

NUTRITION CENTER OPERATIONS

Central Production Nutrition Centers: Central production nutrition centers, storage spaces, and service areas are under the direct control of the Director of Food and Nutrition or designee. Access to these areas by persons or organizations shall be restricted at all times, unless authorized by the Director of Food and Nutrition or when accompanied by a Food and Nutrition staff member. Central production nutrition centers are organized to support several satellite serving nutrition centers in addition to their own specific locations. Food is prepared at central production nutrition centers and delivered in bulk or individual packages to each serving location where meals are served by Food and Nutrition personnel. Food and Nutrition area supervisors coordinate central production nutrition center operations.

Deliveries of food and beverage items shall be made in accordance with applicable health code regulations.

Satellite Nutrition Centers: Satellite nutrition centers receive deliveries of bulk food that has already been prepared by central production nutrition centers. Satellite nutrition centers complete the food preparation process and serve meals, snacks, and beverages to children and adults. Food and Nutrition area supervisors manage and coordinate activities at satellite nutrition centers.

Menus: Food and Nutrition Department plans menus and prepares meals to meet United States Department of Agriculture (USDA) meal patterns and recommended levels of nutrients. Factors that influence menu planning include, but are not limited to, nutritional adequacy, student acceptability, personnel, equipment and facilities, budget, food availability, and operational efficiency.

Keys: Keys to nutrition center areas shall not be given to unauthorized personnel. School personnel authorized to have nutrition center keys are: principals, Food and Nutrition supervisors, head custodians, designated Food and Nutrition staff, and maintenance department when authorized work is being conducted. Only Food and Nutrition employees will have keys to the storage room, freezer, refrigerators, and office spaces. All deliveries will be made during normal work days except when authorized by the Director of Food and Nutrition.

Unauthorized Personnel: Persons unnecessary to the nutrition center operation are not allowed in the food preparation, food storage, or ware washing areas, except that brief visits and tours may be authorized by the supervisor if steps are taken to ensure that exposed food, equipment, utensils, and unwrapped single-use articles are protected from contamination. Visitors, delivery persons, maintenance workers, and pesticide applicators entering the nutrition center facilities shall comply with applicable health code regulations. Family members of Food and Nutrition employees or other District employees are not permitted in the nutrition center at any time.

Any after-hours use of nutrition centers will require a Food and Nutrition employee to be paid to supervise the function. Established Board policy and administrative regulations for nutrition center use must be followed.

NUTRITION CENTER OPERATIONS (continued)

Storage Rooms/Equipment: Food and Nutrition Department food and supplies shall be stored in rooms and equipment designed for such storage. Items shall be stored in such a manner as to simplify the physical inventory of food and supplies. Refrigeration and freezer units in nutrition centers shall be used only for the storage and preservation of foods to be used on school premises in connection with school Board-approved activities, including extracurricular use of facilities as authorized pursuant to Board policy. Food that is stored in equipment operated by the Food and Nutrition Department for student consumption shall comply with the district's Wellness and applicable Health Department regulations.

Equipment: School nutrition center equipment may be loaned to other school nutrition centers within the District upon authorization of the Director of Food and Nutrition. Whenever equipment is moved from one location to another, an Equipment Loan Record form or a Property Transfer Request form shall be completed and distributed appropriately. Due to sanitation and safety reasons, nutrition center equipment cannot be loaned to parents, staff, or groups/organizations.