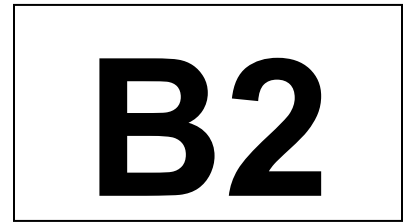


# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **FOOD SERVICE EMPLOYEE AND ADULT MEALS**

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## **PURPOSE**

The purpose of these guidelines is to define meals for food service employees and adults.

## **GUIDELINES**

### **Adult Meals**

An adult meal is a meal served to:

- anyone not enrolled as a student
- enrolled students age 22 or more

School site staff and adults on official business in the school during scheduled meal service times may purchase meals at the regular adult price at current established Board prices. Parents and visitors approved through school site administration may also eat in the school. In addition, no part of the meal and/or a la carte items is to be provided at no charge.

Lunchroom Monitors are not food service employees and must be charged adult prices.

If faculty or other school staff wish to purchase meals or a la carte items in the cafeteria, they must contact Milagros Alvarez-Ferrer at [malvarezf@dadeschools.net](mailto:malvarezf@dadeschools.net) to set up a prepaid cafeteria account. The adult will be able to set up their account in PayPams the next day and begin depositing funds on their account for cafeteria purchases. All school staff that set up accounts must make payments online at [www.PayPams.com](http://www.PayPams.com). Refer to Weekly Briefing #.41783

For every PayPams transaction, there is a service fee of \$2.95. However, for every payment of \$40.00 or more, the Department of Food and Nutrition will add a \$2.95 credit to the account to be used for any cafeteria purchase.

There are no cash or checks accepted at any cafeteria.

### **Food Service Employee Meals**

- A. A food service employee meal is served at no charge at breakfast/lunch service. Employee meals must be consumed on-site during the workday. Meals may not be taken out of the building.

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The following are eligible for free meals:

1. Kitchen Staff: Manager, Assistant Manager, Satellite Assistant, Cooks, Bakers and General Workers
  2. Food and Nutrition Administrators and Central Staff
  3. Food Service Drivers
- B. Food service employees are required to pay for all a la carte items which are not part of the complete adult/food service employee lunch as outlined below. A detailed description of the procedure for entering employee meals in the cash register is found in the P.O.S. Instruction Manual.

Food service employees that wish to purchase a la carte items, must contact the Department of Food and Nutrition to set up a food service account. All school staff that set up accounts must make payments online. Refer to Weekly Briefing # 41783

A complete adult/food service employee\* breakfast or lunch consists of:

- 1 Entrée (meat/meal alternate)..... 2 oz. (quantity of edible portion as served)
- 2 Side dishes (vegetable and/or fruit).....two ½ cups
- Bread/Grain (if offered) ..... 1 serving
- Milk (½ pint), school made lemonade or tea (if available) ..... 1 serving

**NOTES**

USDA Child Nutrition Program guidelines do not apply to adult/food service employee meals.

\*Adults/food service employees who do not choose a complete meal may be charged a la carte prices.

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2006(7<sup>th</sup>), July 2007, July 2012, July 2022, July 2023, July 2024*  
*Reviewed: July 2024*