

SCHOOL CANTEEN MANAGER / SUPERVISOR SURVEY

The NSW Department of Health and the NSW Department of Education and Training are very interested in student's nutritional health and well-being.

This survey will help us to get a picture of what is happening in school canteens across NSW and to better understand the factors that are helping or preventing canteens from offering more healthy choices.

It should take about 15 minutes to complete as there are lots of check boxes and not so much writing to do.

While we ask you to provide your name and contact details (in case we need to check any of your responses with you), we will not be identifying individual schools in any way when presenting results.

Copy of the canteen menus

Please provide a copy of your school canteen menu/s (or price list).

Include both Summer and Winter menus if these are different in your school.

If you have one menu for the whole year, please write this on the top of the menu.

Collection of survey and menus

A member of the survey team will visit you in the canteen to collect your completed questionnaire and canteen menus on _____

If you will not be present on that day or the canteen is closed on that day, please leave the completed survey and canteen menus at the school office ready for collection.

Many thanks for your cooperation.

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NSW Healthy School Canteen Strategy
Phone 9246 5629

BACKGROUND ON YOUR SCHOOL

1. Name of your school is:

(indicate primary/secondary/central school)

2. Type of school:

- Government
- Catholic
- Independent

3. Your school location is

- Metropolitan
- Rural

4. Approximate number of students enrolled:

Your name: _____

Best day/s to contact you: _____

Contact phone number: _____

CANTEEN OPERATION

5. Your canteen caters for: (tick one or more box)

- K -2
- 3-6
- 7-10
- 11-12

6. Your canteen is open:

- Monday – Friday

or specify opening days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday/Sunday

7. Opening times are:

- Before school
- Recess
- Lunch

Other, please specify _____

8. How is your canteen usually staffed? (tick all that apply)

- Paid manager
 Paid assistant(s)
 Volunteers
 Student help
 Contractor / Lessee

Other, please specify _____

9. How many volunteers do you usually get to help out each day? _____

10. How many volunteers do you need on your busiest day? _____

11. Do you have access to a computer to assist you in your role as canteen manager / supervisor?

- Yes – where?... at school
 at home
 No – go to question 13

12. What tasks (if any) do you use a computer for? (tick all that apply)

- Menu development Food ordering
 Developing promotional material Internet access
 Management tasks (rosters, budget etc) Printing materials
 Other
 Don't use a computer

13. What roles do you see the canteen has in your school?

(you can tick more than one)

1. Providing a food service
2. Making a profit for the canteen
3. Making a profit for school needs
4. Supporting classroom nutrition education
5. Providing and promoting healthy food
6. Other (please specify)

14. Which of the roles listed above would you say are the 3 most important ones?

(use the numbers 1-6 to save you writing them out in full)

Most important role _____

Second most important role _____

Third most important role _____

15. Which one of the roles would you say is the least important? _____

16. Does your school have a School Canteen Committee?

- Yes No – go to question 18

17. Which types of people are on your Canteen Committee

(tick all that apply)

- Parents
- Principal
- Paid canteen manager
- P&C representative
- Student/s
- Contractor / Lessee
- Member of the School Executive
- Other, please specify _____

18. Do you have a school canteen policy?

- Yes
- No – go to question 20

19. Does your policy include guidelines or criteria on the following aspects of the canteen operation?

(tick those that apply)

- Foods / drinks that can be sold in vending machines
- Nutrition – types of foods that can and cannot be sold
- Food safety and hygiene
- Promotions
- Canteen Committee members and role
- Pricing policy
- Special activities
- Don't know

20. In the last school year did your school canteen...

- Make a profit?
- Break even financially? – go to question 22.
- Run at a loss? – go to question 22.
- Don't know – go to question 22

21. Please tick the net profit range that matches your school for last year

- Less than \$1000
- \$1,000 – \$5,000
- \$5,001 – \$10,00
- \$10,001 – \$15,000
- \$15,001 – \$20,000
- \$20,001 – \$25,000
- \$25,001 – \$30,000
- More than \$30,001
- Not sure

22. Have any of the following things happened to your canteen in the past 12 months?

(tick all that apply)

- Public works on the canteen
- Changed from a volunteer manager to a paid canteen manager
- Changed from a paid manager to volunteer manager
- Become a leased canteen
- Received substantial financial assistance
- Received a donation of equipment or services
- Purchased major white goods / equipment

Specify type _____

Reason for purchase _____

- Other, specify _____
- None of the above

CANTEEN MEMBERSHIPS

23. Is your school a member of the NSW School Canteen Association?

- Yes
- No – go to question 27

24. How long have you been a member? _____ years

25. Has your school applied for a Healthy School Canteen Award through the NSW School Canteen Association?

- Yes
- No – go to question 27

26. If so, what level of Award is currently held?

- Diamond
- Gold
- Silver
- Bronze
- Commended

FACTORS AFFECTING FOODS SOLD

27. In the last 12 months, who has decided which foods are to be stocked in your canteen?

(you may choose more than one option)

- Canteen manager /supervisor
- School canteen committee
- Principal
- Canteen volunteers
- Parents
- P&C
- Contractor
- Students
- Other, please specify _____

28. Have any factors stopped your school's canteen from providing more healthier food choices?

No – because...

Already sell plenty of healthy choices

or

Other reason _____

Yes

If yes, please specify from list below (may tick more than one)

Need to make profit – selling healthier food is less profitable

Special deals from distributors for less healthy food

Can't get easy access to healthy food products

Lack of demand from students

Lack of support from parents

Lack of support from canteen staff

Lack of support from canteen committee

Competition from local shops that sell less healthy foods

Have tried – too much wastage

Lack of time to prepare – more labour intensive

Lack of volunteers

Healthy food is too expensive to buy in to the canteen

Poor shelf life of fresh food

Lack of storage space

Lack of suitable equipment – specify _____

Lack of preparation area

Lack of display space

Other, please specify _____

29. Have any of the following things helped your school's canteen to provide healthier food choices?

(may tick more than one)

Membership of the NSW School Canteen Association

Participation in the NSW School Canteen Association Award Program

Networking with other schools in the area (eg. network meetings)

Assistance from health professionals

Support from teaching staff

Requests from parents

Training courses

Easy access to healthier food choices

Knowledge of the childhood obesity problem

Special deals on healthier food products

More storage space available

Promotions of healthier food products or 'meal deals'

Suitable equipment now available

Other, please specify

None of the above

30. Has your canteen conducted any promotions of 'healthier' food products in the last year?

yes no – go to question. 34

31. List the number of promotions held last term _____

32. List the products that were promoted

33. Tick the methods of promotion that you used

- Taste test
 Price special
 Daily / weekly special
 Special theme day / week
 Newsletter
 SRC – informing students at assembly
 Other, please specify _____

FOODS SOLD

34. Has your canteen introduced any 'healthier' products during the last 12 months?

(eg lower in fat, sugar and/or salt and/or higher in fibre; this would include those on the NSW SCA Registered Product list)

Yes No

If yes

Name of product	Brand name (if applicable)	What has been the response from students?

35. Where do you get information about healthier products suitable for sale in school canteens?

- NSW School Canteen Association Buyers Guide
- Distributors
- Network meetings
- Supermarket
- Magazines
- Other – specify _____
- Don't get this type of information

36. Have you stopped selling any foods in the canteen on a daily basis during the last 12 months?
(eg stopped selling a food item altogether or now sell only once per week or once or twice per term)

- Yes No – go to question 38

If yes, please specify in the Table below

Food	Brand (if applicable)	Reason for the change	Food item is now: O = sold occasionally (no more than twice per term) W = sold weekly N = not sold at all
Example Regular meat pies	XXX Brand	New healthy canteen policy introduced	N

37. List any food items that have increased in popularity as a result of changes you listed above?

38. Please fill in the Table below recording the four biggest selling food items and the three biggest selling drink items sold by your school canteen last year.

Record for both Summer and Winter for the following times: Before school (if canteen is open), recess and lunch.

Before School (if applicable)		Recess		Lunch	
Summer	Winter	Summer	Winter	Summer	Winter
Four biggest selling foods	Four biggest selling foods	Four biggest selling foods	Four biggest selling foods	Four biggest selling foods	Four biggest selling foods
Three biggest selling drinks	Three biggest selling drinks	Three biggest selling drinks	Three biggest selling drinks	Three biggest selling drinks	Three biggest selling drinks

BREAKFAST

39. Is your canteen open for breakfast?

- Yes – go to question 41 No

40. Does anyone in your school run a breakfast program?

- Yes – run by... Out of School Hours Care
 Canteen
 Teachers
 Students
 Other – please specify _____

- No – go to question 43

41. How long have you (or others) been providing breakfast? _____

42. Please list the items you regularly provide for breakfast

Breakfast items:

VENDING MACHINES

43. Does your school currently have vending machines?

- Yes – how many? _____ Who is responsible for them? Canteen SRC Other
 No

44. Have vending machines been removed from your school within the last twelve months?

- Yes – how many? _____
 No

If you currently have no vending machines you are not required to answer any more questions – thank you for your assistance. There is space on the last page to record any comments you would like to make. Don't forget to attach your menu/s.

45. When can students access the vending machine/s during the school day?

- Any time of day including before school
 Any time of day but not before school
 Only during breaks (not during lesson time)
 Other _____

46. Is your vending machine/s under contract?

- Yes No – go to question 49

47. Who is the contract with? _____

48. How long is the contract for? _____ year/s Expiry date _____

49. Please fill in the following table ticking those items stocked in your vending machines

Drinks stocked	Tick (✓) if available	Foods stocked	Tick (✓) if available
Regular soft drinks		Confectionary	
Diet soft drinks		Yoghurts	
Sports drinks		Chips/Twisties	
Bottled water		Rice crackers	
Plain or flavoured milks		Sandwiches/rolls	
Fruit Juice		Muesli/health bars	
Plain mineral water		Other foods – specify	
Flavoured mineral water			
Other drinks, specify			

Any comments you would like to make: