

1201 ORGANIZATION

Cafeteria operations and school lunch programs shall be under the direction of the managers of their respective school cafeterias and the Coordinator of Food Services, in a manner that insures optimum coordination with educational programs.

Board Approved:	November 20, 2007
First Reading:	February 18, 2015
Second Reading and Board Approval:	March 4, 2015

1202 QUALIFICATIONS OF CAFETERIA STAFF

Managers: All cafeteria managers shall have a minimum of a high school education or an equivalent of experience related to the responsibilities of the position. In addition to the above qualifications, the managers shall have displayed the ability to organize and lead other workers, an understanding of bulk cooking, and an understanding of planning essential for efficient purchasing and managing of cafeteria operations.

General Workers: All cafeteria workers shall be in good physical health and have the ability to, under guidance and supervision, use the special skills necessary to prepare and serve school lunches as well as maintaining a clean and efficient cafeteria operation. General workers must have a high school diploma or equivalent.

1203 OPERATIONS

All menus will be in accordance with the National School Lunch Type A requirements.

Government surplus commodities are to be used only for the school lunch program.

Care and handling of foodstuffs will be in the compliance with health regulations.

Students are allowed to charge only in an unusual or emergency circumstance. Only the platter may be charged.

Students whose families are not financially able to pay for lunches may pay for a portion of the lunch or obtain the lunch free of charge. Free or reduced lunches will be granted according to the eligibility guidelines established by the Federal Government.

Consumable food materials, including candy and other items for resale, shall not be sold in school during the regular school day except as a function of the school cafeteria.

Use of cafeteria by community groups shall follow the same general policies as described for use of facilities by the community.

The food service program will be a financially self-sufficient operation. The program will function in accordance with applicable State and Federal Laws.

Purchases made through the cafeteria must be used exclusively for cafeteria use.

1204 FOOD PURCHASING/SELECTION

The Coordinator of Food Services will be designated as the person authorized to purchase food and supplies for all food services under his/her direction. The purchase of equipment and services from vendors will be the responsibility of the Business Manager and the Coordinator of Food Services. Contracts for milk and ice cream products will be awarded annually by action of the Board of Education after advertisement for bids, unless state bid is accepted.

In order to properly discharge authorized purchasing functions, the Coordinator of Food Services will prepare any necessary bids, engage in cooperative bidding where determined to be advisable, and open and analyze bids. When purchases are made through the bidding procedure, the Coordinator of Food Services will recommend bid awards that are determined to be in the best interest of the school district. These recommendations are to be acted upon by the Board of Education.

The Coordinator of Food Services will consider government commodities and also quantity purchasing where these considerations are advantageous to the school district.

The Coordinator of Food Services is responsible for maintaining all necessary records pertaining to the Food Service Program. The Coordinator of Food Services will be expected to adhere to appropriate accounting principles in the purchasing, reporting, budgeting, and coding of food service purchases.

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1205 BANK ACCOUNTS FOR CAFETERIA FUNDS

Purpose: To authorize school bank accounts for the handling of cafeteria funds.

Process and Content: Each school will have a bank account for the handling of cafeteria funds; and the Superintendent or his/her designee has the authority to sign checks against this account.

Review and Reporting: This policy will be every three (3) years in accordance with the Board of Education policy review process.

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