Canteen Questionnaire to be completed by canteen manager/supervisor or a member of the canteen committee

The eat well be active Community Programs are funded by SA Health and delivered by the Southern Adelaide Health Service & Murray Mallee Community Health Service in cooperation with the Department of Education and Children’s Services (DECS) & individual schools. The Programs promote healthy eating and physical activity among children & young people.

This questionnaire will help us to get a picture of what has been happening in school canteens in 2009 and to better understand what is helping or hindering canteens from offering more healthy choices. We will not be identifying individual schools in any way, nor will government and non-government schools be compared. Your responses to this questionnaire will only be seen by the eat well be active team.

This questionnaire will take approximately 10 minutes and is mainly tick boxes.

You are free not to answer any specific question or to end your involvement in this questionnaire at any time.

If you consent to participate, please complete this questionnaire and return to your Principal within 1 week for us to collect. Please answer all questions for the 2009 calendar year (unless otherwise indicated). Please try to answer honestly; there are no right or wrong answers.

Please also 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.

The questions and process for this study have been approved by the Department of Health and the Department of Education and Children’s Service Ethics committees. You are free to not complete this questionnaire. If you decide not to, services received from the eat well be active Community Programs will not be affected.

Survey adapted from the NSW Schools Physical Activity and Nutrition Survey 2004.
1. **In 2009 the canteen was operated:**
   - **Tick one box**
   - 1. Directly by the school
   - 2. Outsourced to a contractor

2. **In 2009 the canteen was open:**
   - **Tick all that apply**
   - a. Monday
   - b. Tuesday
   - c. Wednesday
   - d. Thursday
   - e. Friday

3. **Opening times for sales to children were:**
   - **Tick all that apply**
   - 1. Before school
   - 2. Recess
   - 3. Lunch

4. **How important are the following roles for the canteen in your school?**
   - **Tick one box in each row**

<table>
<thead>
<tr>
<th>Role</th>
<th>Very important</th>
<th>Important</th>
<th>Somewhat important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing a food service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making a profit for the canteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making a profit for school needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting classroom nutrition education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing and promoting healthy food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **In 2009 did your school have a School Canteen Committee?**
   - **Tick one box**
   - 1. Yes continue
   - 2. No If no go to question 6
If yes

5.1. Which groups of people were represented on your Canteen Committee?

**Tick all that apply**

a. [ ] Parents
b. [ ] Principal
c. [ ] Appointed staff representative
d. [ ] Paid canteen manager
e. [ ] Parent group (eg parents and friends) representative
f. [ ] Student/s
g. [ ] Contractor / Leaseholder
h. [ ] Member of the School Executive
i. [ ] Other, please specify ______________________

6. In 2009 did the school have a canteen policy?

**Tick one box**

1. [ ] Yes continue
2. [ ] No, If No go to Question 7

If yes

6.1. When was the canteen policy first developed?

1. Year [ ] 2. [ ] Not sure

6.2. When was a canteen policy review last completed?

1. Month [ ] 2. Year [ ] 3. [ ] Not sure

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

**Tick one box in each row**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Nutrition – types of foods that can and cannot be sold</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>b. Foods / drinks that can be sold in vending machines</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>c. Food safety and hygiene</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>d. Promotions</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>e. Canteen Committee members and role</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>f. Pricing policy</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>g. Special activities</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
7. **In 2009, did your school canteen:**
   (This information is commercial in confidence, care will be taken to ensure that no canteen can be identified when research results are released)

   **Tick one box**
   1. [ ] Make a profit
   2. [ ] Break even financially
   3. [ ] Run at a loss
   4. [ ] Don’t know

2. **Factors affecting food sold**

8. **In 2009, who decided which foods were stocked in your canteen?**

   **Tick all that apply**
   a. [ ] Canteen manager / supervisor
   b. [ ] School canteen committee
   c. [ ] Principal
   d. [ ] Canteen volunteers
   e. [ ] Parents
   f. [ ] Governing council
   g. [ ] External canteen contractor
   h. [ ] Students
   i. [ ] Other, please specify ____________________________

9. **In 2009 did your canteen conduct any promotions of ‘healthier’ food products?**

   **Tick one box**
   1. [ ] Yes  **If yes Continue**
   2. [ ] No  **If no go to Question 11**

   **If yes**
   9.1. **Tick the methods of promotion that you used**

   **Tick all that apply**
   a. [ ] taste test
   b. [ ] displays
   c. [ ] price special
   d. [ ] daily / weekly special
   e. [ ] special theme day / week
   f. [ ] newsletter
   g. [ ] informing students at assembly or through student committee(s)
   h. [ ] Other, please specify ____________________________
10. In 2009 did any of the following factors help your school’s canteen to provide healthier food choices?

Tick all that apply

- a. Networking with other schools in the area (e.g. network meetings)
- b. Assistance from health professionals
- c. Support from teaching staff
- d. Requests from parents
- e. Training for canteen members
- f. Easy access to healthier food choices
- g. Knowledge of the childhood obesity problem
- h. Special deals on healthier food products
- i. More storage space available
- j. Promotions of healthier food products or ‘meal deals’
- k. Suitable equipment now available
- l. Canteen news
- m. Information from media and magazines
- n. Supermarket
- o. Other, please specify ____________________________

11. In 2009 which of the following factors limited the canteen from providing more healthy food choices?

Tick all that apply

- a. None, already sell plenty of healthy choices
- b. Need to make profit – selling healthier food is less profitable
- c. Special deals from distributors for less healthy food
- d. Can’t get easy access to healthy food products
- e. Lack of demand from students
- f. Lack of support from parents
- g. Lack of support from school management
- h. Lack of support from canteen staff
- i. Lack of support from canteen committee
- j. Competition from local shops that sell less healthy foods
- k. Have tried – too much wastage
- l. Lack of time to prepare – more labour intensive
- m. Lack of volunteers
- n. Healthy food is too expensive to buy in to the canteen
- o. Poor shelf life of fresh food
- p. Lack of storage space
- q. Lack of suitable equipment – please specify____________________
- r. Lack of preparation area
- s. Lack of display space
- t. Other - please specify ____________________________
12. In 2009 which of the following strategies, if any, did your school canteen implement to increase the sale of fruits and vegetables?

Tick all that apply
a. ☐ Developed canteen policy about promoting fruits and vegetables
b. ☐ Held promotional days for fruits / fruit-based foods
c. ☐ Held tastings of fruits / fruit-based foods
d. ☐ Increased the range of fruit / fruit-based items on menu
e. ☐ Lowered prices of fruits / fruit-based foods
f. ☐ Used attractive displays of fruits / fruit-based foods
g. ☐ Held promotional days for vegetables / vegetable-based foods
h. ☐ Held tastings of vegetables / vegetable-based foods
i. ☐ Increased the range of vegetable / vegetable-based items on menu
j. ☐ Lowered prices of vegetables / vegetable-based foods
k. ☐ Used attractive displays of vegetables / vegetable -based foods
l. ☐ Other___________________________________________
m. ☐ None

13. Please fill in the table below recording the four biggest selling food items and the three biggest selling drinks sold by your school canteen in 2009.

Record for both Summer and Winter:

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four biggest selling foods</td>
<td>Four biggest selling foods</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Three biggest selling drinks</td>
<td>Three biggest selling drinks</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
### 14. In 2009 how often did your canteen sell each of the following?

**Tick one box in each row**

<table>
<thead>
<tr>
<th>Products</th>
<th>Every day you are open</th>
<th>3-4 times per week</th>
<th>1-2 times per week</th>
<th>Several times a term</th>
<th>Occasionally</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Vegetable based meals (e.g. soup, corn on the cob, baked potatoes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Cut up vegetables (e.g. carrots, salads)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Fruit (fresh or canned)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Fruit salad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Bottled water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Soft drinks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Fruit juice and fruit juice drinks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Lollies, chocolate etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Potato crisps, Twisties etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Hot chips</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Muesli bars</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Fruit straps or roll ups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### About healthier products

15. During 2009 did you STOP selling any foods in the canteen on a daily basis? (eg. stopped selling a food item altogether or now sell only once per week or once or twice per term)

**Tick one box**

1. Yes ![ ] If yes **continue**
2. No ![ ] If no go to Question 16.

**If yes**

**Please specify in the Table below and tick one box**

<table>
<thead>
<tr>
<th>Food</th>
<th>Write in the food name</th>
<th>Reason for the change</th>
<th>Food item is now:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>O= sold occasionally (no more than twice per term)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>W= sold weekly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N= not sold at all</td>
</tr>
</tbody>
</table>

Example: Regular meat pies     New healthy canteen policy

<table>
<thead>
<tr>
<th></th>
<th>O</th>
<th>W</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular meat pies</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. In 2009 did your canteen introduce any ‘healthier’ foods or drink products? (eg. fruits, water, lower fat products, higher fibre products)

Tick one box
1. ☐ Yes  If yes continue
2. ☐ No  If no go to Question end

If yes
16.1. What has been the response from students?

Tick one box in each row

<table>
<thead>
<tr>
<th>Name of product (eg fruit salad)</th>
<th>Excellent</th>
<th>Good</th>
<th>Poor</th>
<th>No interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have now completed the questionnaire. Thank-you.

(Please remember to attach your menus!)