

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. All cost covered by food sales shall be exclusive of all other costs of the food service program which are charged to district funds by statute and by resolution by the Board of Trustees as authorized by state law. Program financial reports shall be presented regularly to the Board.

Adult meals may be offered to employees as a matter of convenience. Insofar as these meals may include federally donated food commodities, their price shall be set higher than that of student meals so as to reimburse the food service program for the total cost of providing adult meals.

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 39891.39900.5)

These expenditures may include, but are not limited to, expenditures for the following: (Education Code 39891)

1. Construction, alteration, or improvement of a central food processing plant;
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant;
3. Vending machines and their installation and housing;
4. Computer equipment and related software; and
5. Lease or purchase of vehicles use primarily in connection with the central food processing plant.

Any charges to or transfers from a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis (Education Code 39900.5) Any funds denied from the sale of cafeteria food and deposited in a Board established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code 39901)

The Superintendent shall also establish procedures for the review and approval of menu prices by the Board of Trustees and the preparation and presentation of program financial reports for inspection by the Board of Trustees on a regular basis.

The wages, salaries and benefits of food service employees shall be paid from the district general fund and shall be reimbursed from the cafeteria fund to the general fund whenever so ordered by the Board. (Education Code 39902)

The district will implement a menu planning systems by which to meet the new federal nutritional standards and dietary guidelines. (C.F.R. 210.10)

To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

Principals: Food Service Responsibilities

The school principal shall be responsible for the conduct of students in the lunchroom, scheduling lunch services, and for necessary custodial services in the kitchen, serving, and eating areas.

Food Services Director: Responsibilities and Duties

The food services director is responsible for cafeteria operations including the planning, preparation, and serving of meals, the training and supervision of personnel, and for assisting in the determination of need of supplies, materials, and equipment.

Legal Reference: Education Code
 39890-39894 Cafeterias, funds and account
 39900-39902 Cafeterias, allocation of charges
 49490-49493 School breakfast and lunch programs
 49500-49505 School meals

Board of Trustees
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