

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Food and
Nutrition

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ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.60 FOOD AND NUTRITION

6.60 FOOD AND NUTRITION PROGRAM

SECTION 6.60.1 Essential Function and Operation

The Food and Nutrition Department shall be responsible for providing supervision and coordination to ensure that the District food and nutrition program is operated in accordance with federal and state laws and school Board policies and procedures.

Food and Nutrition Program: The program offers nutritional meals to students at schools on a self-supporting basis. The National School Lunch Program is provided at all District locations; school principals may request initiation of school breakfast and afterschool snack programs. Meals must be consumed at school by the students to whom they are served.

Food and Nutrition Director: The responsibilities of the Food and Nutrition Director and central administrative staff shall include, but not be limited to, the following:

1. Develop the food and nutrition annual budget.
2. Develop and implement food and nutrition procedures and an accountability system, which includes all necessary documentation needed for program administration.
3. Establish criteria for staffing food and nutrition operations based on: length of serving periods, meals per labor hour, kitchen layout, and type of feeding program.
4. Implement an ongoing system of inservice training for food and nutrition employees.
5. Coordinate purchasing of food, supplies, equipment, and services necessary for program operation.
6. Identify and recommend food and nutrition maintenance and repair requirements to the Director of Maintenance and Operations.
7. Periodically inspect all food preparation and serving areas to ensure compliance with meal count and health code standards.
8. Administer the USDA Donated Foods Program, including acquisition, warehousing, storage, allocation, and distribution to school sites.
9. Administer the USDA Free and Reduced-Price Meal Program. Process all meal benefits applications and conduct annual income verification as required by law.
10. Ensure compliance with nutrition policies within the Food and Nutrition Department.

School Principals: School principals and local school staff shall have the following responsibilities:

1. Comply with federal and state laws, regulations, and District policies and procedures.
2. Schedule meal serving periods to permit and encourage maximum student participation in the school meals program.
3. Establish and implement procedures for managing students who are without meal money.

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4. Maintain student discipline and decorum in serving lines and eating areas.
5. Distribute applications for free and reduced-price meal benefits to all students.
6. Ensure compliance with nutrition guidelines for foods and beverages served on campus, including fundraisers, classroom parties, vending, student stores, and other food-related school events.
7. Encourage the participation of students, parents, and others in good nutrition and the school meals program.
8. Supervise custodial activities that relate to keeping kitchens clean.
9. Inform the food and nutrition staff whenever schedules change and activities occur that prevent or limit student participation in the school meals program. This includes, but is not limited to, field trips, class parties, or other events scheduled during meal periods.
10. Collaborate with the Food and Nutrition Director and supervisors to ensure effective meal operation.

Food and Nutrition Procedures Manual: The Food and Nutrition Director shall develop, maintain, and disseminate a detailed procedures manual for the operation of the food and nutrition program. Food and nutrition employees, the principal, and any other staff member designated by the principal shall be expected to become familiar with and abide by all applicable provisions of the manual. The regulatory matters embraced within the text of the manual shall not modify existing rules publicized in official school Board policies and procedures.