



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5500

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CATEGORY: **Support Services, Food Services**

EFFECTIVE: **1-29-62**

SUBJECT: **Food Service Responsibilities and Regulations**

REVISED: **9-30-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the sale of food in school cafeterias and to define district food services management.
2. **Related Procedures:**

ASB food sales	2270
Emergency loans to students	2317
Evaluation of classified employees	7520
Extra use of cafeteria facilities	9217
Milk and meal programs for needy students	6325
Student body fund-raising	2265

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-1500, G-3000, G-6000, H-7210, I-5500, K-4000, K-4010, K-4020, K-4040, K-4050; Education Code Sections 48931, 49490-49492, 49550-95553; California Code of Regulations, Title 5, Section 1360.
2. **Regulation provides** that the Board of Education may establish nonprofit, self-supporting cafeterias for students, faculty, and school-sponsored organizations. Also, food shall not be sold at any cafeteria to anyone except students and employees of the school district, which includes child development centers, as well as to members of the Board of Education and persons entitled to use the school under the Civic Center Act. The Board of Education may authorize by formal resolution other individuals and organizations to use the cafeteria.
3. **Established Board of Education policy** identifies the nonprofit Food Services Department, Business Operations Division, Office of School Site Support, as the source of meal service to students and staff.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Business Operations Division, Office of School Site Support.

2. **Food services programs** offer students nutritional meals at schools on a self-supporting basis. Lunch programs are provided at all district schools; schools may request initiation of breakfast programs. Meals must be consumed at school by the students to whom they are served. Education Code Sections 49550–49553 mandates the provision of nutritional meals to needy students Procedure (6325).
 - a. **Nutritionally balanced meals** under federal Child Nutrition Programs administered by the United States Department of Agriculture are available at both elementary and secondary schools. By law these meals are made available to kindergarten children. A la carte food choices are also provided at secondary schools. Snack foods are also sold in those schools with nutritional breaks.
 - b. **Food is prepared at central food preparation kitchens** and delivered in bulk or individual packages to each serving location where meals are served by the Food Services Department personnel.
3. **Menus**
 - a. **Elementary schools.** Food Services Department plans menus and prepares and serves meals that comply with Child Nutrition Program nutritional guidelines and requirements. Student acceptability and costs are also considered.
 - b. **Secondary schools.** Food Services Department plans menus and prepares and serves meals that comply with Child Nutrition Program nutritional guidelines. Central office guidelines are followed for a la carte service. Menu choices take into account student preferences and costs.
 - c. **Supplementary food services** are offered, on a self-supporting basis, for staff and school-sponsored activities. These include:
 - (1) Limited a la carte service, normally available for staff during the lunch period.
 - (2) Coffee service, optional at sites where foodservices personnel are available (C.5.g.).
 - (3) Special events and catering (Food Service Options) services.

4. **School Cafeteria Management.** The Food Services Director has overall responsibility for the district food services program. Principals and central office management are mutually responsible for providing a pleasant dining environment for students and staff.
 - a. **Principals** are responsible for school operations aspects of site cafeterias, including supervising custodial activities; assigning student help; scheduling lunch periods; providing meal certification status; controlling and supervising students; communicating needs, questions, and concerns; and collaborating with central office management to ensure effective meal operations.
 - b. **Food Services central office staff, area managers, and managers** are responsible for operation of cafeterias, including menu planning, staffing, food procurement, distribution, storage, inventory, food preparation, sales and serving, kitchen operation reports, health and sanitation, equipment and maintenance, and conduct and activities of food service employees. These responsibilities include implementing government, district, and department regulations and procedures for districtwide and individual school programs.

5. **Regulations**
 - a. **Checks.** Checks may be accepted for payment of meals and legitimate bills but must be for the exact amount; checks are endorsed the way they are written, followed by the name of the school and cafeteria. Cashing of checks for cash is not permissible.
 - b. **Credit.** Existing regulations prohibit charging meals or extension of credit to students or staff. (Procedure 2317 regarding emergency loans to students.)
 - c. **Sale of staple foods** to students, cafeteria employees, other district employees, or other organization members is prohibited by law. Foods can be purchased by principals, teachers, and organizations for special class parties at the prevailing regular counter price. Special event service and catering (Food Services Options) are also available. San Diego Unified School District employees shall not accept gratuities or buy from vendors for their own personal use.
 - d. **Surplus commodities** may be used at after-school affairs for students if the program is sponsored by the school primarily for students *and* if prior written approval is received from the state Office of Surplus Property.

Note: Programs to which parents or other adults are invited do not qualify.

- e. **Unservd foods**, or any foods of the district food services program, are not to be carried out or purchased for off-premises use by cafeteria or other district employees, students, or organization members. These foods are to be handled according to directions from the Food Services Department.
- f. **Family members** of the Food Services Department or other district employees are not permitted in the kitchen at any time.
- g. **Morning coffee service**, if desired, is provided by the Food Services Department at the prevailing counter price.
- h. **Use limitation.** Kitchen facilities and services cannot be made available to students, faculty, or outside groups on the workday immediately preceding the first day of school when full cafeteria service is provided to students or on the last school day or workday.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education