

NOVATO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE AND RULES REGULATIONS

Series 3000

AR 3551

Business and Non-instructional Operations Food and Nutritional Services Program

Food and Nutritional Services Director, Responsibilities and Duties

The Food and Nutritional Services Director is responsible for the cafeteria operations including the planning, purchasing, preparation and serving of breakfast and lunch meals, the training and supervision of personnel, and for assisting in the determination of need of supplies, materials, and equipment

Principals; Food and Nutritional Services responsibilities

The school principal shall be responsible for the conduct of the students in the lunchroom, scheduling times for breakfast and lunch services, and for necessary custodial services in the kitchen, serving and eating areas.

Food Service Sales

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code [38090](#), [38091](#), [38092](#))

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code [38091](#), [38101](#))

These expenditures may include, but are not limited to, expenditures for the following: (Education Code [38091](#))

1. Construction, alteration, or improvement of a central food processing plant
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant.
3. Vending machines and their installation and housing
4. Computer equipment and related software
5. Lease or purchase of vehicles used primarily in connection with the central food processing plant

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code [38101](#))

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Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code [38102](#))

Accounting

1. In keeping with the objective of serving nutritional breakfast and lunch meals to students at the lowest possible costs, it is essential that the Food and Nutritional Service program avail itself of all sources of revenue, including but not limited to participation in the National School Breakfast and Lunch Program, Surplus Commodity Program of the State Educational Agency for Surplus Property, participation in COOP purchasing groups, and contracting services to school districts participating in school breakfast and/or lunch programs.
2. All Food and Nutritional cash collections must be deposited intact in the cafeteria bank account. The bank account shall be established by the Governing Board for all cafeterias of the district and the name of the account shall be "The Cafeteria Account of the Novato Unified School District".
3. The Director of the Food and Nutritional Services Program shall have custody of the cafeteria bank account and shall be responsible for all the moneys paid into the account and for all expenditures. An adequate system of cash control shall be utilized.
4. All revenues received should be entered into the district accounting system and a change fund should be established. The daily receipt should be deposited intact. Change should not be made by withholding a portion of the previous day's receipt. The change fund should be re-deposited to the cafeteria's bank account at the end of the school year.
5. California sales tax will be charged on all sales except sales to students.
6. The Governing Board must employ Food and Nutritional Service employees as part of the classified service. Wages, salaries and benefits shall be paid from the general fund. Reimbursement from the cafeteria account to the general fund shall be made in the amount of actual costs and benefits incurred or anticipated.
7. Student helpers under the age of 18 who receive money for working in the Food and Nutritional Services program should have work permits.
8. Direct support costs from the general fund on behalf of the Food and Nutritional Service program shall be reimbursed by the cafeteria account in accordance to an allocation factor for which is determined to reflect the situation of the district. Support costs shall include wages and benefits of non-food service employees, who have an identifiable portion to time that benefits the food service operation; utilities, repair and maintenance of equipment, trash removal, pest control, printing, computer services, insurance, rents and leases, if any.

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9. The Food and Nutritional Service program will maintain a departmental profit and loss report solicited from the district and food service revenues and expenditures reports.

Inventory:

1. Separate inventories of cafeteria food and supplies should be taken at the end of each month at each school site to provide information for financial accounting and for review the School Breakfast and Lunch Program of the State Department of Education. This procedure will assure that information is available to personnel responsible for purchasing.
2. Adequate secure storage facilities will be provided to permit advantageous purchases in quantity and to protect supplies against theft. Adequate provision will be made for storage of dry, refrigeration and frozen foods.

Insurance:

Insurance coverage is provided under the general insurance program of the school district. The fidelity bond must cover all employees handling Food and Nutritional Service funds. The liability coverage should include protection against food poisoning hazards.

Audit

The cafeteria account must be included in the annual audit of funds and accounts under the control or jurisdiction of the district. (EC 41020, 84040)

Management Consulting Services

The term of any contract for management consulting services related to food services management shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code [45103.5](#))

A contract for food service management consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits or other terms and conditions of employment of classified food service staff or positions. (Education Code [45103.5](#))

Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code [45103.5](#))

(cf. [4112.4/4212.4/4312.4](#) - Health Examinations)

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Use of Kitchen:

Organizations using the kitchens will need to follow the procedures for the Use of School Property (Board Policy 3513) and the Regulations Governing the Use of Kitchen Facilities.