

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Food and
Nutrition

Issue No: 1

Date: 12/20/10

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Reference: CalCode

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.60 FOOD AND NUTRITION

6.64 FOOD SAFETY AND SANITATION

SECTION 6.64.3 Leftover Food, Supplies, and Waste Products

Leftover Food: Careful planning shall be practiced at all times to minimize over production which causes leftover food. Food products remaining after each day's operation shall be handled and stored so as to prevent contamination. Food items that meet strict food safety standards may be retained and offered for re-service in another meal. Leftovers that do not meet food safety standards will be discarded.

Garbage and Refuse: All garbage and refuse shall be stored and disposed in a sanitary manner as required by the California Retail Food Code (CalCode). Where possible, garbage shall be put into waste disposal units. Other garbage and refuse must be kept in covered and insect/rodent resistant containers that are maintained in good repair. Garbage and refuse on school premises must be stored in a manner that makes it inaccessible to insects and rodents.

Personal Use: No person is permitted to take food or garbage from the kitchen/school campus for personal use, including Food and Nutrition employees. Food may not be sold, given away, or traded, except as a part of the Food and Nutrition program. Any employee found taking food, garbage, or supplies from the school will be subject to disciplinary action up to and including dismissal.

Food Taken from Schools: No food used in the Food and Nutrition program, including leftover food, shall be taken from school premises by any person to be consumed off campus. This includes, but is not limited to, prepared food purchased by students, parents, and guests. This does not prohibit the preparation and service of meals for field trips, contract meals, and other school-sponsored activities.

Recyclable Items: Boxes, cans, and other recyclable materials shall not be sold for personal gain. Income from recyclables must revert to the Food and Nutrition Department.

Food Donations: Donation of leftover food to charitable organizations or for use as animal feed may be done only with the written authorization of the Food and Nutrition Director in compliance with the CalCode.