Canteen: Transition of Management

Report 5<sup>th</sup> May 2014

The P and F has operated the school canteen for many years using a mixed model of volunteer management (by the canteen committee), part-time employees, and volunteers to assist in food preparation and serving. The canteen treasurer’s role has also been voluntary. Reliance on volunteers to support the operation of the canteen, and oversee the management has become increasingly difficult. As there were no nominations for canteen treasurer at this year’s P and F AGM, this highlighted the difficulty of continuing to operate under this volunteer model. The school has offered its support and will trial the management of the canteen in Term 2, with the view that management will transition to the school at the end of Term 2.

The key features of the transition include:

- Deputy Bursar will take over the financial management of the canteen
- Current staff (canteen manager and canteen assistant) retained, continue as employees of KWS, now reporting to Deputy Bursar
- Financial accounts finalised at end of Term 1 i.e. all outstanding invoices and salaries paid, with balance of monies held in KWS P&F canteen account transitioned to KWS P&F main account (at end of Term 2 – timeframe of trial)
- NSW Healthy canteen guidelines will inform canteen menu planning
- KWS P&F will have a canteen liaison representative that will be the parent body link to the Deputy Bursar – it is proposed that Richard Cheney takes on this role as Chair of the Canteen Committee.