

## CANTEEN Report for GC February 2020

We held an email Canteen meeting in December 2019.

Committee members of Canteen 7-12 were asked for approval:

1. To reduce opening hours in week 9 (as was done in 2018) since remaining students are involved in Activities Week. *This was actioned, although was not unanimous (one committee member felt we had an obligation to provide meals for students but acknowledged we DO that with Breakfast Club and was happy to follow majority). We also have "emergency" food in staff room for a sandwich to be made that Wellbeing staff and Student Services staff can access if needed. Closure was warranted. Sales were Mon \$292, Tuesday \$245. We need \$300 per day to break even with one staff member, \$550 with 2 staff members.*
2. Remove surcharge on EFTPOS transactions under \$5 – which has been in place since opening in 2015. No rules around being allowed to charge or not. This would keep 7-12 Canteen in line with SR-6. That would mean *full* cost of EFTPOS would have to be absorbed into cost of goods sold. *This will need further discussion as some members were in favour of keeping surcharge, others not. Canteen at 7-12 is currently continuing to charge surcharge. Average Monthly Merchant Fees on EFT transaction is \$300.*

There have been a number of weeks during term 4 where the canteen staff have had to work alone. If other EFS Home Ec staff are not in the immediate area this means, for safety, no-one else is around with potentially dangerous hot liquids and food.

We would always welcome volunteers in the canteen.

Donna Opie tendered her resignation in term 4 with her last day worked being 5<sup>th</sup> December, 2019. We are in the process of checking and updating the job and person description for the role of Canteen Manager and would like to advertise by the end of week 3 of term 1 – Friday 14<sup>th</sup> February 2020. Advertisements will go on our Facebook page and in "The Courier" and "The Southern Argus" newspapers. We will need a GC rep for the panel that would be in early March, 2020.

Without a Manager to take charge of menu changes we have continued with the same as term 4, 2019 and one of the traits we'd like to see from a new Manger would be a revamp of the menu using their experience and driven by our student voice.

As we will have only 1 canteen employee for our 7-12 Sports Day on Monday 24<sup>th</sup> March we'd like to advertise, as we did last year, for some volunteers. This will be via our Facebook page and other social media platforms we use.

During end of year financial rollover the LSL provision was updated but, as we no longer have a liability to provide LSL for Donna, the overall amount for this provision has reduced therefore we did not have to journal a change to the amount in the Balance Sheet (Statement of Financial Position). We have \$2556 as a provision and our liability is currently only \$1336.

Inventory brought into the Balance Sheet for the end of 2019 was \$1618 which was slightly less than the end of 2018 and indicates good stock management.

Becky Hawkey  
Director of Physical Resources and Administration  
February 2020