

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EF</b>
<b>DATE OF ADOPTION: 9/12/16</b>	<b>PAGE 1 OF 1</b>

## **FOOD SERVICE MANAGEMENT**

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Manager 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.

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

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

The Food Service Manager will follow the small purchase threshold established by the District's governing requirements, and will maintain a 3-year retention policy for all RFPs plus current.

The Food Service Manager will follow their established written Code of Conduct which includes conflict of interest, acceptance of gifts and disciplinary action. The Code of Conduct shall be provided to the District.

The Food Service Manager will follow their established written Procurement Procedures. The Procurement Procedures shall be provided to the District.

All Food Staff and non-Food Staff working within the meals program, both District and FSMC employees, 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*