**Nutrition Services**

**Procedure for Use of Nutrition Services Facilities**

**2016-17 School Year**

*In order to comply with the Ramsey County Department of Health and USDA regulations governing the Nutrition Services School Meals Program the following practices must be observed:*

1. Meals and non-commercially prepared foods are not allowed in the kitchen area to feed students during school days of operation. Only commercially prepared food items can be stored in the cooler, freezer or storeroom. No food that has been prepared in home kitchens can be brought into or stored in the kitchen area or served to students and staff.

2. Only Nutrition Services personnel are permitted in the kitchen during school days of operation. The only exception to this rule is Friendship Connect and/or other school departments that are involved in the feeding students. These groups of staff will have ServSafe or other safety and sanitation proof of training and will have requested advanced permission of use of the space. No foods containing shellfish, peanuts or tree nuts will be allowed in the space.

3. A Nutrition Services employee must be on duty when the school kitchen and equipment are being used by community groups after school hours and on weekends and will be compensated per the Nutrition Services staff agreement. This becomes a liability event for Roseville Schools District and must be strictly adhered to.

4. Medication, science projects and non-foods requiring refrigeration may not be stored in school kitchen facilities. Classroom projects that involve baking in the school kitchen during the school day are permissible at the discretion of the Nutrition Manager on a “case by case” basis. School meals production is the first priority and must not be interrupted or interfered with during the day.

5. Allergy Procedure: Roseville Area School District is a food-allergy aware district. Certain foods such as shellfish, peanuts and tree nuts may not be served or stored in school kitchen facilities. All foods coming in must have been manufactured in a “peanut free” facility with appropriate documentation on file.

6. Minnesota Statute, section 157.22: “Licensed Food Establishments cannot be sponsors of pot luck events. Pot luck event food shall not be brought into a licensed food establishment kitchen”. October 2000.

Updated: January 6, 2017.