 10

Ingredients

- ½ cup popping corn = 10 cups

Method

Use a popcorn maker to produce fresh air-popped popcorn quickly and easily without requiring butter or oil. Alternatively, pop the corn in a saucepan with a little bit of oil.

Do not add butter, salt or icing sugar when serving.

*Food allergies are the most common triggers for anaphylaxis (severe allergic reaction) in children. Eight foods cause 90 per cent of food allergies: peanuts, cow's milk, egg, wheat, soybean, tree nuts (for example, cashew), fish and shellfish. Schools should be aware of the risk of hidden allergens. Check your school's policy regarding students with severe allergies.



BANANA SMOOTHIES

Serves 15–20

Ingredients

- 6 bananas
- 500 g low-fat vanilla yoghurt
- 2 litres low-fat milk
- 2 tablespoons honey

Method

Blend all ingredients in a blender until smooth.
Serve chilled.

Variations

Use different types of fruit such as canned peaches or strawberries – whatever you have available.

For an ultra-cold smoothie, freeze the bananas before blending them.

Adapted from Tummy Rumbles: Guidelines for Remote Area Canteens (2005), Department of Health and Community Services and Department of Employment, Education and Training, Northern Territory.

FRUIT ICE CRUSH SLUSHEES

Serves 15–20 (approximately)

Ingredients

- 1 litre 100% fruit juice or purée overripe fruits and/or canned fruits
- ice cubes

Method

Add approximately 1 litre 100% fruit juice to a blender jug full of ice cubes. Blend until ice and fruit is crushed into a slurry. (You may need to do this in batches if using a domestic blender.)

Alternatively, purée overripe fruits and/or canned fruits in a blender and freeze in ice-cube trays. To make Fruit Ice Crush Slushee drinks, crush these fruit ice cubes in a blender, adding some juice to make a slurry consistency.

Serve in cups with a spoon and straw.

› Recipe template

Recipe/menu item:		
Total cost of ingredients:	\$	
Total cost of packaging:	\$	
Number of serves:		
Cost per serve:	\$	
Selling price per serve:	\$	
Profit per serve:		
% mark-up:		
Date last reviewed:		

RECIPE			
Ingredient	Qty	Cost	Method
TOTAL COST			

Notes:

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› Summer canteen menu

'S.R.Ws' (sandwiches/rolls/wraps)

- Low-fat cheese, salad & hummus \$
- Sultana, carrot & alfalfa wrap \$
- Chicken, cucumber, lettuce & tzatziki wrap \$
- Ham, low-fat cheese & tomato sandwich \$
- Chicken & salad sandwich \$
- Multi-grain roll stuffed with tuna, corn, carrot, celery, mayo mixture \$

*All sandwiches & rolls are made with wholemeal or multigrain bread.

Hot food

- Vegetarian pita bread pizza \$
- Baked potato with coleslaw & low fat cheese \$
- Tropical pizza \$
- Macaroni cheese bake with tuna & corn \$
- 'Fab' frittata (served cold) \$

Salads

- Salad box (lettuce, tomato, carrot, cucumber, corn, capsicum, low-fat cheese plus ham/tuna/chicken) \$
- Mighty Bean Salad (three bean mix, corn & sultanas) \$
- Potato salad \$

Snacks

- Veggie stick & dip combo \$
- Nibble mix (dried fruit & nuts) \$
- Popcorn \$
- Low-fat cheese stick or cubes \$
- Tub of low-fat yoghurt \$
- Mini fruit muffin \$
- Rice crackers \$
- Pikelets \$

Fruit

- Tropical fruit salad (served in an 'edible' ice-cream cone) \$
- Cup of grapes \$
- Fresh, juicy peach or nectarine \$
- Watermelon 'wedgies' \$
- 'Two fruits' tub \$

Drinks

- Bottled water \$
- Low-fat plain milk (or soy) \$
- Flavoured low-fat milk \$
- 100% fruit juice (200–300 ml) \$
- Smoothie (low-fat milk blended with fruit in season) \$

Frozen products

- Frozen low-fat yoghurt cup \$
- Frozen 100% fruit juice sticks \$
- Frozen 100% fruit 'slushee' (ice crush) \$
- Frozen grapes or other fruit pieces \$
- Low-fat ice-cream \$

Meal deal (great value & comes with a free surprise!)

Summer Soother \$

- Low-fat cheese & salad pita wrap
- Piece of fruit
- Frozen low-fat yoghurt

Notice-board

- For example: Special of the Week
- For example: Meal Deal
- For example: Free Sample
- For example: Promotion – buy this, get this free
- For example: Competition
- For example: 'Grade 3s Snack/Recipe of the Month'
- For example: 'From the school vegetable garden'

› Winter canteen menu

'Toasties' (toasted sandwiches*)

- Ham, low-fat cheese & tomato \$
- Creamed corn, tomato & chicken \$
- Baked bean jaffle \$
- Tuna, capsicum & low-fat cheese \$

*Made with wholemeal or multigrain bread

Hot food

- Minestrone soup with a multigrain roll \$
- 'Fab' frittata (pastry free quiche) with egg, ham, cheese & vegetables \$
- Chicken burger – wholemeal bun with lettuce, tomato, low-fat cheese & choice of sweet chilli or tomato sauce \$
- Pita bread pizza with ham, mushrooms, capsicum, tomato & low-fat cheese \$
- Vegetable lasagne \$
- Spinach & ricotta filo or roll \$

Snacks

- Corn on the cob \$
- Cup of veggie soup \$
- Nibble mix (dried fruit & nuts) \$
- Popcorn \$
- Low-fat cheese stick or cubes \$
- Tub of yoghurt \$
- Mini fruit muffin \$
- Raisin toast \$
- Rice crackers \$

Fruit (may vary depending on season)

- Orange 'wedgies' \$
- Mandarine \$
- Banana \$
- 'Two fruits' tub \$
- Winter fruit salad (dried apple, apricots, prunes and sultanas) \$

Meal deals (great value & comes with a free surprise!)

Winter Warmer 1 \$

- Toasted ham, low-fat cheese & tomato sandwich
- Piece of fruit
- Hot milo

Winter Warmer 2 \$

- Minestrone soup with a multigrain roll
- Low-fat cheese stick
- 100% fruit juice

Notice-board

- For example: Special of the Week
- For example: Meal Deal
- For example: Free Sample
- For example: Promotion – buy this, get this free
- For example: Competition
- For example: 'Grade 3s Snack/Recipe of the Month'
- For example: 'From the school vegetable garden'

Insert your own message

- For example: Children whose parent volunteers will receive a free treat on the day!

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Food safety

General food safety

Food safety and food handling requirements

Food preparation

Food storage and display

Cleaning procedures

Legal requirements and processes

Training providers



› General food safety

When we talk about healthy food, we are concerned not only with food that provides nutrients for health, but also with food that is safe and not contaminated.

Each year in Australia, more than seven million people get sick from the food they eat. Food poisoning can cause severe illness and even death. Children are particularly at risk, which is why preparing and selling 'safe food' in your school canteen is very important.

The following section outlines the importance of food hygiene and safety, and gives you lots of useful tips about preparing safe food in your canteen. It provides information on legal accountabilities for school canteens, material that can be used for training, and directs you to resources that will provide you with extra information.

What is food poisoning?

Food poisoning occurs when a person eats a food which causes them to become sick. Symptoms vary, but may include one or more of the following:

- nausea
- vomiting
- stomach cramps
- diarrhoea
- fever or chills
- headaches.

Germs that often cause food poisoning are everywhere in our environment – in the soil, on animals, on people and on everyday things people touch and use – but are too small to see with the naked eye. Sometimes foods naturally contain the germs and other times foods may become contaminated. Food contamination can occur as a result of:

- people working with food
- other food that is already contaminated
- dirty equipment and benches
- animals and insects near food.

Under the right conditions germs on food can multiply rapidly – a single bacterium can multiply into more than two million bacteria in just seven hours! The good news is that by controlling the conditions that germs need to grow we can prevent food poisoning.

› Food safety and food handling requirements

Food safety and food handling requirements in the canteen cover:

- personal hygiene practices
- food preparation practices
- food storage and cleaning procedures.

Personal hygiene practices

- Wash your hands with warm soapy water and dry thoroughly with paper towel:
 - before touching food
 - after visiting the toilet
 - after blowing your nose or sneezing into your hand
 - after touching your hair
 - after handling garbage
 - after touching animals
 - after smoking
 - after handling money.
- Keep long hair tied back or covered so that it does not fall in the food.
- If you have a cut or sore on your hands, cover with a brightly coloured waterproof dressing and wear gloves before touching food.
- If you have an infectious illness (for example flu or a gastric upset), you should not work with food as you may spread diseases to other people or contaminate food.
- Wear a clean apron while preparing food.
- Use a handkerchief or tissue when coughing or sneezing.
- If possible, make handling the money and the cash register a separate responsibility, so the person handling money does not need to come into contact with the food.

HINT: Make a habit of saying to volunteers
'After you wash your hands, would you please be able to help me ...'

Posters on personal hygiene and hand-washing are available from the Department of Human Services (DHS) Food Safety Unit. You can display these above your wash basin in the canteen. To order, go to: www.health.vic.gov.au/foodsafety or telephone 1300 364 352.

› Food preparation

Two important elements of food preparation are temperature control and the prevention of cross-contamination.

Temperature control

Bacteria that commonly cause food poisoning grow quickly in temperatures between 5°C and 60°C – commonly known as the temperature danger zone. It is very important to limit the time high-risk foods spend in the danger zone. High-risk foods have common features that most bacteria need to grow. Such foods contain protein and are usually moist or wet, for example meat, poultry, dairy products, eggs, smallgoods, seafood, cooked rice, cooked pasta, prepared salads, coleslaw, pasta salads and fruit salads. There are a number of precautions that can be taken to decrease the risk of food poisoning.

- Make sure food is thoroughly cooked or reheated and that the centre has reached 75°C – cooking food over 75°C kills most of the bacteria.
- Ensure that cold food is stored below 5°C.
- Ensure that frozen food is stored below minus 15°C.
- Ensure that hot food is maintained over 60°C.
- Minimise the time that food is kept in the temperature danger zone – between 5°C and 60°C.
- Avoid leaving food that has just been cooked out on the bench to cool for more than one hour. Once it has cooled, immediately place it in the refrigerator. Food Safety Victoria recommends when cooling hot, high-risk foods that they are cooled from 60°C to 21°C within two hours and to 5°C within a further four hours.

Cross-contamination

Cross-contamination occurs when germs that are naturally found on raw food move or are transferred onto cooked food. To prevent this, cooked foods and raw foods should be stored separately.

HINT: Designate shelves in refrigerators for specific foods and label these. Raw meats should be well-wrapped and stored on trays on a shelf below fruit and vegetables to avoid juices dripping on the food and causing cross-contamination.

Receiving food

- Ensure that supplied perishable foods are being transported in a refrigerated food vehicle or container. Check the temperature of deliveries on arrival.

- Check deliveries of dry goods for quality. Broken packaging and damage may mean the contents are contaminated and therefore not suitable for consumption.

Preparing food

- Ensure that benches are clean.
- Ensure that there are suitable areas for food preparation,
- Keep animals out of food preparation areas.
- Use separate chopping boards and utensils for raw and cooked foods.
- If possible, use separate areas to prepare raw and cooked foods.
- If you cannot have separate areas, ensure that the bench is washed with hot soapy water and sanitised with a commercial sanitiser after preparing raw foods and before preparing cooked foods.
- Rinse raw fruit and vegetables well in plain water and remove visible dirt particles.

Handling food

- Use separate cleaning cloths for raw and cooked food preparation areas.
- Avoid handling food with bare hands. Wearing disposable gloves or using a kitchen utensil is preferable. Change disposable gloves as regularly as you would wash your hands.
- Always put on new gloves between handling raw foods and ready-to-eat foods.
- Remove gloves when handling money or non-food objects.

Cooking and heating

- When cooking or reheating high-risk foods, make sure the centre of the food is thoroughly heated and has reached 75°C.
- Meat is not properly cooked unless the juices run clear.
- When reheating food, ensure that it is brought to the boil and simmered for at least five minutes. The centre of the food must reach 75°C.
- Thaw frozen food on the bottom shelf of the refrigerator and keep it in the refrigerator until it is ready to be cooked.
- If food is to be cooked from a frozen state, take extra care to ensure that it is cooked right through.
- When using a microwave oven to thaw food, be aware that the food must be cooked immediately afterwards.
- Be aware that microwave ovens can heat unevenly. If using a microwave for cooking and heating, stir the food regularly and ensure that heat is evenly distributed.
- Never refreeze food that has been thawed.

› Food storage and display

- Check equipment temperatures regularly and report malfunctioning equipment immediately.
- Pack foods carefully so as not to damage the packaging.
- Do not use swollen cans or damaged food packets, as the food inside may be spoiled.
- Use and store foods so that older products are used first. For example, do not empty a new bag of flour into a plastic bin on top of the old flour. Finish the old flour before refilling the bin.
- Cover foods stored in the refrigerator with plastic wrap or foil to prevent food spilling over.
- Do not overfill front-loading refrigeration display cabinets; otherwise the cold air may be prevented from flowing around the foods inside.
- Check that food looks and smells good before using it. Remember, if in doubt, throw it out!
- Before using fruit and vegetables, wash carefully to remove dirt and germs.
- Store chemicals, cleaning equipment and personal belongings away from food preparation and food storage areas.
- Wrap or cover displayed food.
- Monitor use-by dates on food packaging. Food should not be sold or eaten beyond its use-by date, as it may not be safe.

HINT: Mark the date on prepared food before storing it.

› Cleaning procedures

- Before cooking, wipe down benches and other equipment with hot soapy water and sanitise. Use a commercial sanitiser and follow the directions on the label carefully.
- After cooking, wash the benches and other equipment in hot soapy water, sanitise and allow to air dry. If it is necessary for you to dry the equipment immediately, ensure that the cloth you use is clean.
- Store saucepans and containers upside down.
- Write procedures for the storage and disposal of garbage and the location of bins and make sure that all workers follow them.
- Clean the floors and walls regularly.
- Have a cleaning roster or routine, record chart and procedures displayed in the canteen to ensure that all duties are performed regularly.

HINT: Mark regular 'spring cleaning' working-bee days on your calendar at the beginning of the year. This will ensure that the larger cleaning tasks, for example washing walls and rangehoods, are not overlooked. Plan this day for a quiet time of year such as school holidays. Recruit volunteers to help with the working-bee and see if the cleaning and maintenance person at the school is available to help.



› Legal requirements and processes

Under Victoria's *Food Act 1984* and the subsequent *Food Amendment Act 1997* and *Food Amendment Act 2001*, school canteens in Victoria are required to be registered as a Class 2 food premises by their local council, which involves developing a Food Safety Program (FSP). This ensures that all the food they prepare and serve is safe to eat.

Most school canteens in Victoria base their FSP on a Department of Human Services-registered template. Templates are an easy way to write an FSP and may be quicker and simpler than employing someone to write one for the business.

A template is a simple document that describes a standard approach and the steps required to ensure that the food that is sold is safe to eat. A generic template, the 'Food safety program template for retail and food service businesses', as well as other resources on FSPs, can be downloaded from the DHS website at: www.health.vic.gov.au/foodsafety.

FSPs can also be completed online at: www.foodsmart.vic.gov.au.

Food businesses may alternatively choose to develop their own independent FSP, which will have to be audited by a certified food safety auditor.

As each local council differs in its requirements, it is important to contact your council to find out exactly what is required for your school.

An important part of the FSP is the appointment of a food safety supervisor. This person has the authority, skills and knowledge to ensure that all food handlers who work (paid or voluntary) in that establishment have the skills and knowledge for the job they do. To be deemed competent, the food safety supervisor must complete units of competence from a registered training organisation.

› Training providers

For information on registered training organisations that provide food safety training, visit the following websites:

National Training Information Service

www.ntis.gov.au

Education Network Australia

www.edna.edu.au

TAFE Courses Directory

www.tafe.vic.gov.au

Australian School Canteens Association

www.asca.com.au

Telephone 1800 219 566

Victorian Home Economics and Textiles Teachers' Association

www.vhetta.com.au

Telephone (03) 9888 2240

More information on food safety supervisor skills and knowledge can be found on the DHS food safety website: www.health.vic.gov.au/foodsafety or by telephone on 1300 364 352. Alternatively, you can contact your local council health department for more information.

Auditing for Class 2 food premises occurs at least annually, as determined by the Secretary of the Department of Human Services. Class 2 food businesses using a registered template can choose either to have their FSP audited by a certified food safety auditor, or have their FSP compliance checked by the local municipal council. Class 2 food businesses with their own independent FSP need to have the FSP audited by a certified food safety auditor. You have the responsibility to engage the services of an approved auditor and ensure that your FSP and records are on the premises at all times.

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for
your
life

Canteen management

Effective management

Role of the school council

General business structure of canteens

Stock management

Financial management

Staff and volunteers

Promotion and marketing



› Effective management

In addition to providing the school community with nutritious and affordable foods, the canteen should be based on good management practices and be financially self-sustaining.

Experience shows that, with good management and marketing practices, a canteen can provide healthy foods and also be financially viable.

The school canteen is a small business. Like any business, it requires good management practices to be efficient and successful. Effective canteen management requires that:

- everyone involved knows its goals and objectives and is familiar with its policies
- canteen staff and committee develop an implementation plan to achieve policy goals
- day-to-day operational procedures are structured and enforced
- staff are adequately trained and supervised
- staff carry out efficient stock management, accounting and financial procedures
- staff are familiar with and comply with relevant legal requirements regarding food safety and occupational health and safety standards.

› Role of the school council

The school council has, through the *Education Act 1958*, the authority to operate a school canteen.

This authority can also be delegated to a club or association that is not a subcommittee of the school council, or it can be sub-leased to a private contractor under a licence. This licence is obtained from the Department of Education & Training.

The school council oversees the operation of the school canteen, including its policies, employment of staff, the disbursement of any profits and the recoupment of losses. The day-to-day operations of the canteen are managed either by a paid worker or a volunteer. School councils usually form a canteen committee to manage canteen issues. All profits from the canteen are transferred to the school council. Income from the canteen must be adequate to meet expenses incurred including provision for staff superannuation, sick leave, annual leave and other benefits and depreciation.

If a school canteen is sub-leased to a private contractor, the school council should ensure that the contract specifies that food be sold in accordance with the *'Go for your life' Healthy Canteen Kit – Food Planner* and the *Dietary Guidelines for Children and Adolescents in Australia*. It should also ensure that the operation (including stores, stocktaking, trading, profit and loss statements) of school canteens and other school food services is consistent with the information provided in section 7.17 of the *Victorian Government Schools Reference Guide*.

Many school councils are now recognising that an important aim of the canteen, in addition to being financially viable, is to provide nutritious foods and promote healthy eating. This aim should be acknowledged in the canteen policy.



› General business structure of canteens

School canteens may operate under a variety of management structures, depending on the individual characteristics and needs of the school. Most canteens in schools are run under the direction of, and are accountable to, the school council. Schools may decide to provide a food service to students in several ways.

Scenario 1: Full-time paid canteen manager plus paid staff and/or volunteers

The canteen manager is present at all times and their work is supported by paid staff and possibly volunteers.

Scenario 2: Part-time paid canteen manager plus volunteer staff

The canteen manager will attend the canteen in the morning to allocate tasks to volunteer staff, and return in the afternoon to finish operations for the day.

Scenario 3: Fully staffed by volunteers

The canteen is staffed by a volunteer canteen manager with volunteer staff. It may alternatively be staffed by a group of volunteers, each of whom is rostered and responsible for the operation of the canteen on particular days.

Scenario 4: External food services management company

Management of the canteen is contracted to an external food services management company, which is responsible for staffing the canteen.

Scenario 5: External off-site caterer

Schools without their own canteens may order food from an off-site caterer, such as the local milk bar, sandwich shop or canteen lunch specialist caterer.

When deciding a management structure for the school food service, school councils should consider the type and extent of the food service the school needs. For example, a small school wanting to provide a canteen service once or twice a week may be able to do this with volunteer support or external catering. However, a secondary school requiring a more extensive food service, including breakfast, may need to employ a full-time canteen manager.

Formal management agreement

A formal management agreement detailing the terms and conditions of the management structure should be drawn up and signed by the relevant management parties, which will usually be the school council and principal, or the school council or principal and private contractor.

Management agreements

The management agreement between the parties should state clearly how any profits made from the canteen are to be distributed. There are a number of options that should be considered.

- The school council pays profits to the school for inclusion in the annual school budget and expenditure is in accordance with school priorities established by the school community in the school charter and plan.
- The school council pays profits to the school but they are not included in the annual school budget. The school and school council determine the use of profits together. This option allows for some of the canteen profits to be invested back into the canteen so that healthy changes can continue to be made.
- External catering contractors pay a set annual payment per head of student population or pay an agreed percentage of profits back to the school council.
- It is important that food services that are externally contracted or ordered from off-site businesses are involved in, aware of and follow the school's canteen policy. It is a good idea to stipulate guidelines within the canteen policy, for example regarding nutrition and promotion of healthy foods, within contracts and tenders with external caterers.

Employing staff

Employing canteen staff is the role of the school council with approval from the principal. When employing paid and voluntary canteen staff, it is important to follow good staff management procedures:

- following the correct industrial award or agreement
- having a formal job description and interview process
- drawing up an official employment contract
- providing a staff supervisor
- having a performance review process
- providing adequate training
- establishing a complaints resolution procedure.

For more information on employment and management of staff for school canteens, including job descriptions, pay rates, employer entitlements and relevant awards, contact the Australian School Canteens Association. Contact details of the Association are provided in the resources section of this manual.

› Stock management

The purchase of goods is a significant canteen expense and therefore it is critical that this process is organised and efficient. It is important to:

- buy products at the best price
- buy appropriate quantities
- ensure safe, high-quality products
- order at the appropriate time.

Who should be responsible for ordering stock?

Only one person in the canteen should be responsible for ordering stock, which includes foods, drinks, packaging, utensils, first aid and cleaning materials. Ideally this will be the canteen manager, or a person who oversees most of the canteen and has the largest time involvement. Allocating this responsibility to only one person is important as it prevents confusion and over-ordering, maintains consistency and ensures maximum efficiency.

Canteens generally return higher profits when they restrict the number of suppliers and range of stock.

Restricting the number of suppliers can be beneficial as it allows canteen staff to develop management rapport with a supplier. This can also result in special services and treatment, such as discounts and better quality of service.

Minimising the range of stock assists in reducing slow turnover items, which can lead to spoilage. It will also allow you to use employees and volunteers with less training given there are less products to work with.

Both of these practices will also result in more efficient ordering with fewer orders needing to be placed.

It is important to ensure that when minimising the range of stock in a canteen the range and variety of nutritious foods, such as fruit and vegetables, is not reduced.

How do I choose a supplier?

The following pointers should help you in selecting a good supplier. An ideal supplier:

- is located locally
- has been recommended by other school canteens
- delivers frequently, and will do so at a convenient and suitable time for the canteen
- delivers stock in good condition, for example ice-cream which is always frozen and fruit and vegetables which are always fresh
- delivers stock with the maximum shelf life
- follows appropriate storage, handling and food safety requirements, such as adequate refrigeration for chilled and frozen goods and shade and cover for fresh produce
- uses adequate packaging and handling procedures to ensure products are not damaged
- offers an adequate range of products
- communicates well, keeping you informed of price changes, specials and product availability
- offers competitive prices, as well as specials, discounts and incentives
- offers taste-testing opportunities or free samples to trial
- provides free promotional material in line with your healthy canteen policy, such as posters promoting healthy food products
- offers incentives, such as equipment rewards
- offers convenient and acceptable payment procedures, including method of payment and settlement terms.

HINT: *Never select food or drink products that fail to reflect nutrition standards detailed in the canteen policy even if the supplier can offer a lucrative deal, such as bargain prices or equipment rewards.*

When to order

It is important to maintain the lowest level of stock while at the same time having sufficient stock to use or sell. This reduces the risk of stock spoiling while in storage and also allows the canteen to potentially be earning interest on money in the bank instead of invested in stock sitting on shelves. It is also important to aim to have as little stock as possible left over by the end of term to prevent spoilage over term holidays.

How often your canteen needs to order stock will depend on:

- how long it takes for the supplier to deliver the order
- how regularly your supplier delivers – rural schools or canteens using infrequent suppliers may need to order products with a longer shelf life
- the shelf life of the product – order less items more frequently to reduce wastage of perishable stock and aim to use fresh fruit and vegetables by the end of the week to prevent spoilage and decrease in quality over the weekend
- storage space – this will vary according to seasons, for example refrigeration will be used more during warmer weather, so more regular ordering of chilled items may be required at this time.

Check the stock currently in the canteen. By using an ordering list containing information on each supplier and their products, you can quickly view current stock and record what items need to be reordered. Keep a record of all orders and note when it was requested.

When determining how much stock to order for your canteen, it is important to take into consideration the following:

- whether individual products are selling well
- whether your supplier is offering discounted items and sales on products you usually stock
- any changes in the canteen menu
- popularity of certain items due to seasonal changes
- special days, awareness weeks or cultural events that might affect the types of foods being sold and bought
- upcoming special events and functions, such as open days and sporting days, which may affect the sales figures for those days
- additional catering requirements such as providing for committee meetings
- class excursions that may result in either an absence of lunch orders or the need for additional catering
- class absenteeism, especially during key times such as Year 12 pre-exam period, or when year levels are located at alternative campuses for a term

- public holidays and curriculum days where the canteen is closed
- term holidays.

HINT: Stock orders for special events should be kept separate from the stock order tally for canteen sales. If not, the mark-up schedule for the canteen will be incorrect, as products ordered have not actually been sold through the canteen.

Receiving stock

- Check the delivery docket and supplier's invoice against the order placed.
- Check for price increases and update the supplier ordering list. Don't forget to adjust the canteen selling prices accordingly.
- Check the quantity and quality of stock, for example whether refrigerated products are adequately chilled or frozen.
- Ensure that products are intact and not damaged.
- Check use-by dates.
- Put chilled or frozen products away immediately.
- When restocking refrigerators and shelves, place the new deliveries at the back to ensure that older stock is used first.

Using stock

Products approaching their use-by dates may need to be used up quickly to prevent wastage, especially before weekends and term holidays. Strategies to use up stock quickly include:

- reducing the price of slow-selling stock
- introducing a recipe of the week to use up ingredients
- offering specials
- including products or fresh fruit in meal deals.

For more ideas on turning stock over quickly, refer to Promotion and marketing on page 38.

Stocktaking should be done on a regular basis so that the canteen can account for all stock, including items which have been sold or discarded.

HINT: Increase the turnover of short-shelf-life products by extending hours of operation (without necessarily increasing the cost of operation), for example afternoon tea could be offered to students or teachers.

› Financial management

In order for a canteen to be financially viable, income from selling food must either be equal to or greater than the expenses involved in running the canteen.

Accurate costing of foods plays a very important part in determining income. A financially successful canteen also requires efficient management of all canteen resources.

The following section details why it is important to:

- account for all canteen money
- account for all stock
- determine the cost price of pre-packaged items and recipes
- determine the selling price of pre-packaged items and recipes per serve.

Accounting for canteen money

The canteen needs to ensure that all canteen money can be accurately tracked at all times. Management of money involves:

- running off cash registers at the end of each trading period during the day (if applicable)
- counting money and balancing cash registers at the end of each day
- maintaining a standard float
- banking each day and keeping minimal money in the canteen
- accurately recording payment of all orders and invoices
- accurately recording all cheques
- accurately recording all petty cash expenses.

It is recommended that all stock should be paid for by cheque or electronic transfer, with petty cash being used only for the purchase of items of a minor or unexpected nature. Only a small petty cash float should be kept.

School Canteens and the GST

School-operated canteens are non-profit bodies under GST legislation and can choose from two GST methods for reporting their transactions for tax purposes – input taxed' or 'fully taxed GST'.

The Department recommends that schools that operate profitable canteens use the input taxed method.

Under this method schools code all **purchases** as CASES21 GST Code **G13** and all **sales** as CASES21 GST Code **G04**.

Schools using the input taxed method do not need to report any GST-inclusive transactions on the Business Activity Statement (BAS) to the Australian Taxation Office.

Where costs, such as electricity, cleaning, insurance, etc., are jointly used by both the school and the canteen these costs will need to be 'split' between the school and the canteen. For example, where a bill is for the whole school, no input tax credits can be claimed on the portion of costs that relate to the canteen.

In these instances the invoice should be split charged with the school share charged as GST inclusive or G11 and the canteen share charged as input taxed or G13.

More detailed information on school canteens and the GST is available from www.sofweb.vic.edu.au/tax/gst/azgst/

Accounting for stock

The canteen should be able to account for stock numbers, so that incoming stock always balances outgoing stock. This ensures that an accurate income can be recorded. Records should include goods which are disposed of due to being past their expiry date, items used in meal deals, taste testings and freebies. It is important to check deliveries to ensure that all stock ordered has been supplied. Accurate monitoring of stock should allow you to determine if stock is missing.

Determining the cost price of pre-packaged items and recipes

The cost price of a pre-packaged item is the amount it costs the canteen to purchase that item. Selling prices of items can easily be determined using the wholesale price of the goods, especially as this price generally does not change.

HINT: Inform the school community of price changes in the school newsletter. You don't necessarily need to wait until the menu is altered to change individual prices.

Changes in price can be due to:

- seasonal availability, particularly of fruit and vegetables
- bulk purchase
- discounted items and sales
- competitive prices
- incentives
- taste-testing opportunities or trial of free samples.

The cost price of recipes is the amount it costs the canteen to make a meal, snack or drinks which use a variety of ingredients and packaging. To determine the cost price of recipes, the cost of all ingredients and packaging is taken into account. Many canteens also include overhead costs, such as wages, electricity, gas, water and equipment expenses. The canteen may also wish to take into account specials, discounts and equipment subsidies that are provided by the supplier.

It is important for the canteen to have standard recipes with strict quantities of ingredients and standard serving sizes in order to accurately price recipes, for example a consistent quantity of filling each time for sandwiches.

HINT: Using portion-control equipment assists in making serves of foods and drinks accurate and consistent according to the recipe. This could be as simple as using a tablespoon instead of a 'handful' of sultanas.

A template that you can use to determine the price of recipes is provided on page 21. This template provides space for you to list each individual ingredient, serving size, cost of each ingredient per serve and recipe instructions. Please note that this manual only takes into account ingredient and packaging expenses.

Remember to cost out recipes accurately by including all ingredients, even the butter or chutney which is used in sandwiches. Underestimating the cost of recipes – even for small quantities of ingredients – can affect profits in the long term.

The recipe template can help work out the cost price of prepared foods, and help identify whether or not foods can be prepared more economically. Some recipes may need altering across seasons in order to keep their cost price the same. For example, try varying the fresh fruit used to make smoothies if the usual fruit ingredient becomes too expensive.

HINT: Avoid unnecessary packaging and wrapping. This not only reduces the cost of products but also helps the environment.



› Staff and volunteers

The school canteen manager plays a vital role in the coordination and management of the canteen's volunteers.

Volunteers can be:

- parents
- people from the wider community
- students.

Reasons for volunteering

- Contributing to, and being part of, the school community.
- Giving something to the school.
- Learning about food and nutrition.
- Increasing knowledge and skills in the areas of cooking and food preparation, food hygiene and safety, nutrition, customer service and cash handling.
- Making new friends and enjoying opportunities to socialise.

What to expect

- Allow volunteers time to adjust to their role, gain confidence and improve their skills.
- Be realistic – be prepared to do most of the work yourself.
- Be a good role model.
- Communicate clearly.

Student volunteers

Students can help design posters and flyers promoting healthy eating or they can help to think of new menu ideas. Talk to teachers to see if students can work on developing promotional materials as a class activity. Get students to write a letter to parents requesting volunteer help – you could use these student articles in the school newsletter.

Student volunteers need adequate supervision. It is also important to make sure that volunteering does not interfere with their studies.

Coordinating a volunteer program

Coordinating a volunteer program involves:

- recruiting
- retaining
- recognising and rewarding.

Recruiting volunteers

- Identify how many volunteers you will need to make a regular commitment and how many you will need only to provide casual assistance. It's a good idea to plan for the year, keeping in mind special days or events when additional volunteer assistance will be required.
- Assume that volunteers will come and go. Develop a list of interested volunteers who will fill casual positions and prevent an unexpected shortage of assistance.
- Plan rosters so that volunteers know how much time is required and the length of commitment expected.
- Develop a job description for the volunteer positions available so that volunteers know what is expected of them. This should include a list of specific tasks involved, skills and training required, level of responsibility, and personal attributes which would be looked upon favourably, such as own transport.
- Offer a range of tasks or jobs to choose from so that volunteers have options. For example, a volunteer may not feel comfortable dealing with customers but is happy to be involved with food preparation. Some voluntary jobs may also allow volunteers to assist in their own time, for example researching new recipes or assisting with promotion and marketing.

HINT: Include a canteen roster when advertising for volunteers that indicates which gaps need to be filled. This enables readers to see what the commitment involves.

Advertising

It is important to advertise regularly and widely to keep the community informed and aware of volunteer opportunities. Avenues for advertising include:

- weekly school newsletters
- school website
- school orientation information for new parents
- orientation evenings
- parents' evenings
- local newspaper.

Advertisements can be targeted at:

- students' parents and families
- churches
- Senior Citizens' Association
- RSL clubs
- Volunteering Australia.

Retaining volunteers

Once volunteers have been recruited, it is important to provide a positive and rewarding working environment so that they feel comfortable and appreciated. It is important that volunteers are welcomed and introduced to canteen and school staff on their first day, given a tour and have policy and procedures explained.

Provide new volunteers with a volunteer's canteen information kit which should contain:

- an introductory letter (including contact information for the canteen)
- the roster
- the canteen policy
- the canteen menu
- food hygiene information.

Volunteers should be provided with information about:

- the layout of the canteen
- how to operate machinery and equipment
- food hygiene requirements
- emergency drills and evaluation procedures
- how to handle difficult students.
- how to manage customer complaints and feedback
- procedures to follow if they are ill when rostered on
- where the roster is located
- where to locate contact numbers, including emergency contacts
- school times, including lunch and recess.

HINT: Discuss any times when the volunteer is not able to assist, for example during holidays or because of medical appointments or special occasions so that you can plan ahead.

Layout of the canteen

- Provide schedules on the wall which outline time-based tasks, for example when to place pizzas in the oven.
- Keep instruction books near equipment for easy reference.
- Place food hygiene reminders around the canteen.
- Provide recipe information on the wall, for example how long a sandwich should be toasted for and serving sizes of sandwich ingredients.
- Label drawers and cupboards with their contents. This will cut down the amount of time a volunteer may take to search for items.

Management of volunteers

- Maintain confidentiality of their personal details.
- Be sensitive to their current level of knowledge and skills.
- Ensure that volunteers feel confident in all aspects of their duties, such as food hygiene regulations. Be aware that they may be reluctant to ask for clarification, so keep a check and be ready to ask if there is anything they need help with.
- Keep volunteers informed of changes and developments in the canteen and school, such as decisions made at canteen committee meetings.
- Include volunteers in decision making.
- Provide volunteers with the opportunity to share their knowledge and skills.

Maintaining volunteer involvement

- Ensure that volunteers have adequate breaks.
- Provide volunteers with a variety of tasks.
- Provide the opportunity for volunteers to develop additional skills to increase their job satisfaction and prevent boredom.
- Introduce a 'buddy' system, such as pairing volunteers to prepare sandwiches together. Working in pairs or in a team can be rewarding, contribute to team building and prevent isolation. It is also a great way for new recruits to work with more experienced volunteers.
- Run a 'Bring a Friend' day.
- Organise social occasions, such as sitting down for lunch together, or organising a larger-scale function such as a dinner out.

Recognising and rewarding volunteers

Recognising and rewarding volunteers is vital if they are to feel valued and appreciated. It is also important to provide incentives to keep volunteers motivated. These actions will result in better service and will encourage longer periods of commitment. Discuss with the school principal the idea of applying for external volunteers' awards and funding.

Strategies to reward volunteers could include:

- thanking volunteers for their assistance on a daily basis
- acknowledging volunteers in the school newsletter, at assembly and at school events
- providing formal acknowledgement of their assistance with a certificate at the end of each year and perhaps a personal letter or small gift
- pinning up photographs of volunteers in the canteen with their name (if they wish)
- providing professional development and training opportunities, such as attending canteen expos
- offering a complimentary healthy lunch
- planning special events during Volunteers' Week
- ensuring the canteen is a happy, pleasant place to work.



➤ Promotion and marketing

Promoting and marketing the canteen and the healthy foods it sells is essential if the canteen is to be a success.

Using simple promotion and marketing strategies will:

- assist student acceptance of these healthy changes
- help increase the numbers of students purchasing healthy food choices
- keep canteen sales and income healthy.

Before deciding how to market the canteen and healthy food choices, it is important to identify the key customers and their wants and needs. This will change over time, so it is important to gather and update this information regularly.

An understanding of student interests, lifestyles, ideas and the latest 'fads' will help to develop successful marketing activities. There are a number of different ways to source this information.

- Chat with students, teachers and parents about food and eating preferences.
- Watch TV shows, listen to radio programs and read magazines that appeal to your school's age group.
- Ask the SRC representative of your canteen committee for ideas.
- Conduct a student market survey, including questions like 'What is your favourite fruit?'
- Provide a suggestion box where students can place ideas about food choices.

The different aspects of marketing healthy food choices in school canteens can be described by the 4 Ps:

- product
- place
- price
- promotion.

Product

When considering the product, consider not only the foods that are sold in the canteen, but the image of the canteen as a whole – the service, the canteen environment, how foods are promoted, and how well connected the canteen is to the school community.

Create an image

Creating a positive image for the canteen gives it a higher profile in the school community. For example, give the canteen a catchy name, such as the 'Snack Shack', the 'Kool Kids' Cafe' or the 'Tuck In'. This gives the canteen an identity or a 'brand' which can be used for advertising and marketing. The name can be printed on lunch bags and staff aprons and be linked to meal deal specials.

HINTS:

- *Involve students in naming the canteen by running a naming competition.*
- *Design a symbol or picture to accompany the name – this will help it appeal to students.*
- *Develop a motto for the canteen – a good way to promote the canteen's image and communicate its goals and services in a catchy way. For example, 'Healthy Foods, Healthy Learning', 'Foods that are healthy and taste good too!' or 'Serving healthy foods for healthy children'.*

Supporting your 'branding'

- Carefully choose fresh fruit and vegetables. If possible, use a small local greengrocer as they usually provide more advice on best quality and price based on seasonal availability and they may be able to deliver regularly to ensure a fresh supply.
- Serve foods and drinks at an appropriate temperature. Hot foods should be piping hot and cold items should be very chilled.
- Follow food safety and hygiene guidelines.
- Use standardised recipes and serve sizes for consistency. Pin up recipes and serving-size guidelines in an obvious place to assist staff and volunteers preparing and serving foods.

Food presentation

- Use parsley and vegetable garnishes for sandwiches and platters, and around the foods in the cold display cabinet.
- Display fruit in an attractive basket or bowl by the counter where it is easily reached.
- Ensure that fillings in foods such as sandwiches and wraps can be seen clearly.
- Clearly label and price foods, including whole fresh fruit. The absence of a price will often discourage sales.
- Make sure that foods are packaged in such a way that they can be easily eaten by students and that serving sizes are appropriate to the age and appetite of students.

Seasonal availability

Consider the season when promoting foods. Usually, hot foods such as soups and toasted sandwiches are more popular in winter and cold foods such as salads and wraps are more popular in summer. Promoting fruit may be easier to do in summer as more exotic varieties, like stone fruits, are available. Fruit is versatile and can be served chilled or even frozen like grapes.

Place

‘Place’ refers to the canteen environment and the way in which foods and drinks are arranged within the canteen. These are important aspects to consider when creating a positive image for a canteen. The canteen should be an attractive, appealing place that everyone enjoys visiting. When planning the layout and appearance of the canteen consider if it is easily accessible and spacious, clean and attractive.

Placing some tables and chairs and plants near the canteen creates a nice eating atmosphere. Design and technology students could be involved in construction of such furniture. Many schools provide a separate eating area for senior students. Some schools have created an outdoor eating area with chairs and tables under umbrellas or a sail. Utilise any spare ground near the canteen for a small herb or vegetable garden, or use pots. This not only provides a nice environment for eating, but provides quick and easy access to fresh herbs when preparing foods.

- Is there adequate lighting?
- Is it colourful with bright décor and designs that appeal to younger people?

Get the visual arts department involved. Students could design and paint murals on the walls and colourful menu boards and construct and decorate sandwich boards. Alternatively, special menu blackboards can be purchased that are designed to have semi-permanent writing and pictures, but can have the prices changed easily. Removable plastic lettering and numbering, makes it easy to update the menu boards as well as providing a professional image. A clear, well-placed menu will make it easier for students to select foods and will make the canteen serving process more efficient. Also consider playing music in the waiting and eating area.

- Does the canteen look professional?

Requiring workers to wear a uniform can help to brighten the canteen environment and add to its image and professional appearance. The uniform may be quite casual, for example jeans with a brightly coloured uniform T-shirt bearing the canteen’s logo. Uniform aprons also provide a professional image, as well as being important for maintaining hygiene.



Product positioning

- Place healthy choices at students' eye level. For example, have fresh fruit within arm's reach and position several rows of bottled water at eye level. Try placing some salad tubs, fruit salad or yoghurt in the drinks refrigerator as well, to encourage last minute purchases
- Make sure there is a well-stocked display of pre-prepared healthy foods, for example salad tubs and rolls and wraps, to encourage impulse purchases.
- Rotate the position of products regularly to generate interest. Try stocking foods in multiple places to encourage optimal sales.

Distribution

Most canteens sell directly to their main target market – students – via one outlet: the canteen counter. Consider whether there are other ways in which, with minimal extra effort, the service can be extended to a wider market and increase your sales.

- Consider selling at both the canteen and via pre-orders. Pre-ordering may make it easier for canteen staff as it will enable easier preparation and planning for stock. Promote pre-ordering to students as a way of getting priority service at lunch.
- Have a pre-ordering and delivery service for staff as well. Take a selection of food items over to the staff room at meal times.
- Provide a catering service for morning and afternoon teas for staff meetings and other external meetings or events that may be held at the school, for example afternoon tea at \$4.00 per head. Market this service as robustly as other canteen services.
- Consider extending a catering service for other school events, for example school sports days and school excursions and camps.
- Consider the canteen operating hours. Could these be easily extended? Do they enable staff and senior students to use the canteen at any time? Could a breakfast service be added before school? Some canteens develop a whole breakfast menu, but it could be as simple as offering a small selection of appropriate foods already on the canteen menu.

Price

- Ensure that the canteen offers a selection of low-cost, filling, nutritious items such as raisin toast, sultanas, dinner rolls or small corn cobs that students can buy with their small change.
- Price food simply, for example \$1.50 instead of \$1.45, so that it is easier for students to pay and easier for the staff to give change.
- Before trialling a new product, compare the price of your product with the prices in other local shops and check prices with students to see what they think.
- Make sure healthier options are affordable.
- Offer reduced prices to promote slow-selling items or include these items in a meal deal which is priced for value.
- Sell cheaply towards the end of lunchtime or at afternoon tea-time in the staff room and increase sales as well as reduce costs from wastage.
- Use competitive prices as the focus point for advertising, for example stocking 50c snack packs.
- Advertise products as representing good value for money.
- Design a 'What you can buy for this' poster for the canteen, listing healthy items available for 10c, 20c, 50c, etc. Use pictures of the money and food items if dealing with young students.

Promotion

Promotion of healthy choices is all about communicating to customers and encouraging them to buy healthy foods. It is very important that promotions are simple and positive and concerned only with healthy foods.

Planning

- Always advertise new products or specials.
- Advertise old favourites or slow sellers.
- Advertise regularly.
- Consider the target market, and use that market's language level and style.
- Reach the right people often enough. Seek students' input to establish key vantage points for advertising.
- Ask students to design posters and flyers promoting healthy foods or a specific special day or meal deal. These can be placed in a variety of places around the school, including notice boards, staff rooms, reception, corridors and classrooms.
- Flyers are a great way to communicate advertising the canteen's catering service, new healthy products, special meal deals or healthy theme days to the wider school community. Fliers distributed prior to the event are the key to generating interest and making the event more successful. These can be distributed widely, for example in mail-outs to parents, in new parent orientation packs, in classrooms, in lunch bags, left at the front desk or canteen counter or in the staff room.
- There are also colourful posters and flyers available from various organisations that promote healthy eating and look great in the canteen.

Newsletters and the school's website

The school website and weekly newsletter are both great ways to let parents and the wider school community know that the canteen offers healthy, nutritious and tasty foods that are good value for money. Include the canteen menu, canteen updates, new menu items, news of specials or theme days, price changes, general nutrition facts and photos and pictures of healthy foods available. Ask for ideas and feedback.

Announcements

New healthy products or specials can be announced over the school public address system or at morning assembly. This is a good method for last minute promotions and is also good reinforcement advertising, as it can be done on a regular basis. Administrative staff in charge of PA announcements can read from a script. The canteen manager could also be given a regular spot at school assembly.

Notice boards and sandwich boards

- Use notice-boards and sandwich boards to promote specials, theme days, new healthy options and interesting nutrition facts, or to advertise tomorrow's menu.
- Place the boards in a variety of areas, including outside the canteen, near where the students queue, at the front of the school, inside reception or in strategic areas in the playground.
- Utilise existing notice boards in the school to pin up information and advertising about the canteen. Ask school administration for a designated section on the main school notice board to display regular information updates and promotions.

Student order forms and menu boards

- Make sure student order forms and menu boards are clear, bright and attractive.
- Position healthy choices at the top of the list.
- Use bold, brightly coloured fonts to make the healthy choices stand out from other items on menu boards.
- Include pictures of the healthy items.
- Place smiley faces beside the healthy items to identify healthy choices.

In the canteen

- Place an attractive display of a healthy food special deal beside the cash register.
- Display colourful posters and flyers to promote healthy choices. Ensure that only healthy options are promoted – be wary of supporting promotions for unhealthy choices run by food companies.

Role modelling

- Ask teachers to promote healthy foods or special theme days in the canteen through general classroom discussion.
- Encourage teachers and canteen staff to act as role models by purchasing and eating healthy products.

Creative names

- Describe healthy choices using fun, imaginative words to excite and appeal to children, for example 'scrumptious' and 'mouth-watering'.
- Give new healthy menu items catchy titles, like 'Crazy Carrot Sticks' or 'Bananarama Smoothie'. You could try using characters from children's movie and television shows. You could also use sport-themed items like the 'Thorpedo Roll' named after swimmer Ian Thorpe.

Specials

Specials may be special days, special weeks or daily specials (an addition to the regular menu). They can:

- help introduce a new product at a good price to entice buyers
- be used to represent value for money on healthy products and encourage healthy choices
- assist in reducing wastage and maintaining income by helping sell slow sellers, excess or leftover stock.

It is important to price special days or menu items competitively. Remember that a special works on increasing volumes of sales. Money can be saved on the cost of ingredients and labour so mark-ups on each item can be kept lower. Some schools use extra funds from special days to invest in improving the canteen. The school's parents and friends association or SRC might like to join the canteen to help manage and run a special day as a joint fundraiser.

HINT: When planning a special meal deal or theme day be prepared for an overwhelming response! Pre-ordering can help plan for demand and make sure that enough stock is available on the day. A pre-order form could be included as part of the promotional flyer.

Meal deals

2 for 1 deals

These provide an excellent way of reducing product waste at the end of the week, for example 'Buy a small carton of milk and receive a free piece of fruit'.

Lunch and snack packs

A meal deal including a meal item, snack and a drink is a great opportunity to include fruit, vegetables and dairy, ensuring that the meal is in line with dietary guidelines. It is also a great way to make healthier food choices easier for students as the food is sold as a package. Price the meal deal at a slightly lower cost than the combined cost of the individual items and advertise this cost benefit. Give the meal deal a theme or catchy name to appeal to students and keep an eye on food advertising for ideas. For example, if a popular fast-food restaurant is promoting chicken wraps this month promote your own lean version of chicken wraps. An example of a snack pack is the 'Road Runner Pack' which could include:

- a chicken drumstick
- multigrain roll
- banana or orange
- a small carton of milk.

Theme days

Theme days are a great way to trial new healthy items. They may offer a few special menu items or a new special menu as an alternative to the regular menu. This can save time, as canteen staff will only need to prepare a limited range of foods. Often parents who are keen to volunteer but unable to commit to a regular day will be willing to volunteer on special theme days, so advertise widely for help for these days.

Theme days should be planned well in advance in order to allow enough time for promotion. Consider what the promotion is to achieve. Is it to trial a new product, promote fruit and vegetables or dairy foods, or provide children with variety and something new? Focus more on the fun aspects of such promotional days, and less on the healthy food message.

Tie theme days in with the school's calendar. Use sports days and special calendar dates such as religious and cultural events. Health awareness weeks provide an excellent opportunity for promotions. For example, calcium-rich smoothies can be offered during Healthy Bones Week.

Theme days can also be linked to what students are being taught in the classroom, for example history, the environment or international studies.

Draw on current high-profile events such as the Australian Open or the AFL Grand Final or even recently released movies. The possibilities are endless. The manuals and websites listed in the information and resources section of this manual provide many more theme and promotion ideas.

Ideas for themes include:

Commonwealth or Olympic Games

- A 'Go for Green and Gold Day' with green- and gold-coloured foods on the menu.
- A 'Green and Gold Meal Deal' day or an 'Aussie Aussie Week' with a green- and gold-coloured food daily special.
- Ideas for healthy green- and gold-coloured foods:
 - golden corn on the cob
 - popcorn
 - diced pears or green apples with custard
 - yellow jelly with grapes
 - green and gold fruit salad, including oranges, kiwifruit, grapes and diced peaches
 - green and gold mini muffins, using cheese, green capsicum and tomato.

AFL Grand Final

Name healthy meal deals or menu items after one of the leading teams or players, for example the Bombers' Burger.

Nutrition Week

Nutrition Week occurs in October and has a different theme each year. Visit: www.nutritionaustralia.org to find out what this year's theme is. Think of special food offers and meal deal names, for example the 'Nuts about Nutrition' meal deal.

Fruit and Veg. Weeks

Promote a different fruit or vegetable each week. Base this on seasonal availability, or work through colours or the alphabet. For example, have a week each for apples, avocados, bananas, berries, capsicum, cantaloupe and so on. Other ideas during this event include:

- offering free taste testing
- offering fruit and vegetables as a meal deal
- including a green vegetable as part of each hot food menu item.

Chinese or Vietnamese New Year

This week could be held in February to trial Chinese and Vietnamese foods. Decorate the canteen with paper lanterns and offer students chopsticks and serve a Chinese or Vietnamese meal deal in a cardboard noodle box, for example:

- vegetable stir-fry
- fried rice plus a rice paper roll or an oven-baked mini spring roll
- Nori rolls (see the Recipe section of this resource).

Summer salad sensation day

On the first day of summer, run a salad bar with appealing salads on offer. Include, for example, chicken and mango salad, roast vegetable salad, sweet potato salad or couscous salad. Allow students to serve themselves, suggesting that they choose a few to fill their plate.

(Adapted from the NSW School Canteen Association High School Meal Promotion Ideas fact sheet available from www.schoolcanteens.org.au)

Competitions and incentives

Competitions, incentives or reward schemes can increase student interest and participation and reward students for trying new foods and choosing healthy options. These schemes are also a way of promoting the idea that healthy eating at school can be fun. Make sure to advertise in the school newsletter to ensure their success.

Check with the school principal to ascertain if the school has a policy in place about the use of competitions and incentives.

- Offer a lucky prize draw. Students who try a particular new menu item, special of the day or meal deal get a ticket to go in the draw for a prize.
- Distribute frequent flyer customer cards. Students get one stamp each time they order certain healthy items.
- Organise a classroom smiley face competition. Reward healthy lunch orders with a smiley face sticker in their lunch bag. The classroom with the most stickers at the end of each week wins a prize.
- Run a competition which involves students entering their ideas for healthy menu items. For example, award prizes for the best new healthy canteen recipes, sandwich fillings, recipes, theme days or meal deal ideas. The prize could be that the winning recipe idea, food name or meal deal is named after the class and is featured on the menu for the week.
- Run a competition which involves students designing posters or flyers promoting healthy foods at the canteen with a prize for the winner.

Taste testing and sampling

Children are more likely to buy new food items if they have tried them before. Try introducing new foods to students in the following ways.

- Provide a sample of a new product free with the purchase of an existing item. Food companies will usually provide samples for free.
- Set up a sampling table in the canteen to determine the most popular variety of certain foods. Students can line up to sample and then mark their votes on a whiteboard.
- Position a taste-testing plate with small morsels of food on the counter. This is a good way of trialing a recipe prepared in the canteen kitchen.

HINT: Yarrambat Primary School has a regular 'Fruitalicious Friday'. This is a taste-testing day where the students have the opportunity to taste different types of fruit and vegetables that they may not have tried at home. This has led to new foods being introduced in the canteen.

Students and teachers

It is important when promoting healthy foods at the canteen to involve students and teachers. This is recommended by the Health Promoting Schools approach. For further information see page 45.

Involving students, teachers and the wider community in promoting the canteen not only helps cement the image of the canteen as a healthy place and increases purchases, but also helps by providing valuable support and resources to strengthen the canteen's promotional activities.

Here are some suggestions for involving the school community in the canteen.

- Plan canteen promotions and menu items to complement any health, nutrition or food issues (or other non-nutrition themes) being taught in the classroom.
- Know when excursions are planned so you can plan for catering.
- If the school has a vegetable patch, find out what is in season and enquire whether excess produce or herbs can be used and promoted in canteen menu items.
- Ask teachers to assist with student classroom activities that support and assist the canteen's promotion and marketing. (See 'Go for your life' Healthy Canteen Kit – Student Learning Activities for ideas.)

HINT: Older students could assist with designing, producing and marketing a healthy meal deal as part of their curriculum activities. The 'Go for your life' Healthy Canteen Kit – Student Learning Activities that accompany this manual can assist teachers in planning a classroom canteen menu assessment activity.

Encourage the principal and teachers to be involved with the canteen as much as possible.

- Introduce yourself to the food technology and agriculture teachers and have an informal discussion about ideas for collaboration.
- Invite teachers to visit the canteen and meet the staff.
- Schedule a regular, brief meeting with the principal or assistant principal each week or fortnight to exchange information on the week's activities.

go
for
your
life

Information and resources

General websites

Health Promoting Schools information

Food safety

Special diets

School canteen associations and programs

Healthy fundraising ideas

Programs

Services

Books and manuals

Recipes

Resources for school canteens on food safety



› General websites

Dietary Guidelines for Children and Adolescents in Australia

www.nhmrc.gov.au/publications/synopses/dietsyn.htm

Australian Guide to Healthy Eating

www.health.gov.au/internet/wcms/publishing.nsf/content/health-pubhlth-strateg-food-guide-index.htm

Nutrition Australia

www.nutritionaustralia.org

Telephone: (03) 9650 5165

Provides information, resources, programs on nutrition and healthy eating for schools, teachers, health professionals and the general community. Includes a healthy schools canteen advisory service.

‘Go for your life’

www.goforyourlife.vic.gov.au

Melbourne Markets

www.marketfresh.com.au

Information on fruit and vegetables available in Victoria, including finding greengrocers, fruits in season, choosing fruits, recipes. It also has a schools section with specific ideas on including fruit and vegetables in the canteen.

Fresh for Kids

www.freshforkids.com.au/canteen.html

› Health Promoting Schools information

Australian Health Promoting Schools Association

www.ahpsa.org.au

Information on what a health promoting school is and links to other organisations. A copy of the National Framework for Health Promoting Schools can be downloaded. There is also information on membership, state branches and upcoming conferences.

Children’s Health Development Foundation

www.chdf.org.au

Developed by the Centre for Health Promotion, Women’s and Children’s Hospital, Adelaide, South Australia, it provides resources and tools to promote health and wellbeing in school communities and has information on creating healthy environments, working with communities, programs to address the issue of food insecurity and case studies on what other schools are doing.

› Food safety

Food Standards Australia and New Zealand (FSANZ)

www.foodstandards.gov.au/whatsinfo/

Telephone: (02) 6271 2222

Facsimile: (02) 6271 2278

FSANZ is the regulatory body of the Food Standards Code. It provides information on the Food Safety legislation and standards, as well as information and resources to assist with the practical interpretation of these. They have a great range of downloadable information fact sheets, including the Fact Sheets for Charities and Community Organisations developed to assist these groups meet their legal obligations under the new standards.

Food Safety Victoria

www.health.vic.gov.au/foodsafety

Telephone: 1300 364 352

Department of Human Services – Food Safety Unit

www.health.vic.gov.au/foodsafety

Telephone: 1300 364 352

A range of resources, posters, fact sheets, template records and plans, and detailed information on safe food handling.

Department of Education & Training

www.eduweb.vic.gov.au/referenceguide/refguide.asp?page=4-4

The *Victorian Government School Reference Guide* has a section on food safety: Section 4.4.6.11 'Food safety in schools and food-handling regulations'.

Victorian Home Economics and Textiles Teachers' Association (VHETTA)

www.vhetta.com.au

Telephone: (03) 9888 2240

Freecall: 1800 803 762

VHETTA offers food safety training for schools including for teachers, canteen managers, kitchen assistants, parents and students. This training is tailored to the specific issues around food safety within a school environment.

Australian School Canteen Association (ASCA)

www.asca.com.au

Telephone: 1800 219 556

Consultants are available to advise and assist schools with the preparation and implementation of their Food Safety Programs.

NSW School Canteen Association (NSWSCA)

www.schoolcanteens.org.au

Information on food safety and hygiene as well as several downloadable fact sheets on various food safety and hygiene topics. Food safety posters (A4) are also available.

Note: Local councils can also provide specific local advice about safe food handling.

› Special diets

Coeliac Society of Victoria

www.vic.coeliac.org.au

Provides up-to-date information on coeliac disease and gluten-free diet, including food products available and recipes.

Australasian Society of Clinical Immunology and Allergy

www.allergy.org.au

Information on food allergies, including the *Anaphylaxis Guidelines for Schools*.

› School canteen associations and programs

Victorian School Canteen Association

www.vsca.org.au

Australian School Canteen Association

www.asca.com.au

Kids – ‘Go for your life’ Healthy Canteens advisory service

Infoline for Victorian Primary Schools:
1300 854 554

www.goforyourlife.vic.gov.au

Federation of Canteens in Schools (FOCiS)

www.focis.com.au

Telephone: (07) 4171 0182

Provides a downloadable Canteens’ Registered Products Buyers’ Guide and a Canteen magazine sent to schools.

NSW School Canteen Association

www.schoolcanteens.org.au

Fresh Tastes – NSW Canteen strategy

www.health.nsw.gov.au

Queensland Association of School Tuckshops

www.qast.org.au

Western Australian School Canteen Association

www.waschoolcanteens.org.au

Tasmanian School Canteen Association

www.eatwelltas.com.au/coolcanteens

ACT School Canteen Association

www.actzca.org.au

› Healthy fundraising ideas

Healthy Fundraising Ideas for Healthy Kids

Nutrition Australia Victorian Division

Visit: www.nutritionaustralia.org and click ‘On the Bookshop’ then ‘Healthy Eating School Resources’ to preview and order.

Fruitful Fundraising CD-ROM

Community Nutrition Unit, DHHS

Telephone: (03) 6222 7222

NSW School Canteen Association

www.schoolcanteens.org.au

Provides downloadable fact sheets and information.

Centre for Health Promotion

www.chdf.org.au

Provides downloadable fact sheets and information.

Queensland Association of School Tuckshops

www.qast.org.au

Provides downloadable fact sheets and information.

› Programs

Tooty Fruity Vegie Program, Northern Rivers Area Health Service, NSW

www.nrahs.nsw.gov.au/population/promotion/tooty_fruity/

Provides a downloadable canteen manual and survey templates.

Menu for Change: Getting Healthy Foods Into Schools

Stoneyfield Farm

www.stoneyfield.com/MenuForChange/

› Services

Our Tuckshop

www.ourtuckshop.com.au

Natural Kitchen Strategies

www.naturalkitchenstrategies.com.au

› Books and manuals

***Management \$ense, Food Sense* manual**

Order from www.waschoolcanteens.org.au or www.tased.edu.au/tasonline.tsca.msfsform.htm.

Includes ways to manage your canteen efficiently with information on how to develop your own accounts system for keeping track of stock and money in the canteen, selling healthy foods and developing a canteen policy.

The School Canteen Manual: A Hands-On Approach for South Australian Schools

www.chdf.org.au

***Healthy School Food Service* manual, Nutrition Australia**

www.nutritionaustralia.org/On_The_Book_Shelf

Click 'Healthy Eating Schools Resources'.

Food Challenges, Sanitarium and VHETTA

Provides recipes for canteens, school events and also related curriculum activities.

Order from Nutrition Australia:
www.nutritionaustralia.org/On_The_Book_Shelf.

***Fruit & Veg, Eat It – Linking Schools With Fruit And Vegetable Retailers* booklet, VHETTA**

www.health.vic.gov.au/nutrition/downloads/fv/retailers_booklet.pdf

***Fruit and Veg, Eat It Teachers' Manual*, VHETTA**

www.health.vic.gov.au/nutrition/child_nutrition/fv_resources.htm

Online manual with several sections to download.

***Fruit & Veg, Eat It – Linking the Canteen to the Curriculum* booklet, VHETTA**

www.health.vic.gov.au/nutrition/downloads/fv/canteens.pdf

Tooty Fruity Canteen Manual

www.nrahs.nsw.gov.au/population/promotion/tooty_fruity/

Online manual.

Tasmanian School Canteen Handbook

www.discover.tased.edu.au/hpe/cmh/Default.htm

Tuckshop Team Mate

www.nutritionaustralia.org/News_in_Nutrition/Media_Releases/Healthy_tuckshop_healthy_profits_paper.asp

A guide to help tuckshops be both nutritious and financially viable.

Looking after Our Kids

Order from www.waschoolcanteens.org.au or FSANZ.

Telephone: (02) 6271 2222

A national school canteen food safety project – manual and video.

Tuckshop Shortcuts

www.health.qld.gov.au/ActiveAte/beyond/default.asp

Published by Queensland Health and aimed at promoting a healthy school environment.

Count Me In – 501 Ideas on Retaining, Recognising and Rewarding Volunteers

Judy Esmond Newseason

www.mtd4u.com

Count Me In – 501 Ideas on Recruiting Volunteers

Judy Esmond Newseason

www.mtd4u.com

FOCiS on Canteens

Telephone: (07) 4171 0182

A magazine sent to all schools.

› Recipes

Canteen Cuisine

www.waschoolcanteens.org.au

A cookbook containing easy, nutritious and delicious food ideas and recipes for school canteens.

Cooking for Plenty

National Heart Foundation

www.heartfoundation.com.au

Kids in the Kitchen Cookbook

www.chdf.org.au

Tooty Fruity Canteen Manual

Download from: www.nrahs.nsw.gov.au/population/promotion/tooty_fruity

Fresh Tastes Manual

NSW Health

www.health.nsw.gov.au

› Resources for school canteens on food safety

Looking after Our Kids – National School Canteen Food Safety Project

www.health.gov.au

Telephone: 1800 020 103

An easy-to-follow video and handbook resource, designed for schools to help them understand and comply with the Food Safety Standards. Developed by the Federation of Canteens in Schools (FOCiS) and funded by the Australian Government Department of Health and Ageing, the resource was distributed to all schools in Australia in 2002. For more copies, please contact the Australian Government Department of Health and Ageing.

Management Sense, Food Sense: The Essential Guide for Food Service in Your School

Covers all areas of managing school canteens, including information on food safety and hygiene. Order from: www.tased.edu.au/tasonline/tsca/msfsform.htm.

Food Safety Matters

www.foodsafetymatters.gov.au/foodsafetymatters/default.asp

Offers online information on how to keep food safe at home, school and work, as well as downloadable *Food Safety Matters* resources including a teacher's manual, a set of 26 illustrated student guides, seven colour posters and the video 'A Case for Con Tamination'.

Every secondary school in Australia and Australian members of the Home Economics Institute of Australia (HEIA) were sent a complimentary copy of *Food Safety Matters* in March 2003, courtesy of the Australian Government Department of Health and Ageing. If your school did not receive a copy, an application can be made by completing the request form on this website. Extra copies may be purchased by filling out the order form on this website.

Manual produced by Queensland Health provides practical ideas to assist schools in creating a healthy, successful and safe canteen.

Order from: www.health.qld.gov.au/ActiveAte.