



## STANDARDS OF PRACTICE Food and Nutrition Department



**Organization:** Quality school breakfast and school lunches are available and accessible to all students. Short and long-range goals identify the priorities of the Food and Nutrition (F&N) Program. Policies and procedures for program operations are consistent with state and federal regulations and local needs.

**Human Resources:** Food and Nutrition Department (F&ND) procedures ensure the recruiting and hiring of qualified personnel. Staff is assigned according to operational needs. Training programs are consistent with the goals of the department and the needs of personnel. Internal communications among F&N staff members are open and ongoing. The District's formal performance evaluation system is used. Food and Nutrition personnel are active members of professional associations.

**Financial Management:** A budget independent from the District budget, is based upon departmental goals, revenue, and expenditure projections, using current participation trends. Financial control includes ongoing review of Key Performance Indicators (KPI).

**Nutrition Standards:** Menus are planned to meet the National School Lunch and School Breakfast Program requirements, which continue to be updated to meet recommendations of the latest Dietary Guidelines for Americans and My Plate. Multiple choices and variety are key considerations in menu planning. Student preferences are also considered. Standardized recipes that have been analyzed for nutrient content are followed. Serving sizes are adjusted to meet the nutritional needs of students according to age and grade.

**Food Preparation and Service:** Food production is evaluated for efficiency, and improvement measures are constantly implemented to enhance customer service. Food delivery systems are designed to optimize nutritional quality and acceptability of food. Service strategies are implemented to minimize the time students wait to be served. Student preference and diversity are considered when planning menus. Menu changes are gradual in order to meet nutrition standards and achieve student acceptability. A la carte foods provide additional choices in response to student preferences. Food and Nutrition personnel have a genuine concern for the interest and well-being of students.

**Sanitation, Safety, and Attractive Environment:** The F&ND Hazard Analysis Critical Control Points (HACCP) Program ensures that food safety and environmental health regulations are followed. Procedures are established to ensure a safe and attractive working environment. A coordinated system for repairing equipment and facility improvement is integrated into the school program.

**Purchasing Practices:** Purchasing practices include written specifications that reflect quality, environmental impact, customer acceptance, and cost. Procurement decisions are based on an objective evaluation of quality, service, value, price, need, and securing the maximum benefit for each dollar expended.

**Communication and Marketing:** Ongoing communication to students and families via the F&ND website. Internal communications among F&N staff members are open and ongoing via email and the F&ND Intranet. A marketing plan is developed and updated regularly. Supervisors develop marketing strategies to overcome barriers to student participation. All marketing strategies are evaluated based on survey data and perceptions of customer needs.