



## CHILD NUTRITION SERVICES DEPARTMENTAL POLICY /PROCEDURE

All foods for sale or service to the public must be prepared in an approved facility, such as a school cafeteria or restaurant. Foods such as beans, rice, hot dogs, etc. cannot be prepared at an individual's home and brought in.

Individuals preparing or selling food to the public are expected to follow all health regulations. **Health Department** requires permits be obtained for any special function or food sale. **Permits can be obtained at 811 Texas Ave.** (Note-an inspection by a health department employee should be expected.) Any questions regarding health department regulations can be directed to the health department. The telephone number is **(915) 541-4791**.

### USE OF KITCHEN FACILITIES/EQUIPMENT; AFTER SCHOOL HOURS

A use of facilities form is to be submitted for approval by the Child Nutrition Services Director. (See attached)

It is encouraged to have a representative from the campus or entity requesting the usage of a kitchen facility to meet with the manager in charge prior to the event.

The kitchen facility will be cleaned and equipment sanitized by cafeteria staff members prior to turning it over for use by another party. It is expected that the facility will be returned to the cafeteria staff in the same condition and ready for the next day's meal preparation and service. If after the event, it is discovered that additional clean-up is necessary in the kitchen facility, the CNS department will bill the campus or entity a **cleaning service rate of \$25.00** per hour.

A child nutrition services employee must be present during any function, which will require the use of the kitchen facility. **CNS employees must be paid** for their service. The CNS department will bill the campus or entity a flat fee of **\$25.00 per hour** for each employee who has worked during a function. It is the responsibility of the campus or entity requiring the service of a CNS employee to make arrangements through the Child Nutrition Services office. The campus or entity must complete and submit a *USE OF CAFETERIA FACILITIES, EQUIPMENT AND LABOR REQUEST FORM* (See attached.)

For safety reasons, no one is permitted to use any food service equipment unless they have been provided with training in the proper use and care of said equipment.

Utensils and/or equipment are not permitted to be removed from the food service facility without specifically addressing the matter with the manager in charge prior to the event.



# CHILD NUTRITION SERVICES

## USE OF CAFETERIA FACILITIES, EQUIPMENT AND LABOR REQUEST FORM

Campus/Location: \_\_\_\_\_

**Billing Information:** Indicate method of payment. Check \_\_\_\_ Cash \_\_\_\_ Account # \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

**Request for Use of Kitchen Facility (Please fax to: 851-7192)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Event: (Please tell us how you plan to use the kitchen. (Cooking, serving, etc.)

**Labor** (A CNS employee must be present during any function which will require the use of the kitchen facility.) **(Please fax to: 851-7192)**

Labor (after hour events) billed at **\$25.00** an hour per employee. **Do not pay the employee(s) directly. The CNS Department will send an invoice after the event.** Employees will use the time clock method to account for total number of hours.

How many employees are needed? \_\_\_\_\_

**Cleaning services** \$25.00 an hour

(Cafeteria Facilities must be cleaned after events. If the facility is not cleaned adequately, a cleaning service fee will be applied.)

**Equipment/Utensil Request** (Please return copy to Cafeteria Manager)

Whenever possible, the CNS department will loan kitchen utensils (free of charge) to staff members for use in classroom or district functions.

Whenever possible, the CNS department will rent equipment if available for a fee of \$ 25.00 a day. "Milk cooler, reach-in cooler, reach-in warmer and etc...."

- Items may not be removed from district property.
- Items must be returned within three (3) working days.

Item(s) Requested	Date Returned	Rec'd By Initials

Acknowledgement: I understand that if I do not return the items listed above within three (3) working days of the date below, I will be held financially responsible for an equal replacement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised: February 20, 2020

The Socorro Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment.

