
SCHOOL DISTRICT NO. 36 (SURREY)

No. 5501.1

REGULATION: FOOD SERVICES PROGRAMS

1. DEFINITIONS

- 1.1 The Career Education Program – Culinary Arts Career Preparation Program (CACPP) is designed to provide secondary students with the knowledge, skills, positive attitude, and commitment required for direct entry into the food services industry or advanced placement in post-secondary food services programs.
- 1.2 Daily Food Services are the activities that are a daily or routine part of CACPP programs, held during normal school hours (e.g. cafeteria operations, catering for meetings).
- 1.3 Local Food Service Events include, but are not limited to, fund-raising events and club activities, and must be pre-approved by the Principal. Food safety and school nutrition requirements must be met. (Policy #5535 – *Food Safety* and Policy #5575 – *School Nutrition*)
- 1.4 The Food Services Purchasing Committee consists of the Manager Food Services (chair), two (2) Teacher-Chefs and a representative from the Purchasing department.
- 1.5 The menu consists of items served daily or regularly in the cafeteria (e.g. Salads, sandwiches, hot entrees, beverages, desserts, etc.), consistent with the *Guidelines for Food and Beverage Sales in BC Schools*, issued by the Ministries of Education and Health. (Policy #5575 – *School Nutrition*)
- 1.6 Sales are all funds received as payment for goods and/or services.
- 1.7 Expenses are costs of food and related supplies such as paper goods and cleaning chemicals. Expenses do not include overhead, utilities, equipment and staffing.

2. OPERATIONS

- 2.1 All operations of the Teaching Kitchen will follow all governmental regulations, WorkSafeBC regulations, applicable collective labour agreements, and school district standards regarding safe food and workplace practices, and all other standards that may apply. (Policy #5535 – *Food Safety*)
- 2.2 The Manager, Food Services, will work closely with the Teacher – Chef and the Health Authority to ensure “Best Practices” for food safety are observed and may conduct site inspections.

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3. FACILITIES AND EQUIPMENT

- 3.1 Teaching Kitchen facilities, equipment and supplies shall not be used for external business purposes or for any other purpose which might compromise the interest of an employee or the school district. (Policy #7213 – *Conflict of Interest – Employees*)
- 3.2 The school district will arrange for repair and/or replacement of equipment as required for items exceeding the limits as described in Regulation #4420.1 – *Petty Cash Funds*, Section 2.1(f).
- 3.3 The Principal must approve all Local Food Services Events. (Policy #4910 – *School/Student Fundraising*)

4. CONFLICT OF INTEREST

- 4.1 No school district employee will accept any free or district priced products or supplies from any supplier except for direct testing or use in the Teaching Kitchen. (Policy #7213 – *Conflict of Interest – Employees*)

5. AUDIT

- 5.1 At the discretion of the Secretary-Treasurer, a full financial and/or operational review may be carried out.
- 5.2 Site inspections of Teaching Kitchens may be carried out at the discretion of Business Management Services.

6. FOOD SERVICES

- 6.1 Nutrition
 - 6.1.1 The Teacher-Chef will plan the menu to meet the instructional mandate of the CACPP and the *Guidelines for Food and Beverage Sales in BC Schools* to ensure that nutritious foods are available each day. (Policy #5575 - *School Nutrition*)
 - 6.1.2 In consultation with the Teacher-Chefs, the Manager, Food Services, has final approval of all menu items, for example, for the purpose of ensuring that the *Guidelines for Food and Beverage Sales in BC Schools* are met.

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6.2 Supplies

6.2.1 Budget

- (a) The Manager, Food Services, in consultation with the Principal and Teacher-Chef, will recommend an annual budget for each Teaching Kitchen based on the curriculum, anticipated sales activity and related expenses.
- (b) The Manager, Food Services, will review any requests for budget increases and make recommendations. All requests must be accompanied by a projection of sales and expenses to the end of the school year, endorsed by the Principal.

6.2.2 Contracts

- (a) Public tendering is used to lower food and supply costs, to improve service and to improve product quality for the Teaching Kitchens. (Policy #4600 – *Purchasing Goods and Services*). Tender specifications are prepared by the Food Services Purchasing Committee.
- (b) The Food Services Purchasing Committee reviews the Bid Analysis and makes recommendations regarding the best overall value to the school district to the Manager, Purchasing.

6.2.3 Purchasing

- (a) The Teacher-Chefs purchase exclusively from district-approved sources. Where these district-approved sources cannot supply the desired item(s), prior approval of an alternate supplier must be received from the Manager, Food Services. All purchases must comply with district purchasing policies. (Policy #4600 – *Purchasing Goods and Services*)
- (b) The Teacher-Chef will contact the Manager, Food Services, about concerns with suppliers.
- (c) All invoices for food and related supplies must be forwarded to the Finance department for payment.

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6.2.4 Inventory

On the last day before extended Teaching Kitchen closures, inventories will be reduced to the lowest practical level. The Manager, Food Services, will arrange for the appropriate handling of any perishable foods that cannot be held until the Teaching Kitchen reopens. Foods are not to be distributed for personal use.

6.2.5 Pricing

- (a) The Teacher-Chef will price menu items to generate an overall menu average of thirty percent (30%) or greater in excess of costs.
- (b) Goods and Services Taxes will be collected as per Regulation #4900.2 – *District Revenues Collected at Sites: Goods & Services Tax Considerations*.
- (c) In consultation with the Teacher-Chefs, the Manager, Food Services, has the final approval of the pricing, and packaging of menu items.

6.3 Cash Management

6.3.1 Each Teacher-Chef will maintain a full and detailed record of all food services sales.

6.3.2 All sales must be processed through the cash registers. Any voided sales must be documented. Credit is not available for cafeteria purchases. The cash float of not more than \$100 per register will be maintained in the school safe at the end of the day's operations.

6.3.3 Two people, working together, will count the money, prepare and sign the deposit slip and complete the Daily Cash Reconciliation Form. The Teacher-Chef reviews and signs the form. The End of Day (Z) report and one copy of the deposit slip will be attached to the Daily Cash Reconciliation Form. This documentation is retained as outlined in the Records and Information Management Manual.

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- 6.3.4 The original deposit slip and cash as reconciled above will be placed in the deposit bag. The deposit bag is sealed and deposited in the school's safe at the end of operations each day. (Policy #4900 – *Management of Site Based Funds*). A copy of each deposit slip will be sent to the Finance department at the end of each month for bank statement reconciliation.
- 6.3.5 The Principal, the Manager, Food Services, and when appropriate, senior district officials, will be notified of any significant or recurring deposit errors so that any concerns can be addressed.
- 6.4 Financial Matters
 - 6.4.1 Analysis of Teaching Kitchen Account reports are forwarded monthly to the Principal, the Teacher-Chef and the Manager, Food Services.
 - 6.4.2 The Manager, Food Services, will allocate any financial rebates from purchasing programs, proportionately according to the dollar amount purchased, to the Teaching Kitchen Expense Account of the participating schools.
 - 6.4.3 Ninety percent (90%) of the excess of Sales less Costs will be returned as school-based funds to schools where sales of thirty percent (30%) or greater in excess of costs is achieved. For schools not achieving sales as outlined in Section 6.2.5(a), ninety percent (90%) of the sales in excess of costs plus three percent (3%) of costs will be returned to the schools as school based funds.

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6.4.4 Ten percent (10%) of the excess Sales less Costs will be retained by the district where sales of thirty percent (30%) or greater in excess of costs is achieved. For schools not achieving sales as outlined in Section 6.2.5(a), ten percent (10%) of the sales in excess of costs plus three percent (3%) costs will be retained by the district. These funds will be used to support district initiatives for the Teaching Kitchens.

Revised: 2008-10-23
Revised: 2001-06-05
Approved: 1998-03-12

X-Ref: Policy #4600
Policy #4900
Policy #4910
Policy #5535
Policy #5575
Policy #7213
