

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: March 8, 1999

REVISED:

808. FOOD SERVICES	
1. Purpose	Food service programs of the district shall be directed at meeting the needs of the pupils and shall operate in accordance with the Federal Government and Pennsylvania State Law.
2. Authority SC 504, 1337	The Board shall provide food service for breakfast and lunch in all the schools of this district. The food served shall be sold to visitors, pupils, teachers, and other school employees at such price as will not materially exceed the cost of operation.
3. Delegation of Responsibility	<p>The operation and supervision of the food services program shall be the responsibility of the Cafeteria Manager.</p> <p>The Cafeteria Manager shall be appointed by the Board upon the recommendation of the Superintendent. The person employed should have a broad background in food service work and have an understanding of the purpose and composition of the school lunch program. In addition, the Cafeteria Manager should have the ability to organize the cafeteria work program and supervise the work of all cafeteria workers.</p> <p>The Cafeteria Manager shall be responsible for the entire food services program in the School District. The specific duties and responsibilities are set forth in his/her job description.</p> <p>A staff shall be provided for the administration and operation of the school food service program in accordance with the recommendations of the Pennsylvania Department of Education and criteria established by the Board.</p> <p>The principal shall assume the responsibility for maintaining normal student conduct during the time the student is in the cafeteria in his/her school.</p>

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<p>SC 504, 1337</p>	<p>The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent monthly and the auditor annually.</p>
<p>SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the School District. Such funds shall be expended in such manner as may be approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund except that district advances to the food services program may be returned to the district's general fund from any surplus resulting from its operation.</p> <p>The district shall participate in the Federal School Breakfast and Lunch Program.</p>
<p>SC 1335</p>	<p>Provisions shall be made for free and reduced price lunches as prescribed by federal and state law, in accordance with the procedures established and approved by the Board and the Department of Education.</p> <p>The Superintendent shall prepare guidelines for the implementation of a food service program including:</p>
<p>SC 504</p>	<p>1. The maintenance of facilities free from fire or health hazards.</p>
<p>SC 504, 1337</p>	<p>2. The purchase of perishable foodstuffs, seasonal commodities and other supplies.</p>
<p>SC 504, 1337</p>	<p>3. Accounting and depositing procedures for cafeteria funds.</p>
	<p>4. Control, safekeeping and storage of food and food equipment.</p>