

EE-R Food Service Management

7/22/15

RATIONALE/OBJECTIVE:

The food service program of the Cobb County Schools District (District) strives to provide nutritionally-balanced meals that are nourishing, are available at moderate prices, and are served in pleasant surroundings.

RULE:

The following directives shall be observed in operating the school cafeterias in the District.

A. SCHOOL MEALS:

1. School meals should be provided at a reasonable price and shall use State allocated food services funds to supplement federal funds as a means of keeping sale prices within reach of paying children.
2. Breakfast may be provided to meet the food needs of children. The District will comply with the requirements for school food programs as mandated by federal and state law and by the State Board of Education.
3. School meals will meet applicable state and federal guidelines regarding food content, including types of foods served as well as how they are prepared.
4. The District will provide a choice of menu items within required food selections in all schools where students may refuse items offered.

B. PRICING AND EXPENSES:**1. Special Meal Functions:**

- a. The use of kitchen facilities must be approved by the Food Services Manager and the Facilities Use Coordinator.
- b. All special meal functions (banquets, luncheons, etc.), facilities use for food preparation and serving, and emergency shelter feeding which use the school kitchen facilities shall have at least one member of the regular kitchen staff (manager or person designated by the manager) on the premises during the time of such a function. The rate of pay for the person and/or persons shall be at their overtime rate. All labor will be reported on the Supplemental Pay Form and will be paid through the Payroll Department.
- c. All food items and/or consumable supplies purchased through the School Food and Nutrition Program (SFNP) and all labor used for a Special Meal Function must be reported on the Special Meal Function Form. Financial Services will bill the sponsoring organization for the food, labor and other costs of the special function.
- d. All special meal functions must operate on a self-sustaining basis.

2. Purchasing:

- a. The purchase of the most commonly used food and non-food items are purchased on bid through the Purchasing Department. The school lunchroom shall purchase all items which are on the county-wide bid from the bid order forms.
- b. All purchases for non-bid items must be from a vendor which has been assigned a computer number. SFNP is responsible for obtaining prices on non-bid items following purchasing guidelines while seeking the best quality for the lowest price.
- c. SFNP employees are prohibited from purchasing or accepting food for personal use from salesmen. SFNP employees are also prohibited from accepting personal gifts, trading stamps or other "kick-backs" as an incentive to buy a product.

3. Free Meals:

- a. The free meal program shall be administered in accordance with the federal and state law and rules promulgated by the State Board of Education.

- b. Each person who eats a school meal must pay the regular sale price for his/her meal with only two exceptions:
 - (1) Students who are entitled to receive free or reduced meals under federal and/or state law; and
 - (2) Food service employees who are paid from school lunch funds.
- 4. **Adult Portions:**
 - a. Any adult whose name does not appear on the SFNP Payroll must pay the full cost of the meal or any foods consumed.
 - b. The meat/meat alternate portion should be the same size as the portion served to the oldest student in the District.
- 5. **Personal Use:**

No person is permitted to take food or garbage from the food service program for personal use.

Reclassified an Administrative Rule: 9/1/04

Revised: 9/7/05; 8/9/06

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule EF)

Revised: 7/22/15

Legal Reference

O.C.G.A. 20-2-66

O.C.G.A. 20-2-187

42 USC 1751 et al.

42 USC 1771 et al.

School breakfast program

School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1966