

NON-INSTRUCTIONAL SERVICES: Food Services**Responsibilities and Duties****1. Director and Staff****a. General Responsibilities**

The food service director and staff shall work with principals and managers to achieve established objectives of the food service program. They shall have the responsibility of implementing policies and procedures of the food service program as established by the Board of Education and the Superintendent of Schools. They shall be responsible for maintaining adequate inventories at the central food service warehouse. They shall provide a schedule of delivery to meet the needs of each individual school's food service program. They shall plan menus to meet the requirements of local, state, and federal legislation, and established guidelines for the sale of all other food.

b. Services

Arrangement to use any part of food service facilities shall be made through the principal's office, consistent with policies and procedures set forth in the Use of Facilities Manual, Division of Physical Facilities.

Arrangements shall be made with the food service manager for use of kitchen or serving facilities, as outlined in Rules & Procedures, Department of Food and Nutrition Services.

c. Restrictions on Sale of Food and Beverage

- (1) During normal school hours, food shall be sold only through the facilities of the food service program.
- (2) Milk served in the food service program shall meet the regulations as issued by the United States Department of Agriculture under the National School Lunch act.
- (3) The sale of a la carte items will be restricted to those item approved by the Department of Food and Nutrition Services.

2. Area Representative

The area representatives shall assist individual schools in meeting objectives of the food service program and in implementing policies and procedures of the Department of Food and Nutrition Services as established by the Board of Education. The area representative shall:

- a. Assist cafeteria managers and personnel in efficient use of equipment
- b. Assist in implementing efficient methods of food production
- c. Assist in development of work schedules and portion control
- d. Assist in conducting inservice training and workshops
- e. Perform other duties relative to the food service program.

3. Principal

The principal is responsible for carrying out the established objectives of the food service program. He/she is further responsible for implementing the policies for the food service program as established by the Board of Education.

4. Manager

The food service manager is responsible for the daily operation of the food service program in the school to which he/she is assigned.

The food service manager is directly responsible for the supervision of all employees assigned to his/her individual school and receiving schools which he/she supplies. The manager shall be responsible for:

- a. Working closely with the principal to promote a wholesome and educational program
- b. Working with groups to interpret or promote the program as an educational one
- c. Working cooperatively with area representatives

- d. Carrying out other responsibilities as outlined in Rules and Procedures, Department of Food and Nutrition Services.

Managerial positions shall be filled from a roster of employees who have successfully completed the training program for prospective managers.

Newly appointed managers shall be assigned to smaller operations and advance to larger operations as openings for promotions become available.

5. Other Personnel

All cafeteria employees are directly responsible to the food service manager under whose supervision they are assigned and are responsible for carrying out duties assigned by the manager in accordance with policies and procedures of the Department of Food and Nutrition Services.

A medical examination shall be required of all employees. The date and time for examination shall be scheduled by the Department of Personnel.

When first employed, and at intervals set by the local health officer, each employee shall furnish certification that he/she is free of tuberculosis in a communicable stage.

Responsibilities shall include all aspect of preparation, serving, and clean-up. Individual work assignments shall be made, but each employee shall be expected to assist when and where needed.

The services of any individual other than an employee of the Board of Education shall not be used in the food service program. Exception is made for approved special education students who may be assigned to the food service program as trainees in duties which do not involve the handling of food, monies, or the operation of equipment.

Also see policy, "Use of School Facilities," Series 1000, Community Relations.

Legal Reference: *Annotated Code of Maryland*, Education Article §7-404
School employees to be free from communicable tuberculosis

Rule		Superintendent of Schools
Adopted:	9/18/68	
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