



ADMINISTRATIVE PROCEDURE

CATEGORY: Community Relations
SUBJECT: Extra Use of Cafeteria Facilities

A. PURPOSE AND SCOPE:

- 1. To provide administrative procedures governing extra use of cafeteria facilities by school and community groups, and to define types of facilities available.
- 2. **Related Procedures:**
 - Civic center use of buildings, grounds, and equipment 9205
 - Food service responsibilities and regulations 5500

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: G-6000, K-4000, K-4010.

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. **Regulations.** Cafeteria kitchen and serving facilities in schools are designed primarily for serving hot meals to students. As time and labor permit, facilities may be used by school and community groups. Various types of extra use may be requested depending on service needed and nature of the group.
 - a. **Food Services Director** may limit number of requests for extra use of any school in order to avoid excessive demands upon time and energies of school food service workers who would have to be present.
 - b. **Services requiring** presence of food service workers on scheduled holidays or Saturdays require approval of the Food Services Director.
 - c. **Breakage, damage or loss** of equipment will be charged to organization using facilities. Facilities must be left clean and orderly; any infractions are to be reported to the principal.
 - d. **Cafeteria cash register** contains a permanent record of regular cafeteria business and *cannot* be used for any other purpose.
 - e. **Use limitation.** Kitchen facilities and services are not available to students, faculty, or outside groups on the last minimum school day or workday

immediately preceding first school day when full cafeteria service is provided to students.

- f. **Attendance limitation.** Maximum number of guests is governed by seating capacity of the dining area. (This information may be obtained from the area food services manager or the Food Services Department.)
3. **Type I Service – Limited Use Involving No Preparation.** Use of limited kitchen facilities for one-event non-cooking purposes. Heating water or coffee is allowed. No use of ovens, steam tables or other preparation equipment is allowed. User is not obliged to have Food Services employee(s) present. No charge is made unless damages occur or Food Services employee(s) is requested.
 - a. Principal and outside groups makes arrangements for school-sponsored activities and groups approved for free use, coordinating with the Food Services Labor Supervisor at (858) 627-7317. (Procedure 9205)
 4. **Type II Service – One Event Involving Food Preparation and Employees.** Use of kitchen and some limited equipment for on-site preparation of special meals. User must have Food Services employee(s) present. Food may be prepared and served using kitchen equipment such as ovens, stove top, refrigerators, freezer, steam table, food warmers, dishwashers, sinks and counters. User must provide own food stuffs and supplies. Commercial caterers must furnish all silverware, dishes, etc. Users will be billed at current district rate on an hourly basis.
 - a.
 - (1) **Food:** User must provide all food stuffs and supplies.
 - (2) **Facilities:** Use of kitchen includes facilities for keeping food warm and use of serving counter. Commercial caterers must furnish all silverware and dishes.
 - (3) **Supervision:** One or more Food Services employees must be physically present for the duration of the event; Food Services employees act as monitors and do not participate in food preparation, serving, or facility clean-up. Food Services employees direct and assist in operation of kitchen equipment. These employees will be responsible for protection of cafeteria property and for control of food warmers, refrigerators, and ovens.
 - (4) **Payment.** The cost for the Food Service employee services shall be factored into the facility rental fee. Food service employees should submit district time cards for the time worked to their supervisor for approval.

c. **Approvals for use of Type II Service**

- (1) Requester contacts the Food Services Labor Supervisor. (Procedure 9205) to complete the Kitchen Contract Agreement.
- (2) Upon completion of "Kitchen Contract Agreement" form, requester secures written permission in written application from the Food Services Department, which arranges for use of food service employees for a scheduled event.

Note: Securing "Kitchen Contract Agreement" form does not authorize use of kitchen. Food Services Department written *permission* is also required.

5. **Other Uses.** Use of kitchen for more extensive purposes such as cooking and baking must be arranged with the Food Services Department. Principal may arrange with area food services manager for special service; e.g., PTA, or civic-type noon programs once or twice a year. If these events require extra time, help is paid at established rate.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Application and Permission to Use Cafeteria Kitchen, available from the Food Services Department
2. Application, Statement of Information, and Permission for Use of School Property, available from the Food Services Labor Supervisor.

F. REPORTS AND RECORDS

G. APPROVED BY



Interim General Counsel, Legal Services
San Diego Unified School District