

## **Business and Non-instructional Operations**

### **Food Service Operations/Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

These expenditures may include, but are not limited to, expenditures for the following: (Education Code 38091)

1. Construction, alteration, or improvement of a central food processing plant
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant
3. Vending machines and their installation and housing
4. Computer equipment and related software
5. Lease or purchase of vehicles used primarily in connection with the central food processing plant.

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code 38102)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

## **Business and Non-instructional Operations**

### **Food Service Operations/Cafeteria Fund (continued)**

#### Food Service Operations

It is the intent of the Board of Trustees, insofar as possible, that the school food services program shall be a self-supporting and sustaining activity. All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law.

As part of the food services program, the Assistant Superintendent of Business Services is authorized to establish guidelines for providing free or reduced price meals for students in those cases where the cost of a meal becomes a financial burden on the student or his/her family.

The Board of Trustees will review and approve program financial reports and menu prices on an annual basis.

#### Principals: Food Service Responsibilities

The school principal shall be responsible for the conduct of students in the lunchroom scheduling lunch services and for necessary custodial services in the kitchen, serving and eating areas.

#### Director of Food Services: Responsibilities and Duties

The Director of Food Services is responsible for cafeteria operations including the planning, preparation and serving of meals, the training and supervision of personnel and for assisting in the determination of need of supplies, materials and equipment.

#### Definition

Under the administrative direction of the Assistant Superintendent of Business Services, the Director of Food Services plans, organizes and supervises the Food Service Program and performs related duties as required.

#### Typical Tasks

1. Plans, supervises and participates in the preparation, cooking and shipping of bulk food to the satellite schools.
2. Coordinates and develops employee work schedules and in-service activities.

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3. Responsible for the application of standardized recipes, approved price schedules, portion control, health standards and productivity.
4. Develops and implements standards for efficient, sanitary practices in food preparation and service.
5. Tests food and other products prior to and after purchase to determine program acceptability.
6. Directs the districtwide food service program in conformance with Federal and State laws and regulations local and State health ordinances and District procedures.
7. Orders and supervises storage and use of food and supplies.
8. Maintains inventory control, records and reports, takes periodic inventory of food and supplies in the central kitchen.
9. Maintains food quality standards, including appearance and taste.
10. Supervises satellite schools to ensure productivity and health standards are being met.
11. Assists in the preparation of the food service program budget and utilizes cost control procedures to avoid unwarranted food service operating costs.
12. Initiates requests for equipment repairs or replacements.
13. Implements security measures to prevent vandalism and theft.
14. Supervises, selects, assigns and transfers food service personnel in accordance with District policies and procedures.
15. Develops public information materials and media releases pertaining to school food service programs.
16. Conducts research and keeps abreast of developments in school food services management and nutrition education.
17. Performs related duties as assigned.

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Responsibility for Operation

1. Acting upon recommendation of the Superintendent, the Board of Trustees has delegated to the Assistant Superintendent for Business Services the responsibility for the financial operation of the Cafeteria program.
2. General supervision is provided by the Director of Food Services, who is responsible to the Assistant Superintendent for Business Services.
3. The Satellite Cafeteria Worker at the respective school is responsible for the management of the cafeteria at her school.
4. All cafeteria workers are under the direct supervision of the Director of Food Services.
5. The principal, who has the overall responsibility at his/her school, is responsible for the functioning of the cafeteria at his/her building in accordance with the provisions of these rules and regulations.

Expenses

1. The cafeterias are charged with the cost of food and materials, labor, laundry service, miscellaneous operating supplies, replacement of dishes, utensils and equipment and any other expenses determined by the Assistant Superintendent of Business Services.
2. The total food, supplies and labor costs should not exceed the amount of total income of the cafeterias.

Regulation Approved: March 23, 1987

Regulation Revised: September 26, 2005; October 24, 2005