

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

F5

Subject: **USE OF FOOD SERVICE FACILITIES**

PURPOSE

The purpose of these guidelines is to ensure compliance with School Board Policies and State regulations with regards to the use of food service facilities.

GUIDELINES

The school food service program must always have first consideration for use and operation of food service equipment and facilities. The Board has provided policies to permit the use of school facilities to qualified community organizations for non-school functions ([School Board Policy 7510 – Use of District Facilities](#)).

Use of Food Service Facilities for Regular School Activities

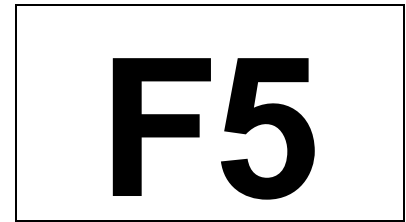
The principal schedules the use of the food service facility for the implementation of the food services for which the school is approved. Regular food service personnel are to be used for food preparation and meal service. After providing for the regular school food service program, the principal:

- A. May schedule the use of the food service facility for other school activities.
- B. Determines approval of all requests for special meal functions for students.
- C. Assures that all special meal functions for students are provided in accordance with the requirements of Food and Nutrition Procedures [B-4](#) and [I-1](#) of this manual;
- D. Assures the sanitation and safety of the food and all food service equipment by restricting its use to school related purposes only by food service employees.
- E. Assures that all Board rules and policies relating to the use of facilities are followed.

Use of Food Service Facilities by Non-School Persons and Organizations

All requests made at the school level for the use of food service facilities by non-school persons and organizations, including school-allied groups, shall be channeled through the school principal. The principal is responsible for assuring that all Board rules are followed in the use of the facilities and equipment in the school. These rules are outlined in School Board Policy [7510 – Use of District Facilities](#). (See [Program Authority Section A-1](#), page 6).

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Personal Use of Facilities

Food service facilities and equipment are not to be utilized for personal use. Food prepared in a private home shall not be used or offered for sale in a school food service facility.

Use of Laundry Facilities

To ensure compliance with HACCP practices aimed at preventing cross contamination and foodborne illness, food service laundry facilities are restricted to the washing and drying of food service linens and aprons.

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

Refer Questions to: Department of Food and Nutrition

*Revised: June 2006(4th)
Reviewed: July 2023.*