

BUSINESS OPERATION

FOOD SERVICE

Supervision

The Supervisor of Food Services shall supervise the district's food service programs under the direction of the Assistant Superintendent, Business/Personnel Services.

Programs & Services

The D.C. Everest Area School District shall participate in the National School Lunch Program (NSLP) and the Federal Food Commodities Distribution Program and shall provide a school lunch program for all students enrolled in grades K-12.

As part of the NSLP, the school district shall offer free and reduced price breakfast and lunches daily to students whose family incomes qualify them to participate under the annually adjusted income guidelines. The required forms, guidelines and application blanks will be given to all parents at the beginning of each school year to enable them to apply for free lunch and reduced price lunch for their children. The building principal will make forms available to each new student upon registration. The Food Service office will determine the applicant's eligibility and notify the household. Forms will be available at each school office, or from Food Service during the school year.

The price of school breakfast, lunch and milk shall be established by the Board on the recommendation of the Supervisor of Food Services and shall be based upon the anticipated per meal costs, state aids and the low bid price of milk.

The school district shall make one-half (1/2) pint of milk available daily to all students who wish to pay for such milk.

In addition to the regular reimbursable lunch provided all students, ala carte items may be available at the middle school, junior high and high school. A breakfast program will be available in schools where it is deemed to be appropriate.

It is the parent's responsibility to maintain a monetary balance in the student lunch account sufficient to cover the cost of breakfast, snack milk, school lunch, or cold lunch milk. Payment can be made in the school office by cash or check, or online with credit card or check debit. If the the monetary balance in the student lunch account is insufficient, one lunch on credit will be served to the student. The parent is expected to reimburse the school district for the cost of this lunch. If payment is not received by the following school day, the student will be served a light lunch and the parent will be contacted. A written notice will be sent to the parent prior to refusal to allow additional meals. Continued failure to pay may result in no meal being provided.

Operation

D.C. Everest Middle School shall be the central production kitchen.

All school kitchens shall maintain the required sanitary standards as established by the Marathon County Health Department and shall be prepared at all times for inspection by the Department of Public Instruction covering accepted standards for meal preparation, nutritional balance, cleanliness, health, sanitation and safety.

All revenues collected from breakfast, lunch, ala carte, milk program and vending sales commissions shall be deposited in the school district's food services fund.

The program will be operated, as nearly as possible, on a break-even basis, with the exception that the full cost of necessary equipment may not be totally recovered in one year.

Food, supplies and equipment will be quoted and purchased as needed. The Supervisor of Food Services will determine the items and quantities to be quoted.

Milk will be bid for the entire school year.

Menus will be planned in advance and will be distributed to the district schools, to the local newspaper and posted on the district website.

The school breakfast and lunch menus will be planned to follow the nutrition guidelines established by the National School Lunch Program. Menus will be planned considering student acceptance, commodity food utilization, and availability of equipment. Student and staff input may be sought when evaluating new food products.

Personnel

The Supervisor of Food Services shall supervise the district food services staff.

The number of staff at the production kitchen will depend upon the number of meals being prepared each day, and will be determined by the Supervisor of Food Services and recommended to the School Board.

Each satellite kitchen shall have part time cafeteria servers who will serve the breakfast and lunch to the children at their schools. The number of servers at each school will depend upon the number of meals served each day and will be determined by the Supervisor of Food Services and recommended to the School Board.

Principals' Responsibilities

The principal of the school shall be responsible for the conduct of the pupils in the lunch rooms, scheduling lunch services so that they provide adequate time for students to eat and further the educational program that lunchroom operations make possible.

The principal shall encourage all employees to use a positive attitude in presenting the lunch program to students.

The principal shall work closely with the Supervisor of Food Services in the operation of the lunch program and shall cooperate with the Supervisor of Food Services in the coordination and administration of the food service programs offered at the school.

Policy Adopted: 7/11/78
Policy Revised: 2/24/09
KAG:ems

SCHOOL BOARD
D.C. Everest Area School District
6300 Alderson Street
Weston, Wisconsin 54476