

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

C13

Subject: **REMOVING FOOD, EQUIPMENT OR SUPPLIES FROM PREMISES**

PURPOSE

The purpose of this procedure is to ensure that proper steps are taken when removing food, equipment or supplies from premises.

PROCEDURE

All food, equipment, and supplies used in food service operations are the property of the Board and may not be taken from the food service department except when transferred to another school, warehouse or approved donation agency. All transfers of food and/or equipment must be documented according to established Food and Nutrition Procedures.

Food (including leftovers and scraps, or items from student's trays), equipment, and/or supplies may **not** be donated to food service employees, teachers, parents, visitors or other Board employees. Deviation from this policy, regardless of amount, is not acceptable and may result in serious disciplinary action.

Removal of purchased food from the food service department constitutes an unauthorized distribution that may result in dismissal of the violator.

Unauthorized removal or distribution of commodity food from the food service department constitutes an unauthorized distribution and a misdemeanor that may result in a fine, imprisonment or dismissal of the violator.

Food, equipment, and supply purchases are limited to items used in individual food service departments. **No one in a school is authorized to make purchases through the school food service department for personal use.**

For specific information on use of food service equipment refer to [Food and Nutrition Procedure F-4.](#)

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees.

Refer Questions to: Department of Food and Nutrition

Revised: August 1999, July 2006, July 2011

Reviewed: June 2024