



Food Services and Purchasing
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Irene Vargas
Director, Food Services and Purchasing

Superintendent
Dr. Héctor A. Rico

ALISAL UNION SCHOOL DISTRICT COMPLIANT FOOD SALES PROCEDURES

1. All items sold on the school campus between 12:00 AM and 30 minutes after school will be approved by the Food Services Department.
2. A list of approved items will be compiled and sent to the Alisal Union School District Board of Trustees for approval, at least once a year.
3. PTA, Student Stores, classroom groups, etc., will send the product specification sheet, copy of wrapper with product information, or any item intended for sale to the Central Kitchen. The Central Kitchen, FS IV, will enter information into the Smart Snacks in Schools (SSIS) calculator to verify product compliance.
4. The product specification sheet or wrapper with product information will be attached to the SSIS calculation sheet. Only the items that meet the qualifications will be added to the compliant food sales binder. A list will be placed at the front of the binder with all approved items on it. The list will be updated and sent to the Alisal Union School Board of Trustees, as needed.
5. The Director or Supervisor of Food Services will check on fundraisers periodically, as they occur. At least once a month, the Director or Supervisor of Food Services will make unannounced visits during the school day to fundraiser events, student stores, etc.
6. Staff will follow all State and Local Food Laws and Food Safety Practices.
7. A Health Food Permit is required for more than four (4) school fundraising events per school year.

A copy of the Quick Reference cards is attached to this procedure.