

FOOD AND NUTRITION SERVICES

Responsibilities

Food Service Office

- A. Plan menus to meet nutritional requirements.
- B. Coordinate purchasing of all food services supplies and equipment.
- C. Staff all cafeterias based on the following: size of kitchen, average daily participation, kitchen layout, and type of feeding programs. The Food Service Office will establish criteria on staff for all kitchens.
- D. Organize and conduct appropriate in-service training for food service personnel and institute measures designed to improve the quality and efficiency of the program.
- E. Receive and coordinate such reports from individual units as are necessary or required by state or federal agencies.
- F. Consult with Facilities Planning and Construction in relation to the construction of new food service facilities.
- G. The Director will notify the Chief Operations Officer of any breaches of policy and furnish the principal involved with a copy.

School Cafeteria Managers

- A. Operate under the direction of the Food Service Director or his/her designee.
- B. Be knowledgeable of state Board of Education policy and APS policy for operation of cafeterias and manage the unit consistent with these policies.
- C. Organize and direct unit employees in preparation and service of food and in proper care of the equipment.
- D. Be responsible for preparation of reports and for collection and deposit of receipts from sales.
- E. Refer any problems pertaining to cafeteria operation to the Food Service Director or designee.

Principals

- A. Maintain discipline in the dining rooms with the aide of school personnel.
- B. Refer any problems pertaining to cafeteria operation to the Food Service Director or designee.
- C. Cleanliness of the dining area is the responsibility of the school custodian.

General Kitchen Control

- A. No persons other than Food Service Personnel shall be permitted in the kitchens.
- B. Only the principal, Food Service manager, head custodian, and central kitchen warehouse supervisor shall have a key to open any door entering the kitchen. Only the schools cafeteria manager and central kitchen warehouse supervisor will have a key to the storeroom door, freezers, and refrigerators.
- C. No food items of any nature will be drawn from the cafeteria kitchen without prior knowledge of the cafeteria manager who will, in turn, present a billing for such items.
- D. Any after-hour use of the kitchen will require a Food and Nutrition Service employee to be paid at time and a half to supervise the function. Established EID and APS procedures for kitchen use must be followed.

Meal Ticket Sales

The following procedure conforms to the U. S. Department of Agriculture and state regulations governing cafeteria operation.

- A. All students regardless of meal status will have an account set up with Food and Nutrition Services based on their student I.D. number.
- B. Parents are responsible for the purchase of meals until meal applications are received and processed. Food and nutrition services have 10 working days to process applications from the time they are received at the cafeteria.
- C. The sale of full-pay and reduced rate meals may take place at any non meal service time during normal cafeteria hours. Parents will be notified of pre payment options and charging procedures at the beginning of each year through a memo released to the media and sent to the school for distribution.
- D. Daily cash sale of full-pay and reduced rate meals is acceptable but discouraged during meal service as this will slow the line and can create delays in educational times.
- E. Pre-payments are valid for reimbursement. Ala carte items may be paid for with prepaid accounts unless parent requests otherwise.
- F. At the elementary school level up to 10 meals will be allowed to be charged. At the Mid School level up to 5 meal charges will be allowed. At the High School level up to 2 meal charges will be allowed.
- G. Once the student has reached the charge limit they will be provided with an alternate meal. The alternate meal will consist of two slices of bread (or other grain) an ounce of cheese (or other protein), a serving of fruit or vegetable and a container of milk or juice as determined by the cafeteria manager. Modification to the alternate meal will be made for students who have documented allergies to a component of the alternate meal.
- H. Every effort will be made to prevent students from being embarrassed by receiving an alternate meal.
- I. Mid and High School students will be verbally informed that they will receive an alternate meal the next time they come through the line and will be given an alternative meal coupon.
- J. Cashiers will select the alternative meal button on their POS when a student comes through the line with a coupon and the number of alternate meals will be tracked.
- K. After three consecutive alternative meals the student will be referred to the school office for follow-up (does the child have extenuating circumstances that require intervention, have they filled out an application etc.)
- L. Refer to agreement for approved method of collection as conditions change. Charging of second meals, a- la- carte or extra items is not allowed under any circumstances. Only USDA reimbursable meals may be charged.
- M. Unpaid charges will be handled in the same manner as library fines or lost book fines and must be paid prior to leaving the school district.
- N. Unpaid charges will be carried from year to year on the students account and the student will not be allowed to charge more than the established number of meals.

- O. When a student who has meal charges brings in money, it will be used for that day's meal. Any monies in excess of the meal for the day will be applied to charges unless parent requests otherwise.
- P. Returned checks and insufficient funds will be referred to a third party company for payment.

Competitive Food Sales

Principals have the option of permitting the sale of food items during the day. All foods sold must meet the APS, State and Federal wellness policies. Non food and nutrition service competitive food sales will not be allowed within the environs of the cafeteria, which means the sale of such food must be conducted in a building other than the one housing the cafeteria.

Legal Ref.: USDA Policy Statement for Free and/or Reduced Price Meals

NSBA/NEPN Classification: EF, EFD, EFE

Revised: May 1995

Revised: April 1996

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Revised: May 22, 2000

Revised: October, 2008

ALTERNATIVE MEAL COUPON

DATE

STUDENT NAME

ID NUMBER / TEACHER NAME