

FOOD SERVICE MANAGEMENT

All food service personnel will be directly responsible to the Food Service Director, Superintendent, or designee. The Food Service Director is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program and by USDA.

The Food Service Director will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Director will make recommendations to the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The Food Service Director will be responsible for requesting two Food Safety Inspections annually for the District's schools.

The District will seek to ensure that all students have access to school provided meals. The Superintendent or designee will develop meal-payment procedures for school-provided meals.

The Monthly Breakfast and Lunch menus will be posted on the Nashua School District Website for parents and students.

Please see Policy EFC for Free and Reduced lunch information.

The Food Service Director will follow the District's established written Code of Conduct which includes conflict of interest, acceptance of gifts and disciplinary action.

The Food Service Manager will follow the District's written Procurement Procedures.

All Food Staff and non-Food Staff working within the meals program shall adhere to USDA's Professional Standards regulations. The District shall ensure that all applicable employees' trainings are tracked and logged appropriately.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

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