

CHILD NUTRITION SERVICES

PURPOSE: To prescribe food services for District students.

The District will provide procedures for the operation of a food service program in each school. The food service program shall participate in the National School Lunch Program and at a minimum comply with all federal and state regulations pertaining to the program.

The Child Nutrition Services program will provide adequate, appetizing, nutritious meals to all students uniformly throughout the system. The program is subject to centralized control and regulation. While not intended as a profit-making operation, the District's cafeterias are expected to be self-supporting.

Funds derived from the sale of meals, and reimbursement from the Child Nutrition programs should be adequate to pay most direct cafeteria expenses including salaries, maintenance and replacement of equipment, food and supply purchases, but not building utilities and support provided by other departments, e.g., Treasurer, Warehouse, and Information Technology. The price of meals must be reviewed annually and approved by the Board to assure adequate funding for the program. The operation is to be administered as efficiently as possible to minimize the cost to parents/guardians and students.

Food Purchasing/Selection

The Director of Child Nutrition Services, working cooperatively with the Director of Materials Management, will establish standards of quality for the foods purchased and detailed specifications of equipment items required to meet the needs of the program. Sampling and comparing of foods from various suppliers will be undertaken to determine costs, quality, and appropriateness for school use.

The purchase of food and supplies will be made in conformity with bidding requirements as established by law. Central purchasing and warehousing procedures will be exercised to promote efficiency of operations.

Records and Reports

The Child Nutrition Services will establish and maintain proper accounting procedures, and provide records and reports as required by law. Controls will assure proper collection and money handling procedures; timely payment of salaries and suppliers; the safeguarding of assets; and accurate, timely reports of the operation.

Food Service Sanitation Program

All cafeterias will maintain sanitation standards in compliance with federal, state, and local health codes. Basic requirements for sanitation include: daily cleaning of work areas and equipment; food handlers' permits for all cafeteria employees; monthly inspections by the City Health Department; daily garbage service by city or private refuse haulers; bimonthly service of a licensed, bonded exterminating company; and training classes for employees emphasizing cleanliness and good housekeeping habits.

Free and Reduced-Price Food Services

Students attending schools within the District classified as economically deprived will be provided free or reduced-cost meals. The procedure used for establishing economic deprivation will be determined by the Family Applications section of the Child Nutrition Office, based upon criteria provided by the Director of Child Nutrition Services, and in accordance with regulations of the Oklahoma State Department of Education and the U.S. Department of Agriculture.