PROCEDURES MANUAL

Food & Nutrition Services

This Food and Nutrition Services Procedures Manual is designed to assist the Principals, Food Service Managers, Food Service employees, and all other interested personnel in operating and maintaining an efficient Food Service program. It is further designed to provide uniformity and standardization in the Food Service program, in order to promote the best interest of the children we serve.

Procedures and practices in operating and maintaining Food Service programs are constantly changing. This manual will be evaluated and updated as new materials and improved practices in quantity food service procedures and operations become available.

This manual is designed as a supplement to policies and procedures established by the Alachua County Public Schools.

Procedures Manual

F O O D   &   N U T R I T I O N   S E R V I C E S

ALACHUA COUNTY PUBLIC SCHOOLS
BOARD MEMBERS

April Griffin   Eileen Roy

Gunnar Paulson   Robert Hyatt

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Sandy Hollinger – Interim Superintendent
Karen Clarke – Deputy Superintendent

ASSISTANT SUPERINTENDENTS

Paul White - Operations

Karen Clarke – Teaching & Learning

Alex Rella – Business Services

FOOD SERVICE

Maria Eunice, Food and Nutrition Director

Eunshil McKenna, Food Service Supervisor

Blake Dicks, Food Service Supervisor

Jamie Lovett, Food Service Coordinator

General

The Alachua County Food and Nutrition Services Department is organized with the primary responsibility of serving wholesome and nutritious meals to the students of the Alachua County School System. The Department reports to the Superintendent of Schools through the Assistant Superintendent of Operations. The Food and Nutrition Services program is operated as a self-supporting non-profit entity. The program receives no transfers from the Board's general operating fund.

The School Board annually renews its agreement with the State and Federal. Government to participate in the National Child Nutrition Program.   Participation in this program qualifies for state and federal reimbursements and authorizes the receipt of USDA commodity foods. The receipt of reimbursements and commodity foods allows the price of student meals to be set considerably below the actual cost of producing and serving these meals.

Participation in the National Child Nutrition Program includes the paid, free and reduced price lunch, breakfast, and after-school snack programs. In addition, the Board has authorized the sale of lunches and breakfast to adult employees of the school system and to adult guests and the sale of a la carte items to both students and adults. Certain Foster Grandparents, Head Start teachers and aides receive lunches at no cost. Appropriate agencies reimburse Food and Nutrition Services for these lunches. Food and Nutrition Services employees at schools receive a lunch as a condition of their employment. The program provides meals to other local agencies based on signed agreements and pre-approved pricing.

Food and Nutrition Services is organized with a central administrative staff and a combination of production centers, satellite and self-contained kitchens. Central bidding is used for most foods and supplies. The Food and Nutrition Services program uses standardized accountability procedures, with personal computers and point of sale terminals. Individual school data is uploaded daily to the district Food and Nutrition Services Office for compilation, dissemination and reporting.

Program Responsibilities

Responsibilities of the Alachua County School Board

To provide the necessary Food Service programs to meet nutritional needs of students during the school day. The Food and Nutrition
Services programs shall be appropriately scheduled and shall include, as a minimum, a reimbursable lunch and if desired, a reimbursable breakfast, both priced as a unit. Schools may also receive nutritious reimbursable snacks for approved after-school enrichment activities as well as other a la carte items as approved by the district Food and Nutrition Services Office according to Smart Snack Guidelines. Supplemental foods that make a contribution to these meals also may be provided.

To adopt policies covering all phases of the district Food and
Nutrition Services program.

To provide facilities and equipment necessary for the efficient and effective operation of the Food and Nutrition Services program.

Responsibilities of the Director of Food and Nutrition Services

To comply with federal and state laws, regulations, and School Board Policies in administering the centralized Food and Nutrition Services program, in cooperation with the school principals.

To provide assistance and training to all School Food and Nutrition Services centers to assure that the Food Service programs meet nutritional needs of pupils during the school day. To direct the overall operation of the Food and Nutrition Department.

Responsibilities of the Food Service Supervisor and Food Service Coordinator

To provide district level support to the maintenance and improvement of school lunch and breakfast programs. To provide supervision and technical assistance to managers. Provide nutrition information as needed. To ensure that these meal programs are in compliance with state and federal regulations by conducting periodic program reviews; assist managers to ensure that each food service operation meets standards of accountability, quality food service, and student acceptance. To serve as resource person for district-wide nutrition education and training activities. To perform other tasks as assigned by the Director of Food and Nutrition Services.

Responsibilities of the Principal

To comply with federal and state laws, regulations, and School Board Policies. To provide school level supervision to all food service employees and to ensure that the program operates in an efficient manner and with approved sanitary and safety practices. To affect ways to increase the pupils' knowledge concerning nutrition. To schedule students to affect the

greatest participation in the Food Service program and with sufficient time for eating meals. To ensure that food is never used as a disciplinary tool.

Responsibilities of the Food Service Manager

The Food Service Manager is under the administrative supervision of the Principal and technical supervision of the Director of Food and Nutrition Services. The manager shall be responsible for the efficient and satisfactory operation of the department, following procedures and regulations of the Alachua County Public Schools Food and Nutrition Services program.

Responsibilities of the Food Service Assistant Manager

The Assistant Manager is under the direct supervision of the Manager and shall assist in all areas of program operation and management. He/she shall assume responsibilities of the Manager in the event of the Manager's absence.

Responsibilities of Food Service Assistants

All other Food Service personnel shall work under the direct supervision of the Manager and/or Assistant Manager and are responsible for satisfactorily performing duties as assigned.

Food Service Federal, State and Local Regulations

Federal

School Lunch Act as amended in Title 7 - Agriculture, Chapter II – Food and Nutrition Service, Department of Agriculture, Part 210.1.

Section 2 of the National School Lunch Act, as amended, states: "It is hereby declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the states, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch programs.".

In furtherance of these objectives, participating schools shall serve
Lunches and breakfast that are nutritionally adequate, as set forth in these regulations, and shall to the extent practicable, ensure that participating children gain a full understanding of the relationship between proper eating and good health.

State

The Rules of the State Board of Education of Florida, Chapter 6A-7, Special Programs II, Section 6A-7.42.

The Rules of the Department of Health and Rehabilitative Services Health Programs, Chapter 10D-13, Food Service

County Policy - Competitive Foods

The sale of food or beverages to students directly or through vending machines shall not create competition with the Food and Nutrition Services program. The service and sale of all food and beverages to students during school hours shall be controlled by the Food and Nutrition Services department, and the revenue from such sales shall be deposited and accrued as Food and Nutrition Services revenue in the budget.

Goals of the Your Choice Program

The Your Choice Menu has been designed with one main focus: Serving the Student. This district-wide program focuses on three areas; Service, Presentation, and Nutrition. By focusing our efforts on these three things, we can increase sales, improve nutrition, and bring a better sense of value to the parents for what their students buy from us. The students in our schools are our *customers*, and we are proud to present lunch choices designed for students, approved by students.

By following the principles and guidelines of the Your Choice menu, we will feed more students. Students will enjoy delicious, well-prepared meals about which they can be excited, and we can increase student participation especially in reimbursable meals.

The Your Choice brand begins with the menu but extends to all areas of your Food Service. You have new fixtures and equipment, new tools and techniques, even new interior designs and uniforms. It's all geared to giving an immediate impression to our students that everything has changed! The Your Choice menu brings an expectation of standardization, commitment to quality, and a better focus on customer service. All the schools will be serving the same foods prepared in the same ways. This not only helps to lower our costs, but also helps build a better repeat business as it gives our customers a better sense of what to expect from us as they grow from school to school.

Food Services Available

Breakfast

All schools operate a reimbursed breakfast program. All student breakfasts conform to the breakfast pattern and are priced as a unit.   A variety of breakfast offerings are available for students' choices.

Lunch

All schools offer a reimbursed lunch program during a regularly scheduled lunch period. All student lunches conform to the school lunch pattern and are priced as a unit. Choice items of menu components are encouraged. Salad Meals are offered daily at each site.

Offer Vs. Serve

Students may have all four breakfast components or may choose at least three of the four items offered. A fruit portion must be taken as one of the three minimum components.

Students may have all five lunch components or may choose three, four or five of the different required food items. A fruit or vegetable portion must be taken as one of the three minimum components.

The quantity offered for all foods shall be consistent with the minimum and maximum requirements of the breakfast or lunch pattern and offered at the same price. Under NO circumstance should ANY child be given any food component that is below the Federal requirement.

Offer vs. Serve information should be posted at all serving lines and an effort must be made to inform students and school staff about Offer vs. Serve.

After School Snack

The snack served to students in the After-School Snack Program is administered through the National School Lunch Program guidelines. It is extremely important that the site coordinator and the food service manager stay in close communication as to the number of snacks needed and the student acceptance of the foods served.

All after school snacks are listed on the menus provided by the District Food & Nutrition Office, if you find that a change needs to be made, refer to the approved After-School Snack Schedule, and contact the Food Service Supervisor at 955-7539 x1562. The snack served will consist of two required food components from the table below.

> ### Select two of the following four components**
> **Snack Pattern:**
>
> | | |
> |---|---|
> | **Fluid Milk** | 1 cup |
> | **Juice, Fruit or Vegetable** | ¾ cup or 6 fluid oz |
> | **Meat or Meat Alternate** | 1 oz |
> | **Bread, Bread Alternate or Cereal** | 1 slice or 1 oz |

**For a snack, juice may not be served when milk is served as the only other component. If one food meets the guidelines from two components, water may be offered.

The total snack food cost should not exceed $.40 per child per day on the average (some snacks will be more expensive and some less). The $.40 does not include non-food supplies (napkin, straw, cup, etc.), administrative costs and labor.

School Food Service Manager/employees and the After-School Coordinator will work together.

The following guidelines are to be used daily:

Site coordinator duties include:

- Communicate the type of snacks to serve and quantity to order.
- Ensure an EDEP staff member will distribute snack at roll call (Point of Sale) and that they verbally identify each student as the snack is being distributed.
- Ensure that every student takes the entire snack (2 components).
- Return leftover snacks; keep all "no thank you" snacks.
- Keep food service areas clean.
- Submit the "daily attendance report" to food service manager by the last day of each month.

Food Service Manager duties include:

- Plan and maintain a daily production record of snacks served. Ensure that if you serve a satellite program that each program is listed by count on the production record per day, as well as the snack served to that program.
- Order foods in cooperation with the site coordinator.
- Receive foods and sign invoices.
- Send signed vendor invoices to the County Office.
- Prepare snacks according to the approved schedule.
- Provide assistance to site coordinator on availability of food and paper supplies needed to serve snacks.

Snack counts:

The Food Service Manager will work with the coordinator to ensure the number of snacks each day does not exceed or fall short of what is needed.

Make adjustments in the snack counts as the student enrollment changes. Reimbursement may be claimed for only the number of students in attendance.

Area Eligible Only

- Input in computer (Bulk Entry) the number of After-School snacks given out by the site coordinator the *day after* the snacks are given out per attendance roster. Ensure that the number of snacks does not exceed the Daily Attendance Report.
- The date will need to be changed to the date of meal service.
- Ensure the "daily attendance report" is used to match the figures received throughout the month.
- Maintain a daily After School Production Record per month. Be specific with the item and portion size.
- After School Production Record is to be turned into Supervisor by the 10th of the following month.
- Each child must take or be handed both components of the snack.
- The teacher or other adult must then mark off the tally sheet that the child received the snack, after the child receives both components.
- Each child must take both components. If they do not want one or both, then a "no thank you" bin can be set up and the child may place the components that are not wanted in this bin. The classroom is to keep the "no thank you" snacks. FNS only gets back the leftovers.

Non-Area eligible only

- Ensure that EDEP staff members distribute snack at roll call (Point of Sale) and that they are verbally identifying each student as the snack is being distributed.
- As the After School Coordinator distributes the snack and ensures that every child is given two components, they must verbally identify the student as they check off the attendance roster.
- All students must be given both snack food components.
- "Leftovers" are the number of snacks over the amount of students in attendance. The excess number of snacks must come back to Food Service the day of distribution and kept at the proper temperature.

- "No-Thank-Yous" are what students do not want to eat, once they are given the snack. These can be collected for redistribution at a later time/date or can be thrown out in the garbage, but not returned as "left-overs".
- Input in computer the number of After-School snacks given out by the site coordinator the *day after* the snacks are given out per attendance roster. The date will need to be changed to the date of meal service.
- The snacks should be entered by Free, Reduced and Paid.
- Ensure the "daily attendance report" is used to match the figures received throughout the month.
- Maintain a daily After School Production Record per month. Be specific with the item and portion size.
- After School Production Record is to be turned into Supervisor by the 10th of the following month.

Example: if the class has 10 students and FNS supplied 12 snacks; 2 snacks are sent back to the cafeteria in the cooler with the completed tally sheet.

The cooler, tally sheet, and leftover snacks must be returned daily to the cafeteria.

Other procedural information

- All students must be given both snack food components.
- "Left-overs" are the number of snacks over the amount of students in attendance. The excess number of snacks must come back to the cafeteria food service manager the day of distribution and kept at the proper temperature.
- "No-Thank-You"s are what students do not want to eat, once they are given the snack. These can be collected for redistribution at a later time/date or can be thrown out in the garbage, but not returned as "left-overs."
- As the After School Coordinator distributes the snack and ensures that every child is given two components, they must verbally identify the student as they check off on the attendance roster.
- Snack will be provided by Food and Nutrition Services (FNS).
- The snack must consists of two items: a liquid/drink component and a food item.
- Each class will be provided a consistent number of snacks based on the student count that is supplied to FNS.

- A child takes a complete snack from the teacher/other adult and the teacher/other adult visually verifies that the child has a complete reimbursable snack and marks through a number on the Afterschool Snack Program (ASSP) Daily Meal Count Sheet. The teacher/other adult will mark through each number beginning with a 001 as a snack is served (~~001~~).
- After the snack meal service is complete, the ASSP Daily Meal Count Sheet will be totaled by the teacher/other adult. A second-party check of the snack meal counts will also be conducted by administrative personnel. In addition, administrative personnel will conduct edit checks on a daily basis to ensure that the number of snacks served and counted do not exceed the number of snacks delivered/prepared or the number of children in attendance.
- ALL SNACKS are to be entered into the POS for the date of service. Food Service staff are not on site during snack service. The Food Service manager will enter snack into Websmartt on the next serving day. The FS Manager will open the POS system dated for the day the snack was served and enter the snack counts from the ASSP Daily Meal Count Sheet
- A "Justice for All" poster must be displayed near the disbursement of the snack in each classroom. This poster will be provided by Food and Nutrition Services.

A La Carte

Any food item offered at breakfast and lunch may be purchased a la carte at an established price. Follow the District Buying Guide for food items numbers, allowable foods, and sale prices. Ensure that the correct prices are entered into your point of sale terminals.

Cooperative Cart Program Procedure

Prep Period Food Service Representative: (FSR)

- Cook/Prepare all food and drink products following the mandatory Cooperative Sales Food Offering List
- Stock cart/line for Coop Club
- Count all products i.e., cups for slushies, pre-wrapped snack items, beverages and hot foods

- Using the mandatory Cooperative Program Sales (CPS) form document on the "Item" section the name of each food item, how many of the item given to club in "Start #" section, café cost in "Café Cost" section and club profit ex: .25¢ in the "(x) Club M/U" section. Then initial "Café Rep Initials" section of CPS form verifying the initial counts for each lunch period

Club Representative

- Come to Food Service at least 10 minutes BEFORE the lunch period starts, hands washed and hair restrained.
- Begin with $25 change fund supplied by Food Service to be counted prior to each lunch period Count all products as a verification second count.
- Initial "Sponsor Initials" section of the CPS form verifying the second count for each lunch period If at any time during a lunch period any food/snack/drink product is added to the Co-op Cart, these items must be documented on "(+)" section of the CPS form and both group representatives MUST initial CPS form showing updated count at that time.

After Sales Period Food Service (FSR)

- Count all remaining products (i.e., cups for slushies, pre-wrapped snack items, beverages and hot foods) in the presence of Club Rep(s).
- Document on CPS form how many items are leftover in the "L/O" column and each item sold in the" (=) Sold" section.
- Multiply "(=) Sold" column and "Café Cost" column together. Document the total number in the "(=) Café Profit" column. Repeat this process for each item sold.
- Add all the numbers down in the "(=) Café Profit" column and document the total in "Owed Café" section for each lunch period.
- Add all the numbers of the "Owed Café" column and document this total in "Cafe Daily Total" section. This number should match your mandatory Coop Daily/Monthly Sales (COOPDMS)   spreadsheet.

- Enter the same number in "(=) Sold" column in "(Sold) column. Multiply this "Sold" number and the "(x) Club M/U" number. Enter this number in the last column titled "(=) Club Profit"
- Add all the numbers of the "(=) Club Profit" column and enter this total in space titled "Owed Club" for each lunch period. Enter total of all "Owed Club" numbers in space "Club Daily Total." This number should match your COOPDMS spreadsheet.
- Count cash with the Club Rep. After removing $25 Change fund, tally and document the total monies earned for Café and Club on the CPS form.
- Document any money shortages/overages in the "short/over" column
- Both group reps sign and date the CPS form showing agreement of monies earned by café and club(s)
- Take out Food Service profit earned first as listed in "Café Daily Total."
- Distribute the rest of the monies to Club Rep each day. Café SHOULD NOT hold Club Profits at any time-NO Exceptions.
- Properly store or discard all leftover products.

Club Representative

- Count all remaining products (i.e., cups for slushies, pre-wrapped snack items, beverages and hot foods) in the presence of FSR
- Count cash with the FSR
- Both group reps sign and date the CPS form showing agreement of monies earned by café and club(s)
- Accept the Club Profit amount as listed in "Club Daily Total" and submit it to the Club Coordinator each day.

End of the Day Procedure for Cafeteria Managers

- Open WebSmartt meal selection to "OTHER"
- Using the appropriate keyboard/keys (ONLY COOP KEYS-) enter all items sold each day
- Items entered in WebSmartt should match actual items sold on MANDATORY CPS form
- Amount at bottom of CPS form listed "Café Daily Total" must equal dollar amount added to Daily Deposit-showing the Food Service share of the Cooperative Cart Program.
- File CPS form with EOD Records each day

- **Complete COOPDMS spreadsheet with total daily sales for Café and Club(s). These numbers should be the same as your CPS "Café and Club Daily Total"**
All 3 documents should be the same. EOD=CPS=COOPDMS
At the end of every month (exception: combine Aug/Sept) send the MANDATORY"COOPDMS" spreadsheet to Caron at Sivia.

Supper

The Afterschool Meals Program (AMP) is a sub-component of the Child Care Food Program (CCFP). The AMP provides reimbursement for nutritious snacks and/or suppers served to children participating in eligible afterschool programs located in low-income areas. Funding for this program comes from the U.S. Department of Agriculture, Food and Nutrition Service. The program is administered by the Department of Health in the State of Florida.

Meal Count and Claiming Procedures

Children enter the serving room and line up at the service counter. A child takes a complete reimbursable meal from the line and then proceeds to the cashier/counter. The cashier/counter visually verifies that the child has a complete reimbursable meal and marks through a number on the After School Meals Program Daily Meal Count Sheet. After the last meal has been served the cashier/counter will circle the last number marked off to indicate the end of the count. The cashier counter must sign the Daily Meal Count Sheet certifying that the meal counts are true and correct. The cashier/counter must record meal counts from the Daily Meal Count Sheet onto the consolidated Monthly Meal Count Sheet no more than one hour after the completion of meal service.

The food service manager will enter the number of suppers served into the POS system (Bulk Entry) the next serving day. The entry must be back dated into POS for the actual date of service.

Record Keeping Requirements

Daily Requirements

The following must be recorded and kept on a daily basis

Attendance Records

You will need to maintain a roster or sign in sheet for the children participating in the afterschool meals program.

Daily Meal Count Form

You will need to have a staff member designated to serve the supper at point of sale. The point of sale is the marking of the daily meal count form as each meal is served.

Monthly Consolidated Meal Count

You will need to have the designated staff member enter the total meal counts from the daily meal count forms onto the monthly consolidated form within 1 hour of meal service.

Monthly Requirements

Scan a copy of ALL paperwork and save it on the Supper Shared Drive no later than the first Friday after in end of the serving month.

The following documents must be scanned and saved on the shared drive:

- Daily Meal Count Sheets
- Consolidated Monthly Meal Count Sheet
- Attendance (monthly consolidated)
- Menu and any changes made documented

Site Review Requirements

The Child Care Food Program requires each site to be monitored 2 times per year; the first review must be done during the first four weeks of operation. The second review must be conducted prior to the end of the school year.

Child Care Food Program Meal Pattern for Children

There will be 4 different three week cycle menus planned for Supper. The planned menu meets the Child Care Food Program Meal Pattern requirements listed below. If you need to make any changes you must be sure to comply with all guidelines.

A significant goal of the Child Care Food Program (CCFP) is to safely serve nutritious meals and snacks that meet program meal pattern requirements and are appetizing to children. To help achieve this goal, there are several policies regarding meals that child care providers must meet when participating in the CCFP.

> **Child care providers must ensure that each meal served to children contains, at a minimum, each of the food components in the amounts indicated for the appropriate age group as stated in the CCFP Meal Pattern for Children.**

Head Start

The program includes nutrition standards in five areas: the identification of each child's nutritional needs, the design and implementation of nutritional service programs, meal services in center-based programs, family assistance with nutrition, and food safety and nutrition. Meals that are provided include a healthy breakfast, lunch and afternoon snack.

The meals are altered for children with diagnosed medical problems, disabilities, and religious dietary exemptions. Student's doctor must fill out Allergies form in order to accommodate any special dietary needs.

Documentation of Meal

All Head Start students are "free" for breakfast, lunch and snack. The second snack for Head Start children is sold at a contracted rate. A list of the Head Start students will be sent to the Free and Reduced contact at the County Office, unless the Head Start program is at a CEP site. Students will be categorized as free in the system and communicated to the appropriate school via Websmart.

Meal Counts

A roster listing the students in the classroom is to be checked (√) by the teacher or assistant as the meal is served. The roster may NOT be checked prior to meal service. Meal counts may NOT be entered into the computer until the meal is served, verbal identification of student has been verified, and the signed roster is received by the food service manager (Point of Sale). If the number of lunches vary from the breakfast number, the food service manager should be notified of the change by an agreed upon time each morning.

Meal Planning

Menu patterns will follow "Food Based Menus Meal Plans" using amounts and types of food suitable to the ages being served. Foods high in nutrients and low in fat and salt are encouraged.

Meal Service for Students

All Head Start students will walk through the line at POS, if there is a specific circumstance where the students cannot walk through the line see B. Ensure that this has been approved by the FNS Supervisor and Director.

Meal Service for Adults

Head Start" adults (approved names only, 2 teachers per class allowed**):** These adults will be served the same lunch items as the students. The lunch should be the portion that is stated on the required high school portion meal pattern there is no "Adult Plate". This lunch is provided free to the adult and paid for by the Head Start program. The only reason why an adult receives a different food is if the teacher has a medical condition that requires her/him to have a special diet order received from a doctor. If this is the case, the diet order needs to be brought to the manager and the Head Start program approves the diet to be different.

If a teacher happens to be a vegetarian and requests that the plate include no meat entrée item, a second portion of vegetable or grain that is offered to the children that day can be offered, but not a different entrée or different meal.

If the teacher does not feel the portions given to her/him are not enough, they are welcome to purchase another meal or another entrée available at the school on their own. However, if the purchased meal is a different food/meal, they shall not be eaten in front of the children.

Any items requested beyond the student meal items must be paid for by the adult.

Head Start adults are to pay for breakfast.

Any other adult wanting a breakfast or lunch must pay on his/her own.

Computer Entry

Refer to the "WebSMARTT Instruction Manual" for procedures in creating/maintaining Head Start Records.

Accountability

Computer Entry for Head Start Student Meals

> Enter -Personal ID number and enter with the Head Start meal key.
> ** Student meals may not be entered into the computer prior to service of the meal. A signed roster must be maintained for documentation of meals served.

Computer Entry for Head Start Adult Meals

> Enter number of Head start meals in "Bulk Entry".

Review the Websmartt End-of-Day reports to be sure that all counts have been entered accurately.

Head Start free students will enter at the Point of Sale system for $0, in order for the computer to count meals served. The totaling of these meals will also be used at the district level to tally meals in order to bill the Head Start program. The correct meal category (free, reduced or paid) will be indicated on each student's record. For Head Start students participating in family meal service (outside cafeteria), off-site student rosters will be used and completed when student receives the meal (see above procedure on off-line meal sales using the computer generated method). Manager must review daily reports to ensure that all Head Start students are entered under the free category.

Camp Crystal Trips

Meals

- Meals will be prepared at Camp Crystal Lake (CCL). All food for meals will be ordered by the CCL food service manager.
- Teachers and students need to select their menus and contact the CCL food service manager with their choices. Contact the food service manager (Tyler Benson @1-855-651-2267) approximately twenty (20) days prior to the trip in order for food orders to be processed and all food to be delivered to CCL in time.
- If there is no contact made by school personnel, the CCL food service manager will plan the quantity of food based on the best information available, utilizing the menu selection sheet.
- A designated teacher or principal-designee needs to inform the CCL manager of the number of students, adults, and guests attending, so that all participants eating will have adequate food portions.

Accountability

Camp Crystal Lake CEP Sites

Collection of Camp Crystal Money

**Follow these instructions prior to the 1st day of Camp Crystal.
Keep Camp Crystal money in the safe, in a large envelope, as money is collected. Make sure that you keep the spreadsheets given to you from the teachers. Do not enter any prepayments until you have collected all money. Enter prepayments into websmartt just prior to the first day of the trip.

Entering Prepayments & bulk deposits for Camp Crystal

Step 1: Create an adult account for each adult chaperone that is not a teacher

Step 2: Look at the spreadsheet given to you with the money from the teachers to determine how many breakfast and lunch meals the adult chaperone elected to have while at camp crystal. Adult breakfast meals are $1.75 and adult lunch meals are $3.25. Add up the total money need to cover all breakfast and lunch meals. For example, if the adult is eating all meals while at Camp Crystal for the 5th grade trip, the total of 3 lunch meals and 2 breakfast meals is $13.25. Do a prepayment for the total of the breakfast and lunch meals the adult chaperone will eat on the adult account. You will not do any prepayments on individual accounts for evening meal or snack, this includes students and adults. This is entered as a bulk deposit; see step 3 below. You will not need to do any prepayments for students because breakfast and lunch is free.

Step 3: Once you have completed all prepayments on the adult chaperone accounts, enter the remainder of the money collected, that was not entered as a prepayment, into the deposit adjustments tab, under CC Evening Meal, while entering your end of day deposit in Websmartt.

Entering Meals from Camp Crystal roster AFTER meal service

Step 1: Log on to www.acpsfood.com

Step 2: Click the Camp Crystal Managers button at the top left of the page.

Then choose the Manage Reports Button

Step 3: Enter the password: CCPOS

Step 4: Select your school site from drop down

Step 5: Select Meal Service. (ex. Day 1 -Lunch)

Step 6: Input grade 2 or 5 in the Grade field   This will filter only 2nd or 5th grade students. Input Ad to filter only adults.

Step 7: Print rosters for your EOD paperwork

Step 8: Student Breakfast and Lunch meals are entered into bulk entry using the U CAMPLN and U CAMPBF keys. Use the U CAMPLN AND U CAMPBF keys to enter the adult chaperone breakfast and lunch meals only. You do not enter adult chaperone & student evening meal and snacks into Websmartt. The money collected is deposited in a bulk deposit. See Step 3 under the collection of camp crystal money section.

Step 9: Teacher meals should be entered into bulk entry (other session/assp program) using the following keys:

Breakfast:	MCCBTEA
Lunch:		MCCLTEA
Dinner:		MCCETEA
Snack:		CCTEASNK
The finance department will bill the district for these meals based on the numbers you enter.

Camp Crystal Lake NON-CEP Sites

Collection of Camp Crystal Money

Keep Camp Crystal money in the safe, in a large envelope, as money is collected. Make sure that you keep the spreadsheets given to you from the teachers. Do not enter any prepayments until you have the roster after meals are served.

Entering Prepayments & bulk deposits for Camp Crystal

Step 1: Create an adult account for each adult chaperone that is not a teacher

Step 2: Student Meals: On the day prior to the students leaving for Camp Crystal after lunch service, enter all student prepayments for breakfast and lunch only. You will need to do this prior to 2nd grade and 5th grade trips. You should not enter the student prepayments prior to this time due to students having access to use the money. Use the amounts below to calculate how much prepayment is needed for each student.
Free Students: No prepayment needed
Reduced Students: $.30 for each breakfast, $.40 for each lunch. If the student has selected all meals on the spreadsheet, the prepayment should equal $1.80 (3 lunch & 2 breakfast). Second grade will only need $.40 for the lunch meal.
Paid Students: $1.00 for each breakfast, $2.25 for each lunch. If the student has selected all meals on the spreadsheet, the prepayment should equal $8.75 (3 lunch & 2 breakfast). Second grade will only need $2.25 for the lunch meal. If the student did not select all meals for the 3 day trip, you will need to count the number of breakfast and lunch meals selected, and enter the prepayment accordingly.

Step 3: Adult Chaperone Meals: Look at the spreadsheet given to you with the money from the teachers to determine how many breakfast and lunch meals the adult chaperone elected to have while at camp crystal. Adult breakfast

meals are $1.75 and adult lunch meals are $3.25. Add up the total money needed to cover all breakfast and lunch meals. For example, if the adult is eating all meals while at Camp Crystal, the total of 3 lunch meals and 2 breakfast meals is $13.25. Do a prepayment for the total of the breakfast and lunch meals the adult chaperone will eat on the adult account.
You will not do any prepayments on individual accounts for evening meal or snack, this includes students and adults. This is entered as a bulk deposit; see step 4 below.

Step 4: Once you have completed all prepayments on the student and adult chaperone accounts, enter the remainder of the money collected, that was not entered as a prepayment, into the deposit adjustments tab, under CC Evening Meal, while entering your end of day deposit in Websmartt.

Entering Meals from Camp Crystal roster AFTER meal service

Step 1: Log on to **www.acpsfood.com**
Step 2: Click the **Camp Crystal Managers** button at the top left of the page.
        Then choose the Manage Reports Button
Step 3: Enter the password: **CCPOS**
Step 4: Select your school site from drop down
Step 5: Select Meal Service. (ex. Day 1 –Lunch)
Step 6: Input grade 2 or 5 in the Grade field   This will filter only 2nd or 5th grade students. Input Ad to filter only adults.
Step 7: Print rosters for your EOD paperwork
Step 8: Student Breakfast and Lunch meals are entered in individual lunch accounts using the MLCAMPBF and MLCAMPLN keys. Use the MLCAMPBF AND MLCAMPLN keys to enter the adult chaperone meals. You will need to have enough money in the student and adult chaperone accounts to cover breakfast & lunch.
Step 9: Teacher meals should be entered into bulk entry (other session/assp program) using the following keys:
Breakfast: MCCBTEA
Lunch: MCCLTEA
Dinner: MCCETEA
Snack: CCTEASNK
The finance department will bill the district for these meals based on the numbers you enter.

Camp Crystal Pricing Grid for CEP Sites

Camp Crystal CEP	Free	Adult
Day 1		
Lunch	$ -	$ 3.25
Snack	$ 0.85	$ 0.85
Dinner	$ 3.25	$ 4.00
Day 2		
Breakfast	$ -	$ 1.75
Lunch	$ -	$ 3.25
Snack	$ 0.85	$ 0.85
Dinner	$ 3.25	$ 4.00
Day 3		
Breakfast	$ -	$ 1.75
Lunch	$ -	$ 3.25
Total	$ 8.20	$ 22.95
**Manager Use Only		
(Assuming all meals are eaten)		
Total Pre-payment Account Entry	$ -	$ 13.25
Total Bulk Entry (snack & dinner)	$ 8.20	$ 9.70

Camp Crystal Pricing Grid for NON CEP Sites

Camp Crystal NON CEP	Free	Reduced	Paid Elementary	Paid Mid/High	Adult
Day 1					
Lunch	$ -	$ 0.40	$ 2.25	$ 2.50	$ 3.25
Snack	$ 0.85	$ 0.85	$ 0.85	$ 0.85	$ 0.85
Dinner	$ 3.25	$ 3.25	$ 3.25	$ 3.25	$ 4.00
Day 2					
Breakfast	$ -	$ 0.30	$ 1.00	$ 1.00	$ 1.75
Lunch	$ -	$ 0.40	$ 2.25	$ 2.50	$ 3.25
Snack	$ 0.85	$ 0.85	$ 0.85	$ 0.85	$ 0.85
Dinner	$ 3.25	$ 3.25	$ 3.25	$ 3.25	$ 4.00
Day 3					
Breakfast	$ -	$ 0.30	$ 1.00	$ 1.00	$ 1.75
Lunch	$ -	$ 0.40	$ 2.25	$ 2.50	$ 3.25
Total	$ 8.20	$ 10.00	$ 16.95	$ 17.70	$ 22.95
**Manager Use Only					
(Assuming all meals are eaten)					
Total Pre-payment Account Entry	$ -	$ 1.80	$ 8.75	$ 9.50	$ 13.25
Total Bulk Entry (snack & dinner)	$ 8.20	$ 8.20	$ 8.20	$ 8.20	$ 9.70

Reports

School Food Service Manager

Keep a copy of the following reports:

> - Camp Crystal Collections Worksheet
> - Websmartt End of Day reports if any adjustments, voids or refunds are made.
> - Websmartt End of Day reports if any changes in meals served occurred after the end of day processing was completed.

Camp Crystal Lake Food Service Manager

Keep a copy of the following reports:

> - Communicate with schools (teachers) on meals selected.
> - Order foods for all meals through the District Food & Nutrition Services Office.
> - Use the Camp Crystal Collections Worksheet (listing each participant for the trip) as the Point of Sale tool to check off that each person receives a meal at each meal service (breakfast, lunch, snack, and dinner). Complete Meal Production Record form for breakfast and lunch. Send District Food and Nutrition Services Office a copy at the end of each month.
> - Inventory foods (purchased and donated) and non-food items on designated end-of-month days. Send copy to District Food and Nutrition Services Office.
> - Keep all records for five years plus the current year and then release records through the Instructions for Filing School Food Service Records and Procedures to Store School Food and Nutrition Services Records (see instructions in this manual).
> - Verify (check) the Camp Crystal Collection Worksheet as to students and adults receive meals.

Teacher Meals

The teacher contract states (Article XVIII, Section 20, p. 62) "A teacher who takes students on a school-sponsored trip to Camp Crystal which requires the teacher to be away from home overnight will receive his meals at Camp Crystal at no cost to him."

Teacher/School Employee/Intern Meals will be paid from the General Fund account. Food Service will be reimbursed by the district General Fund account for these meals.

The Site Food Service Manager will enter into the Websmartt system the number of Breakfast, Lunches, Snacks and evening meals that will be served to the teachers for the duration of the trip. The manager will enter these meals under other sales in accordance with the key for each meal. For example, breakfast would be entered under Camp Crystal Teacher Breakfast. Ed will in turn bill the General Fund for the accumulation of teachers attending the CCL trip.

Field Trips

Food Service Responsibilities

Storing of insulated containers:

- Containers stay stacked, interlock between bottom of one carrier and top of another. This ensures secure stacking for transport and storage.
- If possible, store on lower shelf in storeroom.
- Cleaning and sanitizing of insulated containers
- Wash inside, outside and lid of container with warm soapy water.
- Rinse with warm clean water.
- Sanitize with bleach water.
- Let air dry before closing container.

Packing of sandwiches into insulated cooler

Pack ice bag in bottom of insulated cooler, line with aluminum foil on top of bag. Place wrapped sandwiches in layers, using bun pan liner between each layer of sandwiches. Place a layer of aluminum foil on top of sandwiches, then place ice bag on top of layered sandwiches.

Preparation of sandwiches

For Monday trips:
Early Monday morning, prepare sandwiches without condiments and wrap individually.
Refer to packing of sandwiches into insulated cooler section.

Tuesday through Friday field trips:
On day before field trip, prepare sandwiches without condiments and wrap individually. Store in coldest section of walk-in refrigerator.

On morning of field trip, remove sandwiches from walk-in refrigerator and place the wrapped sandwiches as recommended in the insulated container, refer to packing of sandwiches into insulated cooler section.

Packing of milk and juice

On morning of field trip, for each lunch, pack one milk and one juice with ice in available container.

Preparation of remainder of lunch for field trip

On day of field trip, wrap cookie in sandwich bag and place wrapped cookie, individual spread, napkin/straw packet, one extra straw and fresh vegetable into lunch sacks and store in walk-in refrigerator.
Place packed lunch boxes in large cardboard boxes with number of lunches marked on outside of each box. Place on utility cart and roll into walk-in refrigerator.

Handling of lunches

Before lunches are removed from the food service department, the manager is to explain to the person picking up the lunches, the importance of proper food handling, maintaining proper temperatures, and returning all food service equipment.
Have the pick-up person complete the Inventory Field Trip Lunches Sheet (see attached). The manager and teacher must sign.

Teacher/Chaperone Responsibilities

- Make arrangements with food service manager three weeks prior to the day of the field trip. Complete the Field Trip Request form (see attached).
- Information given to teacher:
- Lunches To Go lunch request form.
- Food Service has a promotion sheet entitled Lunches To Go form which the students can make their selection and the teachers can sign off on.
- Food must be kept at proper temperature; cold food must be kept at 40˚F or lower, hot foods must be kept at 140˚F or higher.
- As the food is distributed on the field trip a designee must check off on the "Off Line Roster Form" as a point of sale process. As the roster is checked off the designee must verbally identify the student by name as they check off the roster at point of sale. Exceptions to using the "Off Line Roster Form" will be made only if students are going to be entered at POS prior to leaving for the field trip. This process is the recommended procedure which will have less errors and less problems with food being kept at the proper temperature. Teachers may have the option to allow the students attending the field trip to come through the serving line after breakfast meal service is over. Please refer to Accountability Section V, Point of Sale.
- After food has been removed from insulated container, carrier should be emptied and reasonably cleaned before returning to Food Service.

***Special instructions:
Reasonable care should be used to insure continued use of insulated container.

**If desired, prior to a field trip the teacher may pick up empty lunch sacks to allow children to decorate or write names on them.

Pizza Parties

Students who qualify for Free and Reduced price meals may receive this meal for Free or Reduced price. Full pay students pay only the regular price of the meal fee, $2.25 for elementary students; $2.50 for middle and high school students.

Teachers must contact Food Service Manager at least five (5) days before planning to have pizza party.
Students can plan with the Food Service Manager the menu items that they want.
Disposable trays, napkins, forks and straws are to be provided.
Salad may be provided in a large bowl.

Pizza Party Menu consists of the following:

- **Fresh Baked Pizza**
- **(Cheese or Pepperoni)**
- **Garden Salad with Dressing (or other vegetable)**
- **Fruit or Fruit Juice**
- **Cookie**
- **Ice Cold Milk**

Charter and Satellite Schools

Documentation of Meal

All host schools must provide a weekly roster to each charter or satellite school. Refer to Accountability Section III, Rosters. If the number of lunches varies from the breakfast number, the Food Service Manager should be notified by 10:00 a.m. If possible have the charter site with FNS to set-up a computer with the Websmartt program to enter meals in order to avoid use of rosters.

Meal Planning

Menu patterns will follow the "Food Based Meal Pattern" using amounts and types of food suitable to the ages being served. Refer to http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf

All meals must be prepaid, refer to Accountability for Prepayments.

Meal Service (students)

Students will form a line and pick up meal, in designated cafeteria at the designated meal service times. A designee will come to pick up (or deliver) food. All food must be properly covered and kept at correct temperatures. (Hot food = 140° F and above. Cold food = 40° F and below). All food that is transported should be packaged accordingly, hot foods in insulated bags, and cold foods in coolers with ice. All temperatures should be taken prior to pick up and again when meals arrive at site. Disposable plates, spoons, forks, napkins shall be provided by Food Service.
Meal Service (Adults)

All adults must have a number created in Websmartt. All adults must prepay for meals. Under no circumstances should an adult to be allowed to charge meals.

Computer Entry

Refer to Accountability Section under Point of Sale.

Accountability

Refer to Accountability Section.

Catering

All catering orders should be placed through the Food & Nutrition website. There is a standard published menu that is available within two (2) business days advanced notice. A request for special events should be at least five days advanced notice. Large or custom catering requests need to be placed a minimum of two weeks in advance to allow for ordering, planning and processing. These requests must be made through a Food & Nutrition Manager or the Food & Nutrition website.

All requests for services will be presented to the requestor by quote and must be approved through written communication. In the case that a quote is not approved in writing, the Food & Nutrition Department is not responsible for services quoted.

A final head count must be guaranteed no later than three (3) business days in advance in writing. The requestor is responsible for the minimum guaranteed amount. If the number exceeds the guarantee, the customer will incur the additional expenses.

The availability of event services outside of normal school hours will depend on the availability of resources and will result in additional labor charges. The cost of all food and labor for these events will be the responsibility of the requestor.

Payment options include: Check, Cash or Internal Transfer. Invoices must be paid within twenty four (24) hours of the event. All district policy regarding the use of internal funds to purchase food must be followed.

Cancellations must be submitted forty-eight (48) hours in advance and the customer will be responsible for any purchases or labor costs incurred.

Staffing Formula

Allocation of Food Service Staff

The Director of School Food & Nutrition Services shall determine the number and level of staff required for each food service program and allocate such staff within the limits set forth herein. Such determination shall be based on an analysis of the unique needs of each program and shall include, but not be limited to, the following factors.

- Size of the school, percentage of participation, and experience of existing staff;
- Physical layout and size of the facility;
- **Type and condition of food service equipment and serving lines to include the number of serving lines, salad bars, and satellite programs;**
- Physical layout and size of the facility;
- Type and condition of food service equipment and serving lines to include the number of serving lines, salad bars, and satellite programs;
- Ratio of a la carte service to reimbursable meals;
- Breakfast program offerings;
- Scheduled time(s) available for meal service;
- Analysis of meal component costs as contrasted with comparable schools; and,
- Analysis of year-to-date profit and loss data for the program.

Maximum Staffing Level

The maximum number of staffing hours which may be allocated to a single program shall not exceed one (1) labor hour for each nineteen (19) equivalent meals served daily in elementary programs. In secondary programs, one (1) labor hour for each eighteen (17) equivalent meals served daily.

Manager hours are included when calculating staffing hours.

Calculation of Equivalent Meals

The number of one (1) equivalent meal shall be determined as follows:

One (1) equivalent meal for each student supper
One (1) equivalent meal for each student or adult lunch;
One (1) equivalent meal for each (2) reimbursable breakfasts;
One (1) equivalent meal for each three (3) reimbursable snacks;
One (1) equivalent meal for ala carte sales is equal to the free reimbursement rate plus the commodity rate (includes any vending sales, mark-up program). This number will change annually.

Calculation of Staffing Allocation

Allocation for the following school year shall be made at the latest, ten days prior to the beginning of the beginning of the school year based on the average number of equivalent meals served daily for the period of July through June plus anticipated changes in student enrollment. Provisions for subsequent allocation adjustments are as follows:

An adjustment shall be made on the basis of the average number of equivalent meals served daily during the month of October; and

A second adjustment shall be made on the basis of the average number of equivalent meals served daily during the period of August through December. Adjustments will be made by March

Temporary Allocations for Special Situations

The Director of School Food & Nutrition Services may assign additional hours or staff, beyond the maximum prescribed herein, on a temporary or limited basis when such assignments are necessary to:

- **Adequately staff pilot or experimental programs for a period not to exceed one (1) year;**
- **Compensate for emergency conditions; or,**
- **Adjust for expected changes in enrollments due to rezoning or other valid reasons, until the next scheduled allocation calculation.**

An appeal and request for additional staff, not to exceed the maximum, may be initiated by a school principal to the Assistant Superintendent of Operations when the Director of School Food and Nutrition Services has allocated staff to a program at a level below the maximum permitted herein. Any such appeal shall contain documentation indicating the need for additional staff and assurance that the additional cost would not adversely affect the financial status of the program. The Superintendent shall consider the appeal and may, in his/her discretion authorize additional staff, not to exceed to maximum prescribed by subsection (II) herein. However, if the program is operating at a loss, or if the proposed additions would result in an operating loss, the Assistant Superintendent of Human Resources shall not approve additional staff.

Staffing Manager Hours

The manager's daily hours are to be included in the staffing formula. If a school is overstaffed the manager has the option to decline the manager hour's scale (listed below) in order to minimize the effect on the staffing hours.

Daily hours shall be determined, based on the average daily total meal equivalents at the school according to the following scale:

> Less than 300 total meals per day……………………….7 hours/day
> 301 – 500 total meals per day…………………………..7 ½ hours/day
> 501 – above total meals per day………………………..8 hours/day

The Director of Food and Nutrition Services may make recommendations during the year to increase the daily hours whenever a program's daily meals increase significantly during the year, or based on other valid reasons, i.e., rezoning, etc.

Part-time employees (less than 4 hours)

Due to the need to provide flexible staffing for various meal programs, i.e., After School Program, Breakfast service, etc., managers will be given the option to employ personnel at less than four hours (2 to 3.5) per day, upon approval of the Food Service Director and as per guidelines set forth in the Food Service Staffing Formula. In no event shall an employee who currently works four hours or more per day be reassigned to a position less than four hours, unless by specific written request by the employee.

Extracurricular Use of Food Service Facilities

General

Food Service facilities for preparation and serving of food may be used only by groups directly affiliated with the school system. The use of the facilities is to be arranged with the principal, who will follow School Board Policy.

When the kitchen is being used for extracurricular purposes, the Food Service Manager or a designated member of the staff shall be on duty to monitor the use of the equipment and the maintenance of the facility.

Any group using the kitchen must leave it in clean condition. All utensils must be washed and sanitized according to the sanitary procedures of the Food Service program.

The Food Service staff shall be paid at the established rate of one and one half times their regular hourly wage and must include retirement and Social Security contributions. Payment is to be received from the group using the facility. Food Service employees are NOT to be paid directly. Payment should be made by check payable "Food Service".

Any equipment misplaced, lost or broken shall be replaced by the using group.

When the dining room is used as a meeting place without the use of Food Service equipment, the kitchen shall be locked and all equipment and supplies properly stored.

Special Dinners

All special meals prepared and served to school groups must be approved by the principal.

A reasonably definite order for meals with a minimum guarantee must be given at least five working days before the dinner. All meals ordered shall be pre-paid, regardless of the number attending.

The price of the meal shall cover the cost of food, supplies and labor. Tablecloths, decorations and table service shall be furnished by the using group. All Food Service staff shall be paid at one and one half times the regular hourly wage plus retirement and Social Security contributions.

Following the dinner, the Food Service workers shall be given an opportunity to clear the tables before any program begins.

The group sponsoring the dinner shall be responsible for all moneys collected and payment of all expenses incurred.

Payment should be by check, made payable to "Food and Nutrition Services."

Refreshments for special group meetings will be priced according to the refreshments prepared and the labor involved.

Payment for special dinners will be entered in the computers as "other sales".

Forms

Forms to complete and send copies tothe supervisor working with the school:

- Special Meal Invoice
- Special Meal Cost Worksheet
- Extra Hours/Overtime Form

Economically Needy Meal Procedures (Non CEP Sites)

At the beginning of each school year, a letter to parents explaining the school lunch and breakfast programs and Family Application for Free or Reduced Price Meals will be sent home with each child enrolled at a non-cep site. Food and Nutrition Services is responsible for updating, printing, and placing sufficient quantities of letters and applications at Printing. Each school is responsible for ordering sufficient quantities prior to the start of school.

Based on household income and household size, the Food and Nutrition Services Office will determine eligibility for free or reduced price meals for each family. A Parent Notification letter is to be sent home or emailed indicating that the applicant has been approved for free or reduced price meals or that the application has been denied, and stating the reason. All applications will be kept on file at the Food and Nutrition Services Office for a period of three years, plus the current year. Records may be destroyed according to the approved district records destruction policy.

A student's eligibility may change at any time during the year, upon the receipt of a new application or changes to an existing application already on file at the District Office.

The School Board of Alachua County participates in the Direct Certification plan, which allows students from families receiving food stamps or TANF to automatically be approved to receive free meals. The students who are direct-certified will receive a letter explaining their automatic eligibility for free meals.

When using a printed roster the meal count code origin will equal: 1 = paid, 2 = free, 3 = reduced.

Free and Reduced Price Meal Applications for Non-CEP sites

Applications shall be on file in the District Office. An application, direct certification letter, or documentation of Head Start eligibility (based on income guidelines) must be on current file for each family approved for free or reduced price meals. Direct Certification is updated by the state.

Applications shall be administered according to the current free and reduced price meal procedures. No deviations are permitted, in accordance with current state and federal guidelines.

A percentage of the approved free and reduced applications will be verified each year as per the District Verification Plan.

Applications are now available to be filled out and processed "On Line". Go to the School Board home page @ www.sbac.edu, Departments, Food & Nutrition, scroll down and find the icon "On Line Applications".

Economically Needy Meal Procedures (CEP Sites)

The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to students attending schools in low income areas, instead of collecting individual applications for free and reduced price meals.

The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications. There will be NO collection of free and reduced price meal applications at any CEP site. Any child enrolled in the school is eligible to receive a free lunch and breakfast.

Students who transfer from a CEP site to a non-CEP site during the school year are given a ten day period to complete a family application for free and reduced price meals. If no application is received after ten days, the student will be placed on a paid status.

Meal Counts and Claiming

Sites electing Tally Sheet

For Breakfast and Lunch Served On Site

Children enter the serving room and line up at the service counter. A child takes a complete reimbursable meal from the line and then proceeds to the cashier/counter. The cashier/counter visually verifies that the child has a complete reimbursable meal and marks through a number on the Community Eligibility Provision (CEP) Daily Meal Count Sheet. The cashier/counter will mark through each number beginning with a 001 as the meal is served (~~001~~). The point of service count will be at the end of the serving line.
Meals served outside the cafeteria (e.g., field trips, nurse's station, suspension, etc.) will be counted at the point of service count. When a meal is delivered outside the cafeteria, a roster will also be sent. Rosters will not be marked prior to a child receiving the meals. The roster will be returned to the cafeteria at the end of the meal service. Managers will enter meal counts under student accounts after receiving the completed roster.

After the meal service is complete, the CEP Daily Meal Count Sheet will be totaled by the cashier/counter. A second-party check of the meal counts will also be conducted by administrative personnel. In addition, administrative personnel will conduct edit checks on a daily basis to ensure that the number of meals served and counted do not exceed the number of meals delivered/prepared or the number of children in attendance.

Meal Counts and Claiming

CEP Sites electing Automated Computerized System

For Breakfast and Lunch Served On Site

Point of Sale (POS) means that a meal **MUST** be received by the student before any claim for reimbursement can be made. The manager is responsible for seeing that cashiers practice "Point of Sale" procedures. The point of sale must be located at the end of the serving line where reimbursable meals can be verified before being entered into the Websmartt Point of Sale program.

The student must pass the cashier with a meal that at minimum meets Offer vs. Serve requirements (see above for offer vs. serve explanation). Before the student's meal can be claimed, each student must be verbally identified at the point of sale and their Websmartt Personal ID must be entered into the system manually or by scanning a Student Personal Identification Card.

Accountability for claimed meals should be checked each day on your edit check. The edit check is set to flag if meals claimed exceed the 93.8 attendance factor. During end of day procedures you must check for flags. If there is a flag you must initial by the flag indicating you have verified accuracy of meals claimed. The edit check must be signed at the bottom each day indicating you have reviewed the edit check.

Any CEP Meals Served Off Site/Sites Electing Roster Use:
Any meals served off site will use a Roster. Student rosters may be printed from the Websmartt computer records and used for reference or prepayment.

A roster listing the students in the classroom is to be checked (√) by the teacher or assistant as the meal is served. Names may NOT be checked prior to meal service. Meal counts may NOT be entered into the computer until the meal is served (at the end of the serving line), verbal identification of student has been verified, and the signed roster is received by the food service manager (Point of Sale).

All meals must be entered in the computer correctly in order to ensure record accuracy and to ensure proper meal claim for reimbursement. At no time will the staff use memory to mark the POS roster. A Detailed Transaction Report must be run to verify that each student was entered and counts and status match with the roster. Meal counts must have a second-party review and initial to ensure accuracy. Check with Food & Nutrition Service/Websmartt keyboards for keys that are to be used for meal entry.

All Rosters are to be attached to the End of Day report and kept for five years plus the current year.

Accountability

General Information and Guidelines

Purchases for personal use shall not be made through the Food and Nutrition Services Department.

Food Service employees (except District Office) receive one lunch (equivalent to a reimbursable meal) daily as a condition of employment. The lunch received as a benefit to FS staff and managers will consist of the same five items listed on the menu for service. Additional items or a la carte items must be purchased separately. This meal is to be consumed at work; it is not to be taken off campus.

Home-prepared foods are not to be served or sold to students within the Food Service program.

No outside food is to be brought into the kitchen for sale or to be served to customers. There is not to be any type of celebration where food is brought into the kitchen and sold to customers.

No children are allowed in the kitchen. Relatives of employees shall not be granted privileges which are denied to other children.

School staff members shall be served from the serving line only. They shall not enter the kitchen for special service or favors.

No relatives are to enter through the back door. They must check-in at the front office, and sign in as a visitor.

Students shall not be assigned disciplinary work duties within the kitchen proper. Duties assigned within the dining area only, such as cleaning tables, are permissible.

Only Food Service staff members and adults on official business are allowed in the kitchen. Social and business calls to Food Service employees are not permitted.

USDA commodity foods shall be used only in the preparation of daily menus. They shall not be sold or traded or used in the preparation of special dinners.

No donation shall be solicited from any dealer who services the Food and Nutrition Services Department.

Managers are encouraged to work with teachers to set up student education tours of the kitchen facility. Tours shall be scheduled so as to affect minimum disturbance of meal preparation and serving.

Telephones are installed for business purposes only and should not be used for personal calls. Long distance calls are not to be made from these telephones, except for 1-800 numbers to vendors and phone calls to parents by managers.

Employees are reimbursed for authorized travel expenses, i.e. travel to and from the bank, or meetings, and between production center and satellite facility. Since travel is paid from the Food Service budget, the Director of Food and Nutrition Services signs as "Approving Authority." Authorized travel is from base school to destination; it does not include travel between home and base school.

Any act of vandalism, theft, property loss and break-in shall be reported immediately to the Food and Nutrition Services County Office and to the office of Risk Management. Principals, or at the principal's request, the Food Service Manager, shall immediately report to the local authority.

Set the security alarm for the kitchen facility once you leave for the day. If you have shared your code with anyone-you must get with the Food Service Coordinator and have your code changed. You should be the only person that knows and uses your code. If you are unable to set the alarm due to you not being the last one to leave, you must get with that person and ensure that the alarm is being set and that they will be taking the responsibility for the building.

The kitchen doors (front and back) must be locked and checked before leaving for the day, it is the manager's responsibility to ensure that they are completely secured.

All refrigeration, storage room, and chemical closets are to be locked before manager leaves for the day. It is the manager's responsibility to ensure that they are completely secured.

Custodian duties in the kitchen and dining room areas are printed in the "Operational Guidelines for Head Custodians."

School personnel authorized to hold keys to the food service department and manager's offices are the principals, Food Service managers, specific district office personnel, and designee of the manager. If there is a need for a school employee other than those authorized to hold the key, the key shall be checked out in writing to the person, by the principal or someone designated by the principal.

No one is to write a check for cash using Food Service Funds.

Student Records

All schools utilize the Websmartt point-of-sale software program with point of sale terminals to account for meals served by category. All manager offices are equipped with personal computers, which upload daily to the district computers.

A record for each student's meal service activity is maintained in the Websmartt system.

At non-CEP sites each student is assigned a "Paid," "Free" or "Reduced" status, based on approved free and reduced price meal applications or direct certification eligibility.

Each student is assigned a Personal ID number for use in the school, in which the student attends. This number may be used only once during a meal period for a reimbursable meal.

The Websmartt computer system is connected to the meal service terminal and automatically records meal service activity for each student, as the meal is served.

Rosters

Student rosters may be printed from the Websmartt computer records and used for reference or prepayment. When using a printed roster the meal count code origin will equal: 1 = paid, 2 = free, 3 = reduced.

A roster listing the students in the classroom is to be checked (√) by the teacher or assistant as the meal is served. Names may NOT be checked prior to meal service. Meal counts may NOT be entered into the computer until the meal is served (at the end of the serving line), verbal identification of student has been verified, and the signed roster is received by the food service manager (Point of Sale).

All meals must be entered in the computer correctly in order to ensure record accuracy and to ensure proper meal claim for reimbursement. At no time will the staff use memory to mark the POS roster. A Detailed Transaction Report must be run to verify that each student was entered and matches with the roster. Meal counts must have a second-party review and initial to ensure accuracy. Check with Food & Nutrition Service/Websmartt keyboards for keys that are to be used for meal entry.

All Rosters are to be attached to the End of Day report and kept for five years plus the current year. Weekly rosters must be used, never monthly. This is to ensure accuracy with frequent status changes.

Prepayment

Students may prepay for reduced and paid meals. Money may be collected in the manager's office or during a designated time on a line terminal. When a computer is not available, prepayments may be recorded manually on a roster and entered later that same day into the Websmartt computer program.

Cash or checks may be accepted at the register as a payment for a meal or any a la carte items regardless of the student's meal status.

MySchoolBucks.com may also be utilized for prepayment of meals.

Point of Sale/Meal Counts and Claiming (NON-CEP)

Point of Sale (POS) means that a meal **MUST** be received by the student before any claim for reimbursement can be made. The manager is responsible for seeing that cashiers practice "Point of Sale" procedures. The point of sale must be located at the end of the serving line where reimbursable meals can be verified before being entered into the Websmartt Point of Sale program.

The student must pass the cashier with a meal that at minimum meets Offer vs. Serve requirements (see above for offer vs. serve explanation). Before the student's meal can be claimed, each student must be verbally identified at the point of sale and their Websmartt Personal ID must be entered into the system by scanning a personal ID card or student account manual look-up.

Accountability for claimed meals should be checked each day on your edit check. The edit check is set to flag if meals claimed exceed the 93.8 attendance factor. During end of day procedures you must check for flags. If there is a flag you must initial by the flag indicating you have verified accuracy of meals claimed. The edit check must be signed at the bottom each day indicating you have reviewed the edit check.

Off Line Meal Sales

Any situation in which students do not pass by a food service cashier after receiving a meal must be handled in this manner:

Computer-generated roster

To be used when the students in a group or class rarely changes (ie. Head Start, ESE, satellites, etc.). Send the number of meals requested and the roster to the classroom. An adult is responsible for serving the meals and checking off the student's name **AFTER** the meal has been served. At no time will the staff use memory to mark the POS roster. The students must be verbally identified at the point of sale, and then the adult initials and returns the roster to Food Service. **ONLY** then can the food service cashier enter the student's Websmartt Personal ID number and meal into the computer. A Detailed Transaction Report must be run to verify each student by checking each student off on the roster. Meal counts must have a second-party review and initial to ensure accuracy.

Emergencies/Back Up Procedures for Non-CEP sites selecting Automated Computerized System

In the event of an emergency, power failure, or computer system failure, the Food Service manager or someone designated by the manager, will manually record each and every student name, Personal ID number, meal session (i.e. lunch, ala carte items, etc.), and any monies collected on a sheet of paper for entry into Websmartt at a later time. This may be done on accountability roster or an offline roster form.

During a system failure, accuracy & attention to detail **MUST** be followed in order to ensure that the data transferred is complete. Remember to verbally identify each student at point of sale and check off on the roster after each meal is served. In the event of an emergency or system failure, the original documentation must be saved for backup.

> **Note: Under NO circumstances, should the manager ring up any students in office unless a roster is used.**

Meal Service Identification for NON CEP

Middle and High Schools

As students proceed through the serving line their Websmartt Personal ID must be entered into the system manually or by scanning a student ID card. Once the student has entered their number, there must be verbal identification of the student (by name) at the point of sale. The procedure (and form) for off-line meal sales must be used for any students receiving a meal outside the cafeteria (point-of-sale).

Elementary Schools

Breakfast

Cashiers will enter the student's Websmartt Personal ID number manually or by scanning a student ID card. After the student account is brought up verbal identification of the student (by name) must be made at the point of sale.

Lunch

Cashiers will enter the student's Websmartt Personal ID number manually or by scanning a student ID card. After the student account is brought up verbal identification of the student (by name) must be made at the point of sale.

Student and Adult Identification Numbers

All adults must have individual accounts. All Adult meals must be paid for at time of meal service. There are **NO FREE ADULT MEALS** with the exception of school food service personnel who receive a free (earned) lunch meal as a condition of employment.

Prior Meal Service

If a Websmartt Personal ID number is used more than once per meal, the computer flashes a "Second Use Meal" signal on the screen. The cashier will contact the manager to review pertinent information and determine meal service for that student.

Reimbursement will not be claimed for more than one meal per student/Personal ID number. For this reason, if a second meal is wanted the customer must pay the adult price for that meal and the meal will be recorded as a la carte.

Withdrawal of Students

When a student withdraws, the student's record will be changed to indicate the date of the withdrawal. Should the student re-enroll at the same school, the record will be updated to indicate the date of re-enrollment.

Meal Charges – NON CEP

No adults, middle or high school students may charge.

Elementary paid students (and select Middle schools with special permission from the Director) may charge up to $$4.50$5.00for secondary). Elementary reduced students may charge up to $.80. A $0 Meal may be served to a student without funds. Enter in Websmartt as $0 Meal. (Refer to $0 Meal Section)

The manager will print out a note to parents to request the charged money or a pre-printed form may be used. It is recommended that charges are to be cut off two to three weeks prior to the end of the school year, in order to collect money before end of the year procedures are completed.

PTA Fund

- Create an adult customer account called: "School Name - PTA".
- Make prepay into this account.
- If student's account exceeds the two charge limit, write down the student's name, Personal ID number, meal status and meal type (breakfast or lunch). Clear the current transaction and handle process in manager's office.
- Refund necessary funds from the newly created PTA adult account (Use the "partial refund" for the amount desired to refund account). Print a copy of this transaction to be attached to your end of day paperwork.
- Make a prepayment(s) into the student's account. This will show the student at one charge after you refund amount for one meal. Print a copy of this transaction to be attached to your end of day paperwork.
- Enter the reimbursable meal for that child (bringing the charges back to two).

Note: You might want to notify the PTA if this occurs on a daily basis for the same student.
Never use your own money to fund accounts.
Charges are only allowed for reimbursable meals.

Rewards Fund

If funds are given up front

- Create an adult customer account called: "School Name – Special Rewards"
- Make prepayment into this account.
- Enter items sold using the "Special Rewards" key (#259) that has no value attached to account for each item given as a reward.
- Either daily, weekly but at least monthly run an Item Sales Report to determine the amount owed from the accumulated Reward Program. Keep a copy of the Item Sales Report and attach to the end of day paperwork.
- Refund necessary funds from the created "Special Rewards" account (Use the "partial refund" for the amount desired to refund account). Print a copy of this transaction to be attached to your end of day paperwork.
- Make a corresponding deposit into "Other Sales", in the Bank Deposit Management tab in Websmartt. This must be completed on the same day as refund (step #5).

If charges are billed

- Enter items sold using the "Special Rewards" key (#259) that has no value attached to account for each item given as a reward.
- Either daily, weekly but at least monthly run an Item Sales Report to determine the amount owed to food service by the front office. Print a copy of this transaction to be attached to your end of day paperwork.
- Bill the program and ensure that funds are collected in a timely manner. If you encounter a problem collecting, call your supervisor.
- Make a corresponding deposit into "Other Sales", in the Bank Deposit Management tab in Websmartt. This must be completed on the same day that you receive the funds.

Competitive Food

All food must be entered into the computer and deposited into the cash drawer. NO food is to be prepared out of the kitchen and sold to customers. Any food that is sold by Food Service is to be entered into the Websmartt system. Private sales of any food (association or individual) are not allowed and may be in violation of the "Competitive Food" regulations.

The following are the regulations that must be followed:

> School Board Policy (8500)
> State Board Rules (6-7.042)
> Code of Federal Relations (210.11
> Florida Administrative Code (10D-13)
> **Refer back to Food Service Federal, State and Local Regulations section.

Foster Grandparents

Only adults approved by the Foster Grandparent Program may be served under this program. Each manager will be given a list of adults approved for their school.

Provide a free meal to adults whose names appear on the list.
Meals must be entered in the computer under the "Foster Grandparent" key.
The Foster Grandparent Program will reimburse the District Food Service Office. The District Office will credit each school with meals served and the revenue.

After School Snack Program

Managers will be notified yearly as to which snack procedure they are to use, based on economically needy status (area eligible or non-area eligible). All snacks will be entered using the "snack" key. If a school feeds a satellite with a snack program the snack will be entered under a snack key with the satellite program name (ex. One Room Snack).

Area Eligible Snacks (50% or greater economically needy status)

Follow approved EDEP snack lists to maintain a production record indicating items served, size servings and number of children served.
Food Service Manager will provide water pouches to EDEP at contract prices and ring in bulk sales by the case amount provided to EDEP. EDEP coordinators have the option to choose from an optional snack list, which would consist of snacks at regular price or snacks at a higher cost. If the higher priced snack is chosen it will be rung up under "supreme snack" key in WebSMARTT system. On a daily basis, the Program Coodinators will give a total count for the number of students that received a snack to the FS Manager.
The Food Service Manager will enter the total amount of snacks into bulk sales, the day the snack is served. For Area Eligible, snacks are to be entered under ASSP, A la carte, First Meal, total amount served (free ONLY).

Non Area Eligible Snacks (less than 50% economically needy status)

Partially funded by Extended Day Enrichment Program
Follow approved EDEP snack lists and maintain a production record indicating items served, size servings and number of children served.

FS Managers must print and supply a weekly roster to the EDEP Coordinator so they can ensure that the status of the students is accurate. The EDEP Coordinator will give a count per meal status (broken down by free, reduced and paid) to the FS Manager.

The FS Manager will enter the free, reduced and paid amounts into bulk sales, the day the snack is served. For Non Area eligible, snacks are to be entered under ASSP, A la carte, First Meal, total amount served (free, reduced, paid).

Errors

Correction of mistakes within the sale and after the sale may be made as set forth by County Policy.

Recordkeeping

To verify meals claimed, specific forms are used and computer reports are run. These forms and reports indicate numbers of meals served, potential and collected money, types and amounts of foods served. The reports are maintained on file for five years plus the current year.

Specific Forms

> **Daily Cash Summary**
> **Meal County Change Report**

Computer Reports

> **End of Day report group**

End of Day Procedures

When cashiers have completed cashiering

> - Resupply cashier drawer with start money of, for example $35.00, with largest denomination possible
> - Count & verify sales on Daily Deposit Breakdown Sheet (DDBS)
> - **Sign off at Point of Sale (POS)**
> - Enter deposit into Websmartt as written on the DDBS
> - When completed screen should match the DDBS
> - Once verified close POS screen
> - **Manager and designee verify POS cash together**

- **Manager verifies and resupplies cash drawer with starting money as in example above**
- All money from cashiers are combined to make daily deposit
- **Manager or designee will use Daily Cash Summary Sheet (DCSS) to reconcile the money for the day**
- If cash expected has a discrepancy greater than $1 per serving line, manager must research discrepancy immediately
- Total deposit verified by both manager and designee is now entered into Bank Deposit Management under Point of Sale tab by Cashier
- Click on Complete Deposit link
- Manager verifies cash overage and/or shortage
- Complete deposit slip, bank manifest, and bank bag information
- Make sure to write checks and check numbers on deposit slip
- Fill in cash and change to be deposited on deposit slip
- Verify total on deposit slip to total on DCSS
- Ensure two signatures are on deposit slip
- Fill out cash total and check total on bank bag
- Two copies of deposit slip must be put inside and sealed with checks (DO NOT put in back of bank bag)
- Put all cash and change (loose coins should be rolled, if possible) in cash side of bank bag and seal, depending on bag style.
- Place bank manifest in back of bank bag on cash side depending on what type of bank bag is being used. If there is no slot available for the manifest, paperclip it to the bag for the carrier to sign.
- Enter manifest number into Websmartt.
- Run EOD reports by clicking on paper icon and selecting "view"
- Confirm deposit on Cashier Journal is correct
- Confirm flags on edit check sheet
- Confirm counts on item sales (i.e. Head Start schools have no paid students)
- Use Production Records to confirm accuracy to counts
- Confirm check numbers on prepayment summary sheet
- Close EOD reports
- Make changes as necessary
- Print EOD reports
- Place reports in order as specified in Program Information Manual (PIM)
- Run adding machine tape for deposit slip and confirm total on Cash Journal sheet, balance should be $0
- Verify two signatures on Cash Journal
- **Sign Edit Check**
- **Cashier signs & verifies on the (DDBS) that they have received this money as the "Starting Bank"**
- Manager verifies by recounting randomly the cashier drawer to ensure that the starting bank on the DDBS is accurate.

**Reminder: Attach Production Time & Temperature Log after Edit Check
**Tips to make EOD faster: Cashiers are given, for example, $35.00
"Starting Bank" change should be given in:

- One roll of quarters
- One roll of dimes
- One roll of nickels
- 16 one dollar bills

Production Records

Must be done ahead of time – planning at least three weeks in advance complete at the end of each day. Two days' worth of production records must be posted for employees to view.
It is the manager's responsibility to see that production records meet the intended uses: that the proper amount of food is prepared and correct portion sizes are served. Managers must ensure that the production records are reviewed, completed and signed. Follow up with employees. If employees leave blanks have them complete once you have discovered the errors.

Fill in all columns - use the preparation Duties/Remarks column for specific comments to the employees preparing the food. Remind them to pull food for tomorrow in this area as well as remind the specific tips or tasks needed for the particular dish preparing.

"Amount to Prepare" must be enough to serve the correct portion to the numbers indicated in the "Planned" section. Amount to prepare should be listed by count, pounds or cans (ie. 3 cases (96/cs). If the actual number you served is higher than the amount originally planned, indicate that additional amounts were added.

Leftovers, Amount of food used, Number of students and adults served must be completed **after** the meals are served.
The "Leftover" column should never indicate zero unless there was no food left. Any food that is leftover should be indicated with a leftover code found at the bottom of the production record.
If serving a leftover, indicate as LO and the date of the original preparation.
Prepackaged salad plates **must** be on a production record.
If you serve a casserole (ie. meat sauce mixed with noodles) list it as a meat (entrée) under item on the production sheet, with the service size (scoop size) and the preparation duties (USDA recipe D-35). Apply this rule to all mixed food items.

Production records must include all items that are being served (ie. Jellies, condiments, gravies, etc.)

Any menu item must have a recipe. Recipes reflect EXACTLY the way the items are prepared. Recipes must be followed.
Be aware of portion sizes with different ages of children.

Production Kit

Each school has a production kit consisting of a file box sectioned into five parts; four hanging folders and a binder are part of your production kit.

The kits have three weekly folders, each containing five folders for every day of the week, containing the items that you will need for your staff to complete production. This includes:

- **Display Menus**
- **Production Records**
- **Recipe Cards**
- **Keyboard and Line Diagrams**

The menu layout folder has four main entrees, two fruit, grain and garnishes at top of tab in blue. The resource folder has extra materials and references such as, waste and freezer logs, reprint materials and reference sheets.

New materials will be sent out when menu changes. Signage, labels and recipes must be replaced as soon as they are received.

Line Diagrams and Planning Sheets

The production kit includes line diagrams to help managers and staff with placement of items on the serving line. The planning sheets are used to assist managers plan production times, prepare orders and additional directions for staff.

Cost, Production and Order Guide

The cost, production and order guide provides information from recipe book and buying guide to provide information pertaining to food costs, assist in menu ordering and to develop production records. The guide itemizes all of the ingredients and provides anything that the manager needs to know about the menu and placing orders. It also helps managers determine ordering amounts, plan portioning requirements and assigns point of sale and offer vs serve needs.

Keyboard Layout

The keyboards are set up specifically for each day of the week. A new keyboard must be used daily. As your cashier signs in at the Point of Sale, they will need to choose the correct keyboard for the specific menu day. The keyboards are set up in this format:

Week __ , Day __

> **For example you are serving Week 2, Wednesday, your keyboard choice will be keyboard 23 (Week 2, Day 3). The number is found on the menus and on the recipe cards.**

Section "A" of the keyboard is set up for entrées, such as main dish, sandwiches, pizza and salads. This section also includes drinks.

Section "B" of the keyboard is set up for only a la carte items such as chips and drinks.

Section "C" of the keyboard is used for new student meals and visiting adults.

Section "D" of the keyboard is used for your own customization.

New keys are only created as needed.

Bi-Tech Payroll Procedures

Each pay period a time sheet will be completed for each employee. The dates should be in accordance with the payroll calendar that is distributed at the beginning of the school year. When an employee is out, there should be a leave form completed in accordance with the type of leave the employee is using. The leave should be entered into the Bi-tech payroll system in accordance with the payroll calendar dates. Before the time entry cutoff date, the manager will run a copy of the Payroll Time Card Batch Proof Listing to insure that all entries are correct. The final batch proof listing should be signed by the Food Service Manager.

When filling the payroll all documents should be in the following order from top to bottom

- **Signed Time Entry Batch Proof listing**
- **Time sheet with all employees listed with dates worked**
- **Any leave forms that apply to the pay period.**

Storing School Records

Keep last year's records (including summer school) plus the current year's records at the school site. Other records will be kept at the school until cleared for storage at the warehouse by the Records Manager.

Divide records into two stacks, "End of Month Records" in one stack and "Attendance (Payroll) Records" into another stack. (Refer below for records that should be included in each category). Note the inclusive dates (ie. 8/01 – 6/02) and the length, width and depth of each stack.

FS Manager will list records for storage on the "Request to Store Scheduled Records" form only if the date range is prior to five years plus the current year.

FS Manager will list records for destruction on the "Request to Destroy Scheduled Records" form only if the date range is past five years plus the current year.

In a sturdy box, place the stack of "End of Month Records". On the request form, enter as follows:

> **Book – GS7**
> **Item – 45**
> **Title – Food Service Records – End of Month Reports**
> **Indicate inclusive dates and dimensions**

"Attendance (Payroll) Records" may also be stored in the same box. Indicate on the form as follows:

> **Book – GS1**
> **Item – 116**
> **Title – Attendance Records**
> **Indicate inclusive dates and dimensions**

Tape the box securely and label it "Food Service End of Month Reports" (with dates) and "Attendance (Payroll) Records" (with dates).

Send the "Request to Store Schedule Records" form to the Records Management Office, Kirby Smith Center.

The Records Manager will provide a label and a box number for each box. Place the label on the box. Print the box number clearly on all sides of the box.

Records Management will notify the warehouse to pick up the box(es). DO NOT SEND RECORDS TO THE WAREHOUSE until approved by the Records Manager and labels/numbers have been placed on the box(es).

Change Fund Procedures

At the end of the proceeding school year, all Managers will submit via e-mail their request for a change fund for the next school year.

A change fund check will be issued at the beginning of each year to the Food and Nutrition manager. The manager will distribute the funds according to the needs of the cash drawers and each vending machine(s).

The amount of money placed in each machine will be recorded and kept in front the HACCP manual. Refer to the Change and Vending Fund Delineation Form. This will ensure it is available to be audited at any given time by your supervisor or as a reference in the event of a management change at the school.

Daily, before a cashier begins their point of sales, the food service manager will write the amount of petty cash on the cashier's Daily Deposit Breakdown sheet. The cashier will verify the amount of change funds that is being received from the Food Service Manager and sign the Daily Deposit Breakdown Sheet to insure that the proper amount of change was received. At the end of each shift, the cashier will recount their change fund. The manager will then verify the cashier's change fund amount.

At the end of each day, the amount of change fund will be equal to the amount of the change fund check that was issued at the beginning of the school year. Supervisors will randomly pull drawers and verify change funds.

Each coin mechanism machine should be started with at least one (1) or more roll(s) of each coin. For example 1 quarter, 1 dime and 1 nickel. For larger coin mechanisms, 2 rolls of each coin will fit.

The more coin that is placed in the machine in the beginning will prevent the machine from holding back coins to fill up the mechanism. This is why there is sometimes a shortage at the start up month.

At the end of the school year and at the end of the summer when the change fund is due to be deposited, the exact amount placed in the machine for startup should be removed. This dollar amount must equal the total change fund check or the total amount on the Change and Vending Fund Delineation form. This includes all vending machines change funds. The Food Service Manager will write on the deposit slip the words: CHANGE FUND. A copy of that deposit slip will then be truck mailed to Ed Caudle at Finance.

The money left in the machine, after the startup money is removed, is considered vending sales for the month of June and needs to be entered into the computer and recorded on the vending logs.

No money will carry over from the school year into the summer month(s) for vending.

For schools that wish to operate vending machines during the summer, you will need to request a new change fund to be distributed at the start of summer school. The same process will be followed with the documentation of the amount of money placed in each machine. At the end of summer school the change fund is due to be re deposited, the exact amount placed in the machine for startup should be removed for the change fund deposit. You will use the documentation from the startup of summer school from each machine to ensure the proper amount is removed.

No money will carry over from summer school into the upcoming new school year for vending.

Vending logs for the summer need to be sent to Carol Gallant at Meadowbrook for record keeping purposes.

The process will start over with the request of a new change fund to be issued for the new school year.

Returned Checks

All returned checks are sent to Envision Payment Solutions. If a check has been returned due to insufficient funds, the manager will be contacted via email from Automated Recovery Solutions. The manager is not to receive any checks from the parent until Automated Recovery Solutions sends an email stating that the funds have been collected. If you need to contact Envision Payment Solutions, you may call 1-800-618-1110.

Vending Operations Procedures

Vending start up monies

Managers will receive vending start up change at the beginning of the year through the district change fund (see procedures above). Remember to increase change fund to the amount needed to fill each vending machine.

If you do not request additional change fund money when you have a vending machine you will be issued the same amount that you received last year. Please contact Ed Caudle at 955-7301 if you need to change your amount.

Change fund monies are to be considered a loan from the district office.

> **Change fund monies must be re-deposited in a separate deposit at the end of the school year. The end of the year deposit must match the original amount provided by the district office at the beginning of the school year.**

Vending product ordering

Vending machine products can only selected from the FNS District Buying Guide. All approved products will have "vending" next to the price on the FNS District Buying Guide. Pre-determined vending products are selected based on size, shape, weight and nutritional content.

Vending machine start up

Managers or vending designee (assigned by the cafeteria manager) must complete the following procedures prior to machine start up:

> **Fill the machines with coins in order to make change**

The Vending Machine Specialist will assist you with any pricing issues that arise throughout the school year.

Meter Log

Managers and/or vending designee will receive Meter Logs through the District Vending Specialist.

Initial meter reading of all machines are to be documented on the Meter Log once the machines are filled and ready for operations.

Meter readings on all Dixie Narco Machines are taken as follows:

> **Unlock the service panel on the machine**
> **Locate the small blue button on the inside panel behind the control pad, push the blue button one time and then go to the front of the control pad and push the letter "C"**
> **Meter reading will then appear in the window above the control pad (these are cumulative totals)**

Meter readings on any Coke machine are taken as follows:

> **Open the machine service door**
> **Meter reading should scroll across the window located above the control pad**
> **If a coke machine doesn't give a meter reading, contact your District Vending designee immediately**

Meter readings are to be taken and logged **every time** that money is removed from a vending machine.

Managers will submit all meter logs with the overage or shortage for the month to their Vending Specialist. Revenues will be cross checked with the District Office to assure accountability for the District Vending Operations.

Vending Machine Stocking

Maintaining the vending machines with a full line of products is a big part of the vending operations success.

As the manager, if you decide to assign an employee to vending machine operations, be sure that the employee can be accountable.

Any employee filling vending machines must be training correctly on stock rotation – FIFO (First In First Out).

Product dates must be monitored for out of date stock.

Vending Keys

Managers are responsible for all vending operations assigned by the Food and Nutrition Services Department.

Machine keys should never be left unattended or given to someone other than the vending designee assigned by the manager.

Vending Machine Problems

The District Vending designee must be notified regarding any problems with the vending machines. The Vending designee will determine who to call if the problem can't be fixed by the Vending designee.

Summer Shut Down

Unless you have received special approval through the District Office, all machines are to be shut down at the end of the school year. The procedures for the vending machine shut downs are:

- Vending machine products are to be removed from the machine
- All monies are to be taken out of the machine. Change fund vending monies are to be deposited back to the change fund.
- Any additional venue (after change fund money is counted out for re-deposit) must be entered into the WebSMARTT end of day financial reports (i.e. vending field located in the financial tab).
- Vending machines are to be washed out with warm, soapy water

Procedures for $0 Meal, "A" and "B" keys (NON CEP sites ONLY)

$0 Meal Key - Elementary

Make sure that you are using the $0 Meal key only when you serve a student exceeding their charge limit of two meals.

When using the $0 Meal key, you should only be serving the following:

> **Breakfast – Half a cheese sandwich and juice**
> **Lunch – Cheese sandwich and milk, fruit and/or vegetable must be on tray to claim as complete meal. Do not use pre-packaged PBJ sandwich. Do not give hot meal.**

The $0 meal is a reimbursable meal, therefore, you must offer all 5 components.

> **Use a tray.**
> **Write the student's name down for documentation.**
> **Notify the principal if the same student gets three $0 meals.**

$0 Meal Key – Secondary

Secondary students are not allowed to charge.

When using the $0 Meal key, you should be serving only the following:

> **Breakfast – Half a cheese sandwich with juice**
> **Lunch – Cheese sandwich and milk, fruit and/or vegetable**

$0 meals at secondary level are NOT reimbursable. You must use the secondary $0 meal key.

A and B keys

The A and B keys will be blocked from use on POS computers October (after application deadline) through the end of the school year. **Do not use** "Any Student" generic number (A and B keys) for enrolled students. This function is used only in rare occasions. If a student is not yet input into the data base, the "any student" key may be used. Students visiting the school on a one time basis may be served a meal using the "any student" generic number and

the correct free/reduced/paid status. The cashier must record the student name and reason for using generic number in order to receive reimbursement for that meal. On the WebSMARTT "End of Day" reports indicate the reason for using this number.

When a student transfers within the county and the student record is not appearing in the WebSMARTT system (District Student Personal ID Number does not come up when entered) you must enter the student as a "cash sale" and document the student's name and include in you End of Day paperwork.

New student scenario with District ID Number

> **Contact Food & Nutrition Services for current status information. Manager should enter Free students as "A", Reduced students as "B" and Paid students as "cash sale". Manager should document student's name on End of Day paperwork.**

New student scenario without District ID Number

> **You must enter the student as a "cash sale" and document the student's name on End of Day paperwork.**

Procurement Plan

Annual Bid Items

Alachua County Public Schools award the following items on a bottom line firm bid with option, as may be applicable, for renewal up to two additional years:

- Milk
- Ice Cream and Juice Bars
- Bakery Products
- Pest Control Services
- Juice
- Smallwares (by Lots)
- Largewares (by Lots)
- Produce
- Bank Pick Up
- Check Recovery
- Hood Cleaning
- USDA Commodity Processed Food (RFP process)
- 100 % Fruit Juice Slushies (RFP process)
- Grease Trap Pumping
- Uniforms
- Solid Waste Management Services

Alachua County Public Schools award the following items on a reimbursable cost plus fixed service fee with options to renew for additional years. Bid prices are firm for six months after which the contract distributor must re-bid any items pending price increase with approved packers. Quantities are consolidated with other Districts on this (Mainline) bid to achieve volume purchasing.

- Canned Foods
- Staples
- Frozen Foods, including Meats, Poultry and Seafood
- Detergents and Cleaners
- Paper Supplies

Bids on the above items are reviewed or re-bid. In some cases, depending on price and product selection, contracts are established by "piggybacking" on other Florida school district bids.

In the case of sealed bids, contract award is made to the responsive and responsible low bidder who meets requirements of the bid. In the case of competitive proposals, contract award is

made to the vendor receiving the highest point score from the proposal evaluation committee, when taking in to consideration technical factors and price. Solicitations are available from the Purchasing Department.

Food Purchasing Committee

Input on purchasing is requested from a duly-appointed purchasing committee consisting of managers from elementary, middle and high schools and district school food service staff. The committee reviews items purchased and makes recommendations for future purchases. Meetings are documented.

Food Specifications

The Director of Food & Nutrition Services writes specifications or product identifications for all food items. The Public Law 100-237, Buy American Provision, is followed for appropriate food items.

Milk

Milk is procured by competitive annual bids. An escalator/de-escalator clause is part of the bid. Milk price fluctuations are approved based on documented USDA market order publications.

Ice Cream and Juice Bars

Ice Cream and juice bars are procured on a firm price competitive sealed bid on an annual basis. Product prices are requested with and without use of USDA donated products in order to obtain products at the lowest price.

Bakery Products

Bakery products are procured on annual firm competitive sealed bids with and without the use of USDA donated flour in order to obtain products at the lowest prices. The quantity of bread products with invoice numbers are documented by managers.

Produce

Fill-in and non-domestic produce (i.e. bananas) are purchased from approved local vendors based on weekly price solicitations.

Produce orders are ordered directly from the approved vendor. On fill-in and non-domestic produce items, the managers order from the approved vendor based on availability of produce needed, delivery schedules, quality of produce for the intended use and price variations.

Bid Procedures

All purchasing is completed through the Purchasing Department under approved guidelines.

- **Public notice is given**
- **Appropriate companies are invited to bid**
- **Pre-bid conferences are held if appropriate**
- **Bids are opened publicly at the time and place stated in the invitation for bid**
- **The responsive and responsible bidder making the lowest price for items meeting the specifications is selected. Recommendations are made to the School Board who awards the bid. A written notice or purchase order is sent to the successful bidder.**
- **After the bid is awarded, a post conference, either face-to-face or via telephone, may be held to establish the working relationship of the bid awardee and the Food Service Department.**
- **In the case of competitive proposals obtained using an RFP, the same process is conducted. Award is made to the vendor receiving the highest point score when considering price and other technical criteria. Recommendations are made to the School Board who awards the contract. A written notice or purchase order is sent to the successful vendor.**

Ethics

All decisions to purchase are based on:

- **Laws of the State of Florida**
- **School Policies**
- **Purchasing Department and Food Service Department purchasing procedures.**
- **The interests of the Food Service Program.**

Personal gifts or favors are not to be solicited or accepted from any vendor.

No employee of the School Board is allowed to participate in the selection, award or administration of a contract supported by Food Service funds if a conflict of interest, real or apparent, would be involved.

Emergency Purchases

The Food and Nutrition Service Director determines when an emergency exists and issues a requisition. The Purchasing Department purchases the item(s) in accordance with School Board Policy.

References

- State Board of Education Rule 6A-1.012
- School Board of Alachua County Purchasing Policy 6320, 6321, 6325, 6423 and 6460
- Federal OMB Circular A-102, Attachment O
- Florida Department of Education, Procurement Guideline for Public and Private Schools
- Florida Department of Education, Administrative Rules 6A*1.012 and 6A-7.42

Quality Assurance

Direct all Food Service Quality Assurance Complaint forms to the designated, Quality Assurance Monitor, at the District Food Service Office.

Monitor will log in each complaint, noting school, name of vendor and date of complaint.

A copy of each complaint, as they are received, shall be sent to the Purchasing Department (Buying) and the Vendor.

A separate, "by vendor" log will be kept by the Monitor. The amount of complaints will be tracked, rendered against individual vendors.

When total complaints for any single vendor exceeds two (2), a meeting will be arranged by the Monitor with that specific vendor, Food Service Supervisor/Coordinator in charge of those schools who submitted complaints, and the Food and Nutrition Director, to discuss the concerns.

A follow-up letter from the vendor shall be sent within two weeks after this meeting to the Food and Nutrition Director, with a copy sent to the Purchasing (Buying) Department. The follow-up letter shall outline action(s) taken to correct the problem, and an indication of time within which these corrections will be made.

The Food and Nutrition Director shall be apprised of each complaint as they are logged.

All Quality Assurance complaints concerning the Main Line Distributor are retained by the Senior Accountant for a period of one year and are addressed personally by them as they are received.

Price Updating Process

Pricing for Gordon's, Warehouse/Commodity, Ice Cream and Juice will be maintained and updated twice a year or as needed. Any substituted items will be entered and updated as they occur.

Pricing will be updated on a weekly basis for produce. Pricing will be changed every Monday unless there is a Holiday, then it will be updated on the following work day. Since produce prices are changed every Monday, all produce orders must be received from the previous week by 10:00am every Monday. If managers have not received produce order by 10:00am Monday, the prices will be inaccurate.

Milk prices fluctuate monthly at the first of the month, therefore the price will be changed on the 1st day of the month. Managers need to make sure that they have received all of the milk invoices prior to the effective date of change otherwise, the milk prices will be inaccurate.

Ordering, Delivery and Inventory of Food & Supplies

Bidding and Purchasing, General

The Food and Nutrition Services Department operates a bidding and purchasing system which incorporates cost plus fixed fee bid/purchasing for most foods and selected supply items. These bids currently run for a period of one year, with a renewal option.

A system of bottom line bid/purchasing for direct delivery products is in effect and runs for a period of one year, August 1 through July 31, with a renewal option.

All mainline, commodity or warehouse orders are processed on-line by the school manager or designee, for review and/or processing as appropriate by the Food Service Office. Most janitorial supplies are ordered and delivered by the Physical Distribution Department.

Ice Cream, Juice, Bread and Dairy products are ordered directly by each school cafeteria manager.

Commodity foods and commodity processed frozen foods are delivered from the USDA Commodities Warehouse or District Warehouse to each kitchen on a weekly basis.

Food Service Inventory System

The Food and Nutrition Service Department uses the WebSMARTT Software which issues purchase orders and USDA Warehouse requisitions, automatic receipts to inventory and automate monthly inventory usage through school on-hand inventory projects.

Inventory Item Numbers

Each individual food or supply product is assigned an inventory item number using alpha characters with sub categories in numeric

Purchased Foods	**will start with an X**
Commodity Processed Foods	**will start with a W, Y**
Non-Food Supplies	**will start with an X**
Commodity Foods	**will start with a W, Y**

Each Purchased and Commodity food item listed with an X or a W will fall under five different sub categories

Dry Items	**start with a 1**
Refrigerated Items	**start with a 2**
Freezer Items	**start with a 3**

Paper Items	start with a 4
Chemicals	start with a 5

For example, if you have the item canned peaches, the purchased item will be listed as X1_ _ _ _ _ _ (numbers will be assigned after the subcategory numerically following the subcategory), whereas the commodity item will be listed as W1 or Y1 _ _ _ _ _ _.

Order Processing (mainline food items, commodities and commodity processing items)

Ordering of the above items are entered at the school level by the manager or designee using the WebSMARTT program (remote screens). Orders are entered into the system based on an established schedule. Orders are grouped by Item Groups. Item Groups are established for schools to order only approved items by the Food Service Office. After screening and/or adjustments are made by the Food Service Office, the orders are released and processed into purchase orders and requisition tickets. Once released, schools are to go on-line to review and verify orders before the actual delivery by the vendor.

Commodity Orders and Commodity Processed Orders

These items are entered into the order system and processed into three-part requisition/pick sheets. All three copies are sent to the Warehouse as the school order. Once delivered, warehouse returns a signed copy to the Food and Nutrition Service's Office and one remains at the school.

Delivery Check In Procedures

When food and supplies are received at the school it is the manager's responsibility (another employee may be designated to perform the check-in duties) to check in all goods and assure that the items, quantities, prices, and price extensions are correct.

Vendor Purchase Order (PO)

Managers are to review all POs when received to assure that requisitions have been properly filled. Also the copy of the PO is used to check against the vendor invoice for correct item, correct quantity and correct price. If there is any discrepancy between PO and the invoice, corrections are made on the invoice as necessary and forwarded to the Food Service Office. All damaged and returned items need to be initialed by the delivery person.

USDA Warehouse Requisition/Pick Sheet

> Check the Warehouse requisition/pick sheet against the school copy of the requisition/pick sheet. Any discrepancies shall be noted on the ticket and the ticket is to be signed by the manager and the deliveryman. One copy is to be retained by the school, the other copy is sent to the Food Service Office. Any shortages and/or returns will be adjusted and corrected by designee in the FSO once signed copy has been received from warehouse.

Other Vendor Invoices (non-purchase order)

> Orders for these vendors are given to the deliveryman each week, no purchase orders are issued. The vendor's invoice must be checked not only for the quantity delivered but also the price listed for each item. Schools need to check to see if correct school is charged on the invoice. The price extension must be correct! Once verified, schools are to correct prices and quantities on the order in the Websmartt and RECEIVE this item in their inventory. If this amount is incorrect then an incorrect amount will be recorded to the school. Errors are usually in the vendor's favor.

Changes to Purchase Orders/Requisitions

Changes to orders, once updated to the Food Service Office, shall be held to a minimum. Under no circumstances will managers call vendors to change a purchase order.

Submission of Invoices

All invoices are to be forwarded to the Food Service Office as per the current schedule.

Inter-School Transfers/Adjustments/Spoilage

Transfers of food and supply items between schools is allowable but shall be kept to a minimum. Transfers and Spoilages are entered on-line in Websmartt Program. The school transferring will enter item information and notify the receiving school that item(s) are ready to be received. Item(s) are automatically removed from the transferring schools inventory once entry has been applied. The receiving school must go in and review and receive the requested item(s).

Adjustments and food spoilage are also to be entered on-line in the WEBSMARTT Inventory Module. The justification for each adjustment and spoilage entry must be shown in the NOTES section. Note that the type of transaction must be chosen.   Entries are automatically deducted from school inventory bins.

End of Month Inventory on Hand Reports

At the end of each month, an inventory will be physically counted

**Note: Financial Reports are produced by dollar value of all items (inventory & non-inventory).

Farm to School Produce Ordering

For the 22 schools that are taking part in the Farm to School (F2S) program, the F2S Coordinator will alert you in advance of produce coming in from local farms or grown at the Farm to School to Work Hub (at the former Horizon campus). All F2S produce will be ordered directly from the Hub instead of through Websmartt. It will be distributed in the commodity truck once a week during the growing season.

The produce will often be delivered in reusable packing crates. These crates will be picked up the following week, cleaned, and sent back to the farm for more produce. Please have these ready for the driver when s/he delivers produce.

Standing Orders

For produce that is regularly ordered (like lettuce), the manager will be asked for a standing order (par order) – an estimate of your weekly usage - and this will be delivered and charged each week by the F2S Coordinator through Finance and Accounting. Orders can be amended as needed, but it is helpful to make the best guess possible as some farmers are growing specifically for Farm to School sites.

Irregular Orders

There may also be produce available on an irregular basis – like an opportunity buy of local citrus, a small crop of carrots, or excess produce needing a home. The F2S Coordinator will email the manager to alert them of these opportunities and then the Food Service Manager can order directly by email.

FFVP Orders

Some of the fruits and vegetables served in the Fresh Fruit and Vegetable Program will be purchased from local farms and F2S. We will let managers know the schedule of these in advance.

How to use School Garden Produce

A number of school gardens are growing produce that can easily be incorporated into school lunches – either via salads or by adding to greens already planned that week. If schools have one of these gardens at the school, expect a visit from the teacher in October to let Food Service Managers know. He or she will alert Food Service Manager at least a few days in advance of a harvest. All school gardeners have received safety training and the produce need only be washed as would any other produce. The produce being grown was specifically chosen because it grows well in North Florida gardens and can be easily added to the dishes being served.

Websmartt Inventory

DO NOT "SUBMIT" INVENTORY

Refer to Websmartt Inventory Instructions.
Submitting your inventory will close it out and make permanent adjustments. Press CONFIRM… and this will allow the option to view the inventory and make any necessary changes.

> **Begin Inventory by END OF EACH MONTH.**
> **Refer to Inventory Cycles Schedules in Program Information Manual.**

RECEIVED IN ALL TRANSFERS and DIRECT DELIVERY ORDERS from the Webmsartt Purchasing Home Page

> **Click on INVENTORY MANAGEMENT.**
> **Click PHYSICAL INVENTORY**
> **You should see a list of all the items you received as of date. The system will maintain all items whether you have used them completely. Each school inventory will be different.**
> **SCROLL down to the bottom and press the PRINT button. This will allow you to print a listing for your walk around and manually write in your quantities BEFORE you actually enter them.**

To Enter Inventory

> - **You will need to go back to Physical Inventory screen. (This is the first screen you saw when you first entered the Inventory Management module)**
> - **Enter in your amounts in the fields.**
> - **Press CONFIRM to save your quantities already entered.**
> - **Once you have pressed confirm, you can go back in and click the CHANGE button to make adjustments to any items.**
> - **Press START your inventory before the LAST DAY OF THE MONTH (so it will hold that month date).**
> - **Click CONFIRM TO SAVE ORDER**

DO NOT SUBMIT INVENTORY

If you feel like you have made a mistake on the entire inventory, you can click CANCEL and it should delete any quantities you have entered.

Use and Care of USDA Commodities

Use of Commodities

USDA Donated Commodities are used to the maximum extent possible, when calculating amount of food to purchase.

Commodities are not to be sold or bartered. Commodities are not to be used in food to be consumed away from the school premises. This does not preclude the serving of foods containing commodities to students participating in such school sponsored learning experiences as field trips, summer meal programs, training programs and home economics classes.

Receipt and Control

Each Food Service Manager is responsible for commodities received, issued and used. Transfer of commodities must be verified by completing a transfer entry into WebSMARTT.

Managers should keep an accurate daily record of commodities issued, showing type and quantity.

Storage

Commodities should be used within six months of receipt.

Inventories

Inventories of all commodities shall be completed in the same manner as purchased foods. Mark Commodities and Purchased food separately with a "C" for Commodity.

Loss of Donated Food Procedures

All losses (regardless of the dollar value) need to be reported to DFSO. Use the Transfer/Spoilage/Adjustments form and send to District Food Service Office. The losses will be recorded as inventory adjustments on your records. The exception to this procedure is where losses indicate a trend of negligence or evidence of criminal activity.

Disposition of Commodities over $100 in value

The Alachua County Health Department must be notified so that a representative may inspect any food that has been affected. Any food that should be destroyed must have a Stop Sales Notice completed by the Alachua County Health Department Representative. A copy of this report should be attached to the Loss Report. Spoiled food should be frozen until the Health Department arrives to inspect the food.

Destruction of Food

Any food with a Stop Sales Notice **<u>cannot</u>** be used for human consumption. If the product is deemed fit for animal consumption by the Health Department Representative, it may be placed in the swill can, otherwise, remove the food from its package, place in the dumpster and cover with enough bleach to make it inedible.

Food and Supply Storage

Freezer Storage

Freezing is the best way to preserve the fresh-like qualities of food. Freezing maintains quality but does not improve it.

Freezer temperatures should be maintained between 0° F and -10° F. Check and record temperatures twice per day. Food properly wrapped and stored at these temperatures is more than just safe to eat, it will have good flavor and texture and contain all, or nearly all, of the nutrients it had when fresh.

Store foods in the freezer in the original shipping container, if unopened. If opened store in appropriate containers. Be sure to date all shipment containers as they arrive and rotate.

If small quantities of leftovers are to be frozen, chill the food promptly and thoroughly (see Sanitation section).

Items should be stored on pallets, racks or shelves, never on the floor. Ensure that food is stored at least 6 inches off the floor.

Packaging

Wrap first with plastic wrap (or parchment) then aluminum foil to keep foil from sticking and transferring to food.

Wrapping properly will prevent freezer burn on your food.

Thawing Frozen Foods

Thaw frozen fish, poultry and meats in the refrigerator on the bottom shelf. In using this method, the surface of the product doesn't reach dangerously high bacteria levels before the product thaws in the center.

Re-Freezing

Most partially thawed foods refreeze safely if they still contain ice crystals and are firm in the center, but many foods (i.e. partially thawed ice cream) will not be top quality. **<u>Do not refreeze</u>** completely thawed meat, poultry, casseroles or vegetables.

All foods that are not in their original containers must be dated and labeled.

Storage Time

Use frozen foods on a first in/first out (FIFO) basis. All frozen foods have a recommended shelf life of 6 months; longer storage is not dangerous, but flavors and textures begin to deteriorate.

Refrigerator Storage

Keep temperatures between 34 degrees F and 40 degrees F.
Keep a thermometer in the refrigerator. Check and record temperatures twice a day.
Slatted plastic or wire shelving are best to allow air circulation.
Do not store in paper boxes because paper is a good insulation material and will not allow quick cooling.
Raw poultry should be stored on the bottom level. Raw beef or pork on the next to bottom level. Ready to eat products should be stored at top levels.
Store foods such as ground beef or dressings in shallow pans so that foods are not more than three inches deep.
Cover and date all foods before storing.
DO NOT refrigerate hot foods immediately. Wait for them to cool (according to HACCP regulations), or put in an ice bath for faster cooling. Store hot foods in shallow pans for faster cooling.
All foods that are not in their original containers must be dated and labeled to insure freshness.

Fruits and Vegetables

Most produce requires immediate refrigeration to help preserve color, flavor, texture and nutritive value, however, do not refrigerate bananas. Fruits such as peaches, plums, nectarines and pears need to mellow at room temperature for a day or so (depends on ripeness of fruit) before serving. Examine fresh produce for ripening before storing; the very ripe items should be removed and used immediately. Products should be stored off the floor and stored in a manner as to allow cold air to circulate around them.

Dairy Products

Note the expiration dates of these products; rotate your stock using the older products first. Store at least 6 inches off the floor.

Butter

Wrap tightly to prevent absorption of odors and to protect it against exposure to light and air which hasten rancidity.

Milk

Refrigerate immediately; prompt and continual refrigeration is important. Milk should remain refrigerated until served and maintained at a temperature of 40 degrees F or below.

Cheese

Wrap opened cheese packages tightly to prevent drying out and date.

Dry Storage

> Place oldest stock items in front and use them first.
> Store all non-food items separately from food items.
> Keep shelving away from the wall to provide air circulation.
> Do not store trash in the storeroom. This leads to insect and rodent infestations.
> Do not store wet mops or brooms or personal belongings such as coats and sweaters in dry storage rooms.
> Remove any spoiled food immediately and clean thoroughly to prevent contamination of other foods.
> All food must be 6 inches from the floor and 18 inches from the ceiling.

Canned Goods

Canned goods do have a long shelf life. Normally, canned goods should not be kept for more than one year. Store on pallets, racks, or shelves. Rotate stock and use first in first out. Dented and rusting cans should be disposed of by opening and pouring enough bleach to make inedible, then properly disposed of. DO NOT open bulging cans, dispose of immediately. Documentation should be provided on a Quality Control Form and input into Websmartt system.

Bread

If bread is not going to be used the day of delivery, be sure to refrigerate. Refrigeration not only retards mold, but also protects against insects and rodents. For longer storage, fresh bread may be frozen.

Flour

Flour is best stored in stainless steel or in special plastic containers. If these are not available and galvanized cans are used, the flour must be kept in its original container to prevent contact with the galvanized surfaces. Use a lid. Label containers in which the flour is stored.
Do not store flour in temperatures above 78 degrees F.
Do not store near chemicals or soap.

Leftovers

The Food Service Manager is responsible for; planning and production of meals, production schedules minimizing leftovers, properly storing leftovers for re-use, discarding if unsafe for future use and/or donation to approved non-profit agencies.

Leftover foods to be used at school site

> Items that can be safely frozen should be used within 30 days of original production.
> Items that cannot be safely frozen should be refrigerated and used within 3 days of preparation (day of production plus 2 additional days).
> Food must not be reheated more than once.
> Food cannot be combined with fresh foods (i.e. leftover meatloaf cannot be added to spaghetti sauce).
> Foods must be tightly covered, labeled and dated.
> Food should be put into 2 inch or 4 inch pans for storage. Never store food in deep pans or pots.
> Leftovers must be reheated rapidly to an internal temperature of 165 degrees F in an oven or steamer. Do not use a warmer or steam table for reheating.

Leftover foods from snack programs

The snack items provided to agencies operating programs such as After School Care (EDEP or 21st Century) are billed to the program

Leftovers are the number of snacks over the amount of students in attendance. The excess number of snacks must come back to the Food Service Manager the day of distribution and kept at the proper temperature. If quality of food items cannot be maintained by the agency, the leftover items must not be reused (i.e. milk cannot be kept at 40 degrees F or below).

"No Thank you's" are what students do not want to eat once they are given the snack. These can be collected for redistribution at a later time/date or can be thrown in the garbage, but not returned as "leftovers".

Donation of leftover food to approved non-profit agencies

After leftover food is reheated once and served, the Food Service Manager should contact an approved agency for donation of the leftover food (call FNS Director for approved list). Foods donated should be listed on the "Donation of Food Record" form. All donations must be approved by the Food Service Director before donation is given.

Sanitation and Safety

Sanitation is a way of life. It is the quality of living that is expressed in the clean home, the clean neighborhood and the clean community. Being a way of life, it must come from within the people; it is nourished by knowledge and grows as an obligation and an ideal in human relations.

Each manager is expected to follow standard sanitation procedures as indicated in the HACCP manual.

Personal Hygiene

An employee who has a cold, skin infection, sore on the hand, cough or contagious disease shall not be permitted to work in the food preparation area.

All employees are expected to be well groomed. This includes:

- A daily bath
- Daily use of deodorant
- Regular shampooing of hair
- Regular brushing of teeth; keeping teeth in good repair
- Clean, moderately short fingernails, unpolished
- Using combs, makeup kits, nail files, etc., only in restrooms
- Only smoking in designated areas off of school campus

The use of alcohol or drugs is strictly prohibited.

Employees shall wash their hands regularly with soap and warm water, especially:

- BEFORE beginning food preparations
- After returning from restroom
- After using a handkerchief or tissue
- After touching ones face or hair
- After handling money
- After scraping soiled dishes and/or equipment
- After eating and smoking

Employees shall not chew gum during working hours.

Care in Handling and Serving Food

Temperature Control

Kitchen temperatures are much the same as body temperatures, that is, it is common for the kitchen temperature to be in the nineties during the work day. This is an ideal temperature for the growth of bacteria.

Critical Fahrenheit Temperatures

> 212 degrees--water boils at sea level. Most resistant bacteria are killed within two minutes.
> 190 degrees--final rinse temperature. Sprayed at this temperature, water will provide necessary temperature to kill bacteria.
> 180 degrees--final rinse sanitizing hold temperature for ten seconds.
> 170 degrees--practically all common disease producing bacteria are killed at this temperature.
> 160 degrees--some foods start to cook at this temperature.
> 140 degrees--bacterial growth practically stopped, minimum temperature for hot foods.
> 98.6 degrees--body temperature, bacteria's most rapid growth.
> 70 degrees--room temperature, bacteria grows well.
> 50 degrees -bacterial growth slowed greatly.
> 40 degrees--bacterial growth practically stopped. Maximum temperature for cold foods.
> 35- 38 degrees--walk-in refrigerator temperature range for most foods.
> 32 degrees--freezing point of water. Very little bacteria growth.
> 0 to -10 degrees--recommended for storage of frozen foods.

Temperature Rules

> - Get hot foods over 140 degrees as quickly as possible and keep them there, throughout the serving period.
> - Get cold foods below 40 degrees as quickly as possible and keep them there, throughout the serving period.
> - Keep foods at temperatures between 40 degrees and 140 degrees as short a time as possible and only for preparation. The temperature range between 40-140 degrees and is referred to as the DANGER ZONE.
> - Heat precooked foods (ready to serve) to an internal temperature of 160 degrees Fahrenheit.
> - Leftovers must be reheated to 165 degrees Fahrenheit.

Receiving and Storage

- Check deliveries before acceptance of merchandise to ensure cases have not been tampered with.
- Check temperatures of refrigerator and freezer products to ensure temperatures are a proper range.
- Before storage, check for insect infestation. Check occasionally during storage period to be sure insects have not developed.
- Keep storage rooms well ventilated and free of dampness.
- Keep flour and other bulk products in tightly covered and labeled containers.
- All products and supplies should be stored on shelves (at least 6 inches off of the floor).
- Store cleaning solvents away from food storage areas. Storage of chemicals should be in chemical storage room or closet.
- Remove canned goods from boxes as quickly as possible to ensure insects and rodents are not present.

Refrigerated Storage

- Store large quantities of food in small shallow pans rather than in large deep pans or large packages.
- Keep foods covered while in storage; covering keeps food moist.
- Never refreeze products once they are thawed. Foods that have been thawed, then cooked, may be frozen again.

Food Preparation

- Handle food as little as possible. Gloves should be worn at all times while handling food and, the gloves shall be discarded after one use. Avoid touching hair, nose, and eyes when handling food.
- Avoid placing cartons, cases or boxes on surfaces which are used for food preparation.
- Thaw frozen foods in a refrigerator, under cold running water with an open drain or as a part of the cooking process.
- Wash fresh produce under running water, with an open drain.
- Use a spoon or other suitable utensil to remove any serving or mixing spoon that falls into the food. Never use fingers or hands.

- Do not taste foods with any utensil that is being used to stir or mix foods; use a clean spoon. It is never appropriate to use fingers to sample food.
- Use progressive cooking procedures (batch method) to reduce holding time.
- Prepare foods as close to serving time as possible.
- DO NOT LEAVE COOKED FOOD AT ROOM TEMPERATURE. Place food in warmer for holding till served or under refrigeration (avoid danger zone) if more than 15 minutes.
- NEVER use the warming cabinets to cook food, only to hold temperatures.
- If in doubt as to the safety of any food item, do not serve the items. Call the Food Service office immediately for instructions. Arrangements will be made to have the Health Department check the food for safety for human consumption.
- Food Prep should always be at least one day ahead of schedule
- Black boxes should be lined with black and white checkered paper at the end of the day.

Serving Food

- Use plastic gloves when handling food on the serving line. Throw away plastic gloves after one use, if you leave an area where gloves are used, i.e., serving line, change gloves.
- Use scoop to obtain or transfer ice to serving container. Do not use hands, cups or glasses.
- Keep ice scoop protected when not in use. It should never be left in the ice. Place ice scoop in clean container near the ice machine.
- Do not store food items on ice used for drinks. Do not use ice in which food has been stored or displayed for iced beverages.
- Use spoon or other utensil to remove serving spoon that has fallen into food.
- Use individually wrapped straws or a dispenser.
- Throw away all uneaten food on tray except individually packaged food in sound condition.
- Handle all plates and trays so fingers do not touch eating surfaces.

Serving Line Set Up

- Line ice wells with ice in a perforated pan, which will reduce the amount of ice needed and allow for better drainage throughout the day.
- Point of Sale baskets should be stocked neatly and attractively with the front of the product packaging facing the customer.
- Use the line diagram and planning sheets for instructions on what utensils are needed for the day's service (spoodles, dishers, tongs and spoons).
- Use pre-washed kale to line the cold wells.
- Garnish should be used as decoration for the serving line. Garnishing kits are available for use.
- Line Labels should be used for each menued item.
- Menu displays should be used and changed daily.

Potentially Hazardous Foods

Any food that consists in whole or part dairy products, meat, eggs, poultry and fish are considered **"potentially hazardous"** because germs and bacteria grow extremely well in these foods when they are not kept below 40 degrees or above 140 degrees.

Potentially hazardous foods must be regarded as dangerous and are to be handled according to these procedures.

Dishwashing Procedures

- Scrape food items into trash cans.
- Pre-rinse with sprayer nozzle to remove dried on food particles.
- Place dishes in racks so that all surfaces touched by food have direct spray access in dish machine.
- Clean machine daily, making sure wash tubs and rinse jets are not clogged.
- Delime weekly or if needed, more frequently. Record on the Deliming Sheet.

Water temperature (low temp machines)

- Be sure wash temperature reads 140° F or above.
- Rinse temperature for final rinse should be 140° F or above.
- Rinse should have Eco San Sanitizer as a chemical sanitizing agent.
- PPM should be taken at each temperature reading.
- PPM should be no lower or higher than 50.

3 Compartment Sink

Use the three compartment sink designated for this purpose

- Fill the first compartment with hot water at or above 110° F. Add detergent from the wall dispenser. Wash items in sink. Change water as necessary to keep water clean.
- Fill the second compartment with clear hot water. Rinse in this sink, changing water as necessary to keep water clean.
- Fill the third compartment with clear cold water. Add enough bleach* to indicate 50 ppm (parts per million), using a chlorine test paper** to check proper chlorine solution.
- Place items on drain board or rack to dry. Do not dry with a cloth.
- Store items upside down or covered on clean shelves.

* Use 1/4 cup bleach (about 8 small bleach caps full or 4 large bleach caps full) for 15 gallons of water (about 1/2 sink full).
** Read the directions on the test paper container.

Table Wiping Procedures

- Fill a container with cold water. Add enough bleach* to indicate 50 ppm (parts per million), using a chlorine test paper to check proper chlorine solution.
- Wipe tables using bleach solution and disposable cloths.
- Change water as necessary to keep clean.
- Store cloths in the bleach solution between uses.
- Dispose cloths as necessary or daily.
- Use 1 teaspoon bleach per 1 gallon.

* Read the directions on the test paper container.

Facilities and Work Areas

- Wipe counters with clean cloths that are used for that purpose only. Before wiping, rinse the cloths in a chlorine solution (bleach) of 50 ppm (1 teaspoon or one capful of bleach to 1 gallon of water). Change solution as needed to keep it clean and at 50 ppm. If your school is using the Quaternary Ammonia System, check the indicators to ensure 200 ppm of concentration.
- Floors must be cleaned daily and kept in good repair.
- Keep floors free from moisture, dirt, and litter.
- Keep walls, ceilings, windows, screens, doors and light fixtures clean and in good repair.
- Regularly inspect exhaust fans, filters, and hoods and keep them clean and in good working order.
- Scrub restrooms at least daily, including fixtures. An adequate supply of paper towels and soap must be provided at all times. Restrooms should have natural or mechanical ventilation.
- Keep kitchens free of clutter.
- Keep work tables clear and clean while they are being used.
- Wash and put away equipment that is not being used.
- Keep floor drains clear.
- Rinse out mop buckets immediately after use, clean outside of mop bucket. Allow to drain and store upside down.
- Hang mops so they will dry properly and avoid souring.
- Keep delivery and back area free of clutter and litter. Hose down and keep clean.

Garbage and Trash

- Use can liners in all garbage and recycling cans
- Wash and sanitize all cans and dollies daily; inside and out
- Keep garbage cans covered when not actually in use
- Tie can liners tightly before removal to garbage pick-up area
- Keep garbage pick-up areas clean and free of trash and litter
- Do not use water from can wash hose bib as a source for washing or cooking foods or for human consumption

Cleaning Schedules

Maintain a daily and weekly cleaning schedule. Be sure that someone has the responsibility for cleaning each item and/or area on daily and weekly basis.

Safety and Safety Practices

- Keep a list of all emergency phone numbers including approved emergency clinics, Fire Department and Ambulance in a prominent place.
- Stand by spilled food and request assistance. Do not leave spillage area unattended.
- Use a step ladder (no more than 3 steps) or low stool for climbing and never a chair, box or shelf.
- Keep traffic aisles and passages clear.
- Request immediate repair for any hazard such as broken sneeze guard, floors, fallen or loose wires, cords, hoses, etc.
- Always unplug electrical equipment by grasping plug, NOT the cord.
- Be sure employees know the location of master electric cutoff switches.
- Check that pilot lights are lit before turning on gas.
- Check for odor of gas before lighting any gas equipment.

Pest Control

- A food service department must be kept free of all pests especially flies, roaches, ants, mice and rats. If the department, including garbage areas, is kept clean at all times, the problem will be minimal.
- The School Board has a preventive maintenance pest control service on a regular basis. Do not hesitate to call the Food Service Office if pests become a problem.
- If any pests are spotted, call the contracted pest control company and record an entry into the Food Service log. The log can be found on the outside of the manager's office door. The folder cover is green in color. Once the pest control company visits, a signature of service is placed in the Pest Control Log, no copies are given to Food Service Manager. Make sure pest control operator signs and dates Pest Control Log as a verification of service.

Food Recall

Responsibilities at the School Site Level

Identify the recalled food product immediately. Recalls are for specific foods from a named manufacturer or source. For example, if chicken nuggets with the Product Code 26091 from XYZ manufacturer were recalled, it does not mean chicken nuggets produced by the XYZ manufacturer are part of the recall. Each recall is specific to a product code and a specific production run.

It is important to identify the product code, lot number and pack date listed in the recall notice. Use the code and date to check any product in inventory. The most accurate way to identify the product is by reading the label. The best practice is to learn the product label and maintain complete records of deliveries and invoices. For more information, see Appendix 7, "How to Read a Label to Identify a Food Product".

- **Hold the food product and do not use until you know the final action.**
- **Determine if you have any of the food product on hand and take the necessary actions to hold the product to prevent its use until final action or removal can take place.**
- **Immediately segregate the product physically from other products, including open containers or leftover product. Segregate suspect open containers that are unlabeled and do not contain product codes and any food items in current production that may contain the recalled food product.**
- **Mark the product "DO NOT USE" and "DO NOT DISCARD".**
- **Inform the entire staff not to use the marked product.**
- **Document the quantity in inventory, notify the District Food Service Office.**

Determine if the food product has been used. Some ways to determine if the product has been used include reviewing invoices, production records, inventory records and menu records.

Account for all food product that was received. Add the count for the amount of product in inventory and the amount already used; the sum should equal the total amount that was received. This step is necessary to make sure that all recalled product has been removed from potential use.

If the recalled product has been used, document the date(s) used and to whom it was served (classes, not individuals).

If you have had any reports of health problems that could be related to consumption of the recalled food product, direct anyone affected to appropriate medical personnel or the school nurse. Collect the information to submit to the school District Food Service Office including

persons' names, reported symptoms of physical illness and actions taken. Only health professionals should give medical advice.

Submit to the District Food Service Office the following information:

- **Inventory counts of the recalled product on hand at the time of recall and counts or amounts of the product used before the recall notice was received.**
- **How the recalled product was segregated from other food products and secured to prevent further use.**
- **Information on whether the product was served; if it was served, provide information on to whom it was served and the date(s) served.**
- **Reports of symptoms of adverse health problems and actions taken.**

Follow instructions given by the District Food Service Office for collection, return or destruction of the recalled food product.

Complete any necessary documentation for collection, return destruction and reimbursement.

Submit necessary documentation to the school District's Food Service Office.

Maintain copies of documentation on file for five years plus the current year including:

- **Copies of communications received and sent regarding the food recall**
- **Documentation related to the food recall that shows the required procedures were followed including:**
- **How the product was secured to prevent use**
- **Return of the product (To the distributor/manufacturer or To the Central Office/Warehouse)**
- **Destruction of the product on-site and accompanying written notification to do so**
- **Records that show the date product was used and to whom it was served**
- **Reports from customers of symptoms of physical illness**

Personnel Procedures

Employment Procedures

When a vacancy occurs, the manager should notify the District Food Service Office of the position, the hours of work, date needed and any specific requirements of the position. The Food and Nutrition Services Director will review the current staffing allocation and hours earned for the school. If approved by the Director, the information will be forwarded to the Personnel office to request that position be advertised.

Personnel lists specific advertisements per work site on the SBAC web page. Each position must be advertised for one week internally. Each position will then be advertised externally. Food Service Supervisors will monitor applicant flow and forward along applications to managers of applicants that are "potential match".

After receiving a list of the eligible candidates from the Food Service Supervisor, the manager is to conduct a formal interview with the applicants.

After interviewing the applicants, the manager is to email the supervisor minimum of three names of candidates interviewed and two telephone reference listings of the interested candidate, having used the phone reference forms. Once the Food Service Manager selects the best candidate, they are to email their selection and the above information to their supervisors.

Personnel will contact the successful applicant and officially make the job offer. If the applicant accepts the job, Personnel will ask the applicant to report to the Personnel Office to fill out the necessary forms for employment.

Personnel will notify the supervisors that the applicant accepted or rejected the job offer.

If the applicant accepts, the supervisor will be asked to complete the personnel status form for the applicant and forward it to the Personnel Department.

If the applicant rejects the job offer, the manager will then be asked for the second choice, or if there is no second choice, the manager may request that the supervisor send extra applicants to interview.

If new applicants are requested, the manager will follow steps above until the vacancy is filled.

Adjustments in hours or termination of an employee will be forwarded through the District Food and Nutrition Services Director.

Procedures for Substitute Employees

These are the procedures that must be followed before a person can work as a substitute employee. If you do not follow these procedures and choose to work a person that has not been approved by the Career Services Coordinator, no manual checks will be cut and the time worked will be considered volunteer and the individual will not be paid.

An applicate must complete an application online at www.sbac.edu

Once the application has been completed online, as a part of the approval process, the applicant receives information in a letter instructing the individual to be fingerprinted then a criminal history and background check will be done. The letter will also include a date to attend an orientation session.

> **In order to be put on the payroll, after approval, an applicant must attend orientation and be fingerprinted prior to working in any school cafeteria.**

Upon approval, after orientation and fingerprinting, the applicant receives a substitute identification card which must be presented before a person is allowed to work. If an individual does not present an identification card and has not attended orientation he/she is not authorized to work (The color changes at the beginning of each school year, call personnel for the correct color).

Employee Evaluation

The Personnel Non-Instructional Evaluation form shall be used to complete employee evaluations as per "Collective Bargaining Agreement for Employee Service Professionals" Article XII.

The Food Service Manager is required to review the evaluation with the employee and have him/her sign the form. The signature does not imply agreement with the evaluation, but indicates that employee has seen it. The manager should advise all new employees of how and on what factors they will be evaluated. In order to do this, a copy of the Evaluation of Education Support Professionals form is given to each new staff member in new hire orientation. New employees should be evaluated at the end of the probationary period. All Food Service employees can be given evaluations twice a year; once in December as an Interim Evaluation, and then in June as an Annual Evaluation.

> *The purpose of the evaluation is to assess and/or improve the quality of the employee's services.*
> *All observations of the employee's work shall be done openly.*
> *The employee whose work is less than satisfactory must be evaluated on a continuing basis with written records.*
> *Reprimands shall be conducted in private unless the situation requires immediate action by the Food Service Manager.*

Resignation by an Employee

Notice of resignation by an employee should be given at least ten (10) working days prior to the last day of work.
A Separation from Service form should be in writing and sent to the Food Service Manager. The notice should include date submitted, reason for resignation and the effective date or resignation.
An Exit Interview and Property Return form should be completed on the employee and submitted to the Food Service Office with the Separation from Service form.

Transfers

Employees are given an opportunity to request a transfer. Refer to Article XV of the "Collective Bargaining Agreement for Employee Service Professionals" manual for transfer information.

Grievance Procedure

Every effort should be made on the part of a Food Service employee and the Food Service Manager and/or the school Principal to reach a mutually satisfactory solution to a work activity dispute. If a satisfactory solution is not reached, a formal procedure for handling complaints of Food Service employees has been established. Refer to Article IV of the "Collective Bargaining Agreement for Employee Service Professionals" manual for grievance procedure.

Per Diem

- **Be sure that the Leave form MATCHES the Per Diem form (especially the number of days).**
- **Make sure that the submitted hotel bill has a ZERO balance.**
- **If your TDE is only for one (1) day using the in county or one day. If your TDE is for two (2) or more days, such as a convention or workshop, be sure to ATTACH AN AGENDA, using the out of county Per Diem form.**
- **When completing the mileage, we will let you know the "official" one way mileage to enter. If you exceed that mileage, payment of up to 20 miles will be approved. Identified "vicinity" under "additional mileage". Anything over that will need to be explained. All passengers' names must be listed on form.**
- **In the section marked "NOTE: Please list meals included in conference Registration –", you must indicate any meals, such as banquets, included in the registration fees. If this does not apply, indicate "0". Do not leave this space blank.**
- **If you have shared a room with someone, please be sure to note that, and who that person was. Also, indicate if you split the cost, or one of you paid for it in full.**

Uniform Dress Code Procedure

New Employees

When a new employee is hired by your kitchen, in addition to the County orientation, they need to take the Food Service orientation given in the Food Service Office at the Sivia Center. At that time, the employee will be sized for their uniform and asked to sign an <u>EMPLOYEE RESPONSIBILITY FORM,</u> which holds them responsible for the cost of the uniform if they <u>DO NOT RETURN THEM</u> at the termination of their employment with the Alachua County Food and Nutrition Services. Uniforms customarily take 2 – 3 weeks to come in and will be delivered to the appropriate school when they are ready.

While waiting for their ordered uniforms, the employee must wear a navy blue top, khaki colored bottoms, and black shoes. All employees must wear hair restraints.

Uniform Dress Code

Each employee is to sign a copy of the Uniform Dress Code (see attached) each year. This will be kept in the employee's file. In accordance with the contract negotiated between the Alachua County Public Schools and ACEA, food service employees will receive a uniform allowance. The terms of the uniform allowance can be found in Article XI, Section 2 of the contract. Section 2 of the Article stipulates that a committee comprised of association and management representatives meet and develop uniform dress guidelines for Food Service employees.

Number of Uniforms Issued

Each person initially will be issued five shirts. Each subsequent year, under the discretion of the manager and the condition of the uniform, each employee will be issued three additional shirts.

Substitutes

All substitutes are to wear a hair net, white collared shirt, khaki colored bottoms, and follow the uniform dress code.

Interns

Manager Interns will follow the prescribed dress code.

Name badges

Name badges are issued through the Personnel department. Name badges are issued at the initial orientation of each employee's first day of employment. Name badges must be worn by all employees during work hours and while on campus.

Hats and visors

Hats and visors are available, if a hair net is not worn. You may wear whichever you choose. An individual may choose from one of the three head covers available, the kitchen staff does not have to agree on one type.

Collecting/Storage

When an employee leaves (is terminated or resigns the employment of the Food Service Department), the manager must collect the uniform including hats/visors and the name badge, as the last paycheck is given. The inventory of shirts needs to be sent to the Food and Nutrition District Office.

Clothing

- Clothing should be professional, neat, clean and fit appropriately.
- The School Food and Nutrition Services Department shall provide uniform tops with embroidered logos. A uniform company will be providing, free of charge to employees, a full set (5) of uniform tops.
- The uniform shall consist of Navy Blue tops with khaki bottoms. Every employee must sign an agreement, in order to receive a set of uniforms.
- The School Food and Nutrition Services Department will provide name tags (badges), hair nets, caps and visors.
- Employee needs to provide their own bottoms. They will need to match the khaki color and comply with the following guidelines:
- Jumpsuits, jeans and spandex are NOT permitted.
- Slacks will be shoe length and of uniform style.
- Shorts will be knee length and of uniform style.
- Skirts and culottes will be knee length or longer and of uniform style.
- Capri pants are permitted and need to be of uniform style.
- Denim and/or other casual clothing are NOT permitted under any circumstances.

School Spirit Day

The school administration/food service department may designate school spirit day for the purpose of wearing the school's color top only, uniform bottoms shall be worn. Manager must designate school spirit day and email supervisor by September 1st of each school year. No more than one day per week may be designated school spirit day. The participation of employees in this event shall be strictly voluntary. No employee shall be required to purchase items in school colors or with a designated school insignia. A consensus must be reached in each school: ether everyone participates on school spirit day in the same shirt or all employees shall wear their regular uniform.

Shoes

Shoes shall be clean, solid black, sturdy, fully enclosed toe (crocs or clog-type shoes must have no holes on top or sides and must have a strap in the back above the heel) with slip resistant soles; no canvas allowed. Shoes should be replaced when the soles become worn.

Accessories

An employee wearing a uniform skirt, culottes, capris or uniform shorts shall wear stockings or black socks, no knee-highs allowed.

Black socks, knee-highs or hose may be worn with uniform pants.

Undergarments should be white or be similar to employee's skin tone to avoid colors or patterns showing through the uniform.

Jewelry

Any jewelry worn must meet safety and standard sanitation guidelines.

Earrings must be stud earrings, no larger than a dime. No dangling earrings.

No bracelets shall be worn.

Rings can be worn on one finger on each hand. Wedding sets are permitted, costume style rings are not permitted.

No visible piercings are permitted.

Wrist watches are allowed.

Nails

No polish or artificial nails allowed.

Nails must be neatly trimmed and clean.

Hair

Hairnets, caps or visors must be used by employees in the preparation and serving of foods. Hair must be tied or restrained when wearing any of the three options. Hair restraint must fit where it covers all hair. Visors and hair nets can be worn simultaneously. Caps and visors are provided by the Food Service Office and must be khaki in color with the Food Service logo.

The School Food & Nutrition Department will provide hair nets, caps and visors.

Facial Hair

Employees must be clean shaven. If an employee has fully grown facial hair, then beard guard must be worn.

Responsibility for Dress Guidelines

Managers will inform personnel concerning the colors and standards. Employees are expected to maintain their own clothing and shoes.

The manager and district level supervisory staff is responsible for determining that his/her staff are appropriately attired at all times to maintain high professional safety and sanitation standards for school food service.

Time Sheet and Leave Time

Employees must sign in and out daily. Under no circumstances should the manager sign employees in and out. It is the responsibility of the manager to verify work hours of the employee.

Employees, only under emergency circumstances, are allowed to leave campus. If an employee has to leave campus, he/she must sign out and sign back in upon return. A Personnel Leave Form should be completed based on the amount of time that was taken off. Employees are not permitted to leave campus on a regular and consistent basis.

Employee rules and regulations regarding leave are stated in the Collective Bargaining Agreement Article XIV.

Manager Leave Procedure

When a member of the management team leaves campus for any reason they must notify their direct supervisor and must complete a leave form. The leave form will be placed on the manager's desk during this absence.

Public Relations

Public relations can make or break the Food Service program. Good public relations can affect a feeling of local pride and ownership. A parent who boasts "my child's school lunch" and the student who claims "our cafeteria" with a sense of pride are goals that involve each Food Service employee.

Each Food Service employee at all times represents the entire Food Service program. The image that is daily projected to students, parents, teachers, principals and neighbors results in good, bad or indifferent public relations. The public opinion of Food Service is what we, the Food Service employees, make of it.

The core of real public relations is the school cafeteria. It is here that good nutrition is practiced and encouraged. It is here that the majority of attitudes are formed. The manager and the staff are the keys to success. An encouraging smile to a student, a helpful explanation to a teacher and cooperation with the principal, these are daily attitude-forming responsibilities.

The Food Service Manager and Public Relations

Food Service Managers are in schools to provide Food Service to students and to contribute to their educational experience.

The principal is in charge of the school and responsible for carrying out School Board policies. It is the Food Service Manager's responsibility to cooperate in fulfilling these policies. Respect your principal's position at all times. Conduct yourself as representing the Food Service Department in such a manner that will receive respect in return.

Get along with teachers. Teachers are professional people with the important job of providing instruction and learning experiences for students. Treat them with the respect that they deserve. Smile, be of service to them, all within School Board policies. If they are not always agreeable, perhaps we can be the bright spot in their day.

Be persistent and constant in your effort to win support from teachers. Long-term investments in good public relations with teachers will pay dividends, in that their attitudes influence students. Students are your most important customers.

Get along with students. Students are the only reason you have your Food Service job. The influence you have on students affects the way they feel about Food Service. Food Service Staff are part of their educational experience and are part of their daily life.

Encourage students to try new foods. Encourage them to eat items that they know are good for them but that they do not always eat.

Serve only food that you yourself would eat. There is no excuse for poorly prepared or served food. A cold hamburger or a wilted salad could affect the student's opinion of you and Food Service for life! Think ... how many bag lunches do you see in your lunchroom?

Make service areas attractive. Merchandise your food. Maintain the approved Your Choice marketing tools such as menu boards, line labels, and baskets. Ask your principal for suggestions to make your lunchroom more interesting. Involve the principal and teachers by suggesting student and/or class participation projects.

Be an inspiration to the Food Service employees under your supervision and cooperate and maintain effective relationships with other employees and with customers.

LISTEN to students and faculty. They may have some good suggestions for improvement of services. Pass these along to the Food Service office.

The Food Service Employee and Public Relations

Be aware that the manner in which you act toward students and faculty will affect the way they will feel toward the Food Service Department.

Always be friendly to students and faculty.

Cooperate with the manager and other food service workers to ensure that school lunch is a happy time.

There is to be absolutely NO yelling or use of profanity in the kitchen. Our kitchens are to be a pleasant place. You must ensure that your staff is being kind to our customers.

The Food Service Office and Public Relations

The Alachua County school system utilizes a district-wide menu. Wholesome and nutritious menus are prepared by supervisory personnel, with input from managers. The Food Service office is responsible for publishing attractive menus posting on electronic media or websites.

Notify the District Food Service office prior to media contact. All media requests for interviews or access to kitchen must be approved through the District Food Service office. Once approved and the County office approves you to speak with the media make sure that personal contact with news media personnel must be honest, cooperative and enthusiastic. Invite news media to schools for coverage of special events, such as National School Lunch Week after notifying the Marketing and Promotions Specialist for the FNS Department.

Facilities and Equipment

New Construction

School Food Service personnel will assist in preparing Educational Specifications for new school facilities and will assist the selected project architect as necessary in designing kitchen facilities for new construction. Normally small equipment and mobile kitchen equipment will be furnished by School Food Service. Food Service staff will prepare specifications for these items.

Replacement of Equipment

Planned replacement of kitchen equipment will be budgeted annually for purchase from School Food Service or other funds available. Emergency replacements during a school year will be considered on an individual bases. Planned replacements will be initiated by manager requests and Food Service Office surveys.

Replacement of equipment will be given on an as needed basis. Food and Nutrition Services will re-use equipment when necessary by checking to see what is available at the warehouse re-use room. If no equipment can be reused, new equipment will be ordered.

Equipment Inventory

All equipment costing $1,000 or more must have School Board property numbers assigned. Property records will affix the decal number to this equipment. An annual tangible property inventory will be taken in accordance with School Board policy.

Small Equipment and Supplies

Small equipment and supplies are items generally costing less than $1,000 and which through loss, breakage or normal wear must be replaced every few years. These equipment items include pots, pans, brushes, knives, scoops, etc. At a designated time each year, each School Food Service Manager will forward a list of requested new or replacement equipment. The School Food Service Office will annually prepare specifications and bids for small equipment and supplies for all kitchens. It is the responsibility of each Food Service Manager and his/her staff to take necessary precautions against loss and breakage of equipment.

Equipment Transfers

At times it may be necessary to transfer equipment to another kitchen facility. Equipment that has property record numbers assigned shall not be moved from the department without the proper paperwork being completed. No equipment is to be transferred to another facility without approval of the District Food Service office. Once the District Food Service Office is notified a Property Movement Form will be completed, signed by the Director, logged, and a copy sent to Physical Distribution for transfer.

Food Service Managers will assess what smallwares are on hand on a regular basis. If a smallware item is not needed, the Food Service Manager will notify the Food and Nutrition Department via email as to what items will need to be picked up. Food and Nutrition Services will designate a destination for delivery of items and notify the Food Service Manager.

Equipment Removal

The Physical Distribution office will process all surveys and inventory removals for Board approval.

Equipment Repair and Maintenance

Managers are to enter work orders for repair of equipment, plumbing, electrical, etc. via the computer through the School Dude System. Indicate on the order if the repair requires emergency priority. Emergency orders may be called in (with a follow up order) by calling 955-7752.

The principal or designee should be notified when equipment failure requires a change in menus or Food Service operations. Principal or designee also must approve all work orders input into the School Dude System.

Personal Equipment

No personal equipment shall be brought into Food Service kitchen that has not been purchased and approved by the Food & Nutrition Services Director.

Use of Equipment

Food Service Equipment should only be used for the preparation of meals for Food & Nutrition Services. Only under special meal services should Food Service Equipment be used. Food Service Employees & School Staff should not be using equipment for personal use to prepare food for home, or extracurricular activities (i.e. church functions, birthday parties, etc).

Year Opening Personnel Procedures

Each school year, managers must have each staff member fill out the Education Support Professionals Start Time/Breaks/Lunch Time form. The manager will also fill out this form at the beginning of the school year. All forms are to be submitted to the manager's immediate supervisor. More information can be obtained on the "To Do" List for opening schools located in the Program Information Manual.

End of Year Procedures

Inventory Reports

Month-End Inventory Report will be sent in at the end of school.
Double check your end-of-year inventory report for accuracy of count and accuracy of item number.

Dispose of all opened, unused grain products (if not operating during summer period). These are not to be listed on the Month-End Inventory. If you have a question concerning the disposal of old product, call the Food and Nutrition Services Department.

State Auditors normally will physically count inventory in a minimum of four schools during the first two work days after the close of school. The selected schools will be notified of this information if available.

Invoices

All invoices must be turned in prior to leaving for the summer. Any invoices designated for summer programs must be clearly marked (SUM).

Storing of Food

Try to keep all refrigerated and frozen food at each school to a minimum. Store appropriate donated foods and purchased foods in walk-in freezers and refrigerators. **NO FOOD IS TO BE TAKEN HOME BY ANY FOOD SERVICE EMPLOYEE AT ANY TIME.** Foods not suitable for storage may be transferred to "summer school" if appropriate. Small amounts may be sent to an approved shelter or food bank. Call the Food and Nutrition Services Director for approval and assistance.

Schools under renovation must arrange for the warehouse or in-school storage.

Refrigeration and Freezers

It is the manager's responsibility that all refrigeration and freezers are locked and that the designee to check temperatures has a key to open all units. It will be the responsibility of the principal (or his/her designated person) to check refrigeration daily and provide access to kitchens once there is no longer a school food service employee at the site checking temperatures. The doors of refrigerators, freezers and walk-ins should be opened to check the unit operation because the outside gauge may stick. Temperature charts for recording temperatures must be provided.

Equipment

- All refrigerators, freezers, milk coolers and ice cream boxes should be <u>left clean</u>, inside and out, and running.
- Keep exhaust fans in the dry store room running, to protect food and equipment.
- Maintenance will adjust thermostats according to needs.
- Leave pilot lights on for all gas equipment. If repairs are needed on equipment, maintenance will turn off pilots as required.
- Equipment and tables should be cleaned and polished.
- Leave steamer door open.
- Put in work orders for Preventative Maintenance to be taken care of during the summer.

Pre-School Orders

Before leaving for the summer, purchased food, commodity and supply requisitions must be completed.

For delivery during pre-school week for use during the first week of school, and

For delivery during the first week of school for use during the second week of school

When completing these requisitions, keep in mind inventory carry-over items.

Computer Terminals

Computer terminals and key pads should be maintained as per guidance provided by Information Resources.

Telephones

Telephones are not disconnected during the summer. If possible, store the telephone in a locked desk drawer or file cabinet to prevent unauthorized calls.

Keys

Assure that the administration office and District Food Service Office have a set of keys for the summer.

Records

Records for the current year may be removed from the files and prepared for storage in the storeroom (see Record Storage and Destruction Procedures). Older records may be sent to the warehouse per Record Storage and Destruction Procedures.

Food Service Employee Appointments

If a vacancy exists at the endo of the school year. Do not guarantee a permanent position or number of hours, as there may be some shifting of employees due to staffing changes. <u>Work closely with Human Resources and your Site Supervisor.</u>

Uniforms

Follow end-of-year policies.

Petty Cash Funds

Re-deposit petty cash funds per instructions.

Summer Location

All managers need to let the Food Service Office know how they may be reached during the summer, if different from their regular home phone/address.