

## **Business and Noninstructional Operations**

### **USE OF FOOD AND NUTRITION FACILITIES AND EQUIPMENT** AR 3557(a)

School Food and Nutrition (F & N) facilities/kiosks and equipment are designed primarily for serving meals to students. School and community groups may use F & N facilities/kiosks, provided that such use does not infringe on the original and necessary purpose of the facilities.

**Applications:** Applications for the use of F & N facilities/kiosks shall be submitted to the Facilities, Maintenance and Operations Department at least thirty (30) days prior to the event to allow for processing.

**Notification:** The appropriate F & N Supervisor must be notified in sufficient time to schedule an employee to work. Three weeks prior notification is required when food and/or supplies are to be ordered through the F & N Department.

**Use Limitations:** Use of F & N facilities/kiosks is prohibited during school hours when such use will interfere with the school meals program. At no time will kitchen/kiosk facilities be used by groups or other activities during the regular school meal preparation and serving time.

**Food Safety and Sanitation:** Federal and state regulations require the District to maintain Food and Nutrition facilities in conformance with strict sanitation and health standards. These standards must be met at all times, including when F & N facilities are used for functions other than school meal preparation.

**Licensing:** All Poway F & N facilities/kiosks are licensed by the County Department of Environmental Health to be operated by F & N employees who are certified in food safety. F & N facilities/kiosks contain food, equipment, and supplies used primarily for serving federally-subsidized school meals to children.

**Supervision of Facility:** One or more F & N employees must be present and onsite when the F & N facility is in use. This employee will be responsible for supervising the use of equipment and supplies, protecting F & N property, and ensuring compliance with food safety regulations. The employee must be certified in food safety if the kitchen will be used to prepare and serve non-prepackaged food and beverage items.

**Employee Fees:** When F & N facilities/kiosks are used, a District F & N employee is required to be present and compensated at an hourly rate approved by the District. The employee hourly rate will not end until the F & N facility and serving area are cleaned, sanitized, and secured. F & N staff will be available to offer direction and guidance only. Preparation, service, and clean-up are the responsibility of the event coordinator.

**Storing Food Items:** Food items that belong to parents, staff, and community groups must comply with sanitation and food safety requirements contained in the California Retail Food Code (CalCode).

1. No home prepared food items or personal food storage is allowed in kitchen/kiosk areas.
2. Foods brought into the kitchen/kiosk must be from an approved retail/wholesale source.
3. All food items must be in the original containers.

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Use of nutrition center space in refrigerators and/or freezers must be approved by the F & N supervisor. Food items are not to interfere with the everyday operation of the nutrition center or create food safety concerns. These food items will only be stored for a short period of time.

**Expectations for Use of Facilities:** Organizations/groups shall agree to the following expectations prior to using F & N facilities/kiosks and equipment:

1. Provide responsible adult supervision during the event.
2. Do not use F & N Department cleaning supplies, condiments, and other disposable paper products (plastic ware, plates, foil, film, etc.).
3. The cost of replacing or repairing any equipment or supplies damaged or removed from the F & N facility during an event will be charged back to the responsible group.
4. The group is responsible for leaving the F & N facility completely clean and in order.
5. Obtain approval from the F & N supervisor in advance to store food products in a refrigerator and/or freezer. All food items must be acquired from approved sources and meet state food regulation guidelines.
6. Coordinate all deliveries of food and supplies with the F & N supervisor to prevent interference with the school meals program.
7. For safety reasons, students and small children are not allowed in food preparation areas.

**Kitchen Use for only Water:** For the purpose of getting water for coffee and tea only, the attending school custodian will make the nutrition center available and supervise its use. Unsupervised access to F & N facilities is not allowed.

**Kitchen Use of only Equipment:** F & N equipment may be used if the F & N facility is reserved, and an F & N staff member is hired to work the event. F & N equipment may not be "borrowed" and/or removed from the school site.

**Cancellations:** If an event is cancelled and the employee is notified prior to the scheduled event day, the employee is not entitled to any compensation. If the employee is not notified of the event cancellation prior to the scheduled event day, the employee is entitled to a minimum charge of two hours at his/her regular pay rate.