

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

E7

Subject: **A LA CARTE SALES**

PURPOSE

The purpose of this procedure is to outline the steps in accurately completing the A La Carte Sales Record.

POLICY

A La Carte Sales must be entered on the electronic POS system using available funds from the student's or adults food service account.

PROCEDURES

A. Prior to meal service:

1. The cashier(s) is responsible for completing the A La Carte Sales Record ([Attachment](#)). Column A (A La Carte Items) and Column B (Quantity of Items to Sell).
2. Prior to leaving the food service area, the food service manager/satellite assistant/assistant manager and employee must both sign the record verifying the information in columns A and B are correct.

B. At the end of the meal service:

1. The cashier(s) is responsible for completing Column C (Quantity of Items Leftover) on the A La Carte Sales Record ([Attachment](#)) and then submit to the food service manager/satellite assistant/assistant manager.
2. The food service manager/satellite assistant/assistant manager and employee must both sign the Record verifying the Quantity of Items Leftover is correct.

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- C. For each a la carte item listed on, the food service manager/satellite assistant/assistant manager must calculate:

Quantity of Items Sold

Quantity of Items to Sell - Quantity of Items Leftover = Quantity of Items Sold

The food service manager/satellite assistant must then print and record the POS counts (column E) and compare the items sold to the quantity that was rung up in the electronic POS and record any discrepancies on column F. Any discrepancies must be immediately addressed with the cashier(s).

NOTE

This record may be utilized for all a la carte lines (outside lines and all inside serving lines)

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition – Help Desk

Revised: October 1995 (2nd), July 2006, December 2008, July 2011, July 2022

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