

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **FOOD PRESENTATION AND SERVICE**

PURPOSE

The purpose of these guidelines is to provide serving line setup options and customer service instructions to ensure optimal service.

GUIDELINES

Our priority as school food service professionals is to offer students healthy, appealing meals as efficiently as possible while complying with the District Wellness Policy and the *Healthy, Hunger-Free Kids Act of 2010*. The District Wellness Policy nutrition goal states “All students and staff will have access to and be encouraged to take advantage of high-nutrient food options served at school and District/Region office cafeterias.” Starting in the 2012-2013 school year, the *Healthy, Hunger-Free Kids Act of 2010* requires that a reimbursable lunch include a vegetable, fruit or juice ([Attachment A](#)). It also mandates a specific variety of vegetable sub-groups be served throughout the week, which requires strict compliance with the district menu at the school site level. Starting in the 2014-2015 school year, the *Healthy, Hunger-Free Kids Act of 2010* requires that a reimbursable breakfast include a vegetable, fruit or juice.

To achieve the above goals and required compliance, while maintaining efficiency and avoiding waste, the Department of Food and Nutrition is requiring that all food service managers and satellite assistants implement the following changes to the serving line layout wherever possible. Food service supervisors will make recommendations at school sites as needed.

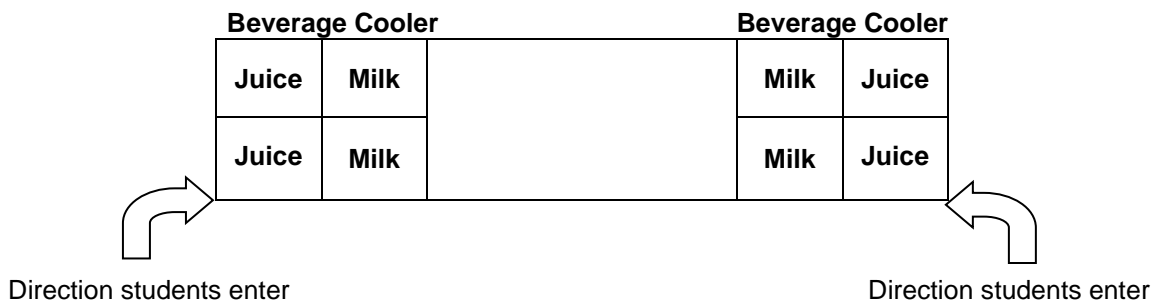
Beverage Cooler

Since milk is an option but not a required component of a reimbursable meal, the beverage cooler shall be a multi-purpose unit. The following options provided are intended to accommodate the different serving line layouts. Each site must implement one of these options.

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Option 1 (beverage cooler contains multiple self-service items):

- A. Keep beverage cooler in same position.
- B. Post signage ([Attachment B](#)).
- C. Stock one side of each cooler with milk and one side with juice. Juice should be positioned so it is the first beverage students can choose as they enter the serving line. For example:



Option 2 (milk and juice are displayed on cold tops/display cases)

- A. Milk and juice must be displayed in an organized, attractive manner.
- B. Post signage ([Attachment B](#)).

Hot Wells

Hot vegetable(s) must be placed in the hot well first seen by students as they enter the serving line. Main entrée items should be placed on the serving line after the hot vegetable(s). Half pans should be used to display multiple hot vegetable choices. By featuring the healthy eating options and required meal components first, this will encourage compliance with guidelines and emphasize healthy choices.

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When properly cooked, vegetables are an attractive component to the serving line and more appealing to students. For maximum quality of cooked vegetables, follow these guidelines:

- Batch-cook in small batches as close to serving as possible
- Only use the freshest product
- Avoid overcooking or holding longer than 20 minutes

To ensure the highest quality product, the above guidelines apply to all cooked items.

Cold Wells - Utility Tops

Arrange cold items in an attractive and efficient manner. If items are displayed attractively and orderly, students are more inclined to select them. Please note, cold fruit and vegetables and entrée salad items must be available for students throughout all serving periods.

Beverages:

Wherever possible, beverage items should be placed near the cashier in cold wells or on cold tops/plates. Items must always be held at 41° Fahrenheit or below. Always arrange beverages in an upright position with the front of the package facing forward for easy identification by the customer.

Whole Fruit:

Whole fruit with edible skin must be washed and wrapped to prevent spreading germs from one person to another that may cause illness. Labels on whole fruit with edible skin must also be removed. Displaying fruit in attractive, shallow baskets or bowls on the top shelf of the serving line where students can reach is an ideal way to display whole fruit. Using baskets may also be helpful in freeing up space on the serving line.

Cupped Fruit/Vegetables/Salads:

Cupped fresh or canned fruit, vegetables or salads must be displayed on the cold top portion of the serving line or a cold plate. Items should always be held at 41° Fahrenheit or below. Cupped fruit, vegetables or salads should be covered with lids or plastic wrap unless being served upon customer request. Be creative! Promotional stickers can be added to cupped fruit/vegetables/salads. Stickers may be requested through region food service supervisors.

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Sandwiches/Wraps:

Cold sandwiches/wraps must be displayed on the cold top portion of the serving line or a cold plate. Cold sandwiches should always be held at 41° Fahrenheit or below. They must be wrapped in clear plastic wrap or placed in a container with a clear lid. Be creative! Promotional stickers can be added to sandwiches/wraps. Stickers may be requested through region food service supervisors.

Serving Fundamentals

Food service managers and satellite assistants are responsible for the overall food service program in their school. They must instruct the food service staff on all aspects of the program including portion sizes, merchandising, quality control and food safety.

- A. Serving lines must be properly set up before students enter the cafeteria for the first serving period.
- B. Servers must be ready to serve. Customers must never have to wait to be served.
- C. Servers are in direct contact with the customers and should:
 - 1. Be knowledgeable of menu selections and portion sizes.
 - 2. Be personally presentable ([See Uniform Procedure G-6](#) and [Personal Hygiene H-1](#)) and maintain good posture.
 - 3. Be courteous but avoid unnecessary conversations.
 - 4. Serve trays as customers come to the line. Pre-plating lunch trays is not allowed and does not speed-up service.
- D. Serving utensils are used to ensure proper portion control and to minimize contamination. Servers must:
 - 1. Use slotted spoon or spoodle to serve vegetables that have liquid e.g., black beans
 - 2. Use appropriate scoop size as indicated in recipe.
 - 3. Use tongs, spatula/turner for all other items.
 - 4. Dispense ice only with a scoop that shall be stored in a way to protect the scoop from

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contamination; inside a scoop container or attached to the hook located inside the ice machine.

- E. Proper temperatures must be maintained to prevent food contamination ([See Holding Hot and Cold Foods Procedure H-10](#)).
1. Obtain and maintain temperatures of potentially hazardous foods throughout meal service.
 2. Food temperatures shall be taken at all serving lines periodically throughout breakfast and lunch and recorded on the Meal Service Temperature Record.
- F. Counter cloths should be available for maintaining a clean serving area inside a sanitizing bucket that should be kept in close proximity to the serving line. ([See Sanitizing Equipment, Utensils and Facilities Procedure H-4](#)).
- G. Food should be replenished promptly to avoid interruption of service. Pans that have only few servings left, should be replaced with new full pans.
- H. Ice used for cooling and storing food items shall not be used for human consumption.

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

Refer Questions to: Department of Food and Nutrition

*Revised: August 1993(2nd), July 2006, July 2008, July 2012, July 2022, July 2023
Reviewed: July 2024*