WEST Elizabeth
JEFFERSON Hills
Pleasant **HILLS**

SCHOOL DISTRICT

ADMINISTRATION BUILDING
835 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025-3131
PHONE (412) 655-8450
FAX (412) 655-9544
www.wjhsd.net

POLICY 808 -- FOOD SERVICES

1. Purpose

Food service programs of the district shall be directed at meeting the needs of the pupils in accordance with these guidelines.

2. Authority

The Board shall provide food service for:

- Lunch in all the schools of this district.

Unless they have been excused by the principal, all students are expected to remain in school for lunch.

Food sold by the school may be purchased by students, teachers, cafeteria employees, and other employees and only for consumption on school premises.

3. Delegation of Responsibility

The operation and supervision of the food services program shall be the responsibility of the Food Services Director.

The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent, Auditor, and Business Manager annually.

Surplus accounts shall be used only for the improvement and maintenance of the food service program.

All funds derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the School District. Such funds shall be expended in such manner as may be approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund except that district advances to the food services program may be returned to the district's general fund from any surplus resulting from its operation.

The district shall participate in the Federal School Lunch Program. Provisions shall be made for free and reduced rate meals as prescribed by federal and state law in accordance with these guidelines.

The Superintendent or his/her designee shall prepare guidelines for the implementation of a food service program, including:

- The maintenance of facilities free from fire or health hazards
- The purchase of perishable foodstuffs, seasonal commodities, and other supplies without advertising for bids
- Accounting and depositing procedures for cafeteria funds
- Control, safekeeping, and storage of food and food equipment.

Date adopted: 11/28/95