

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **ACCESS TO SCHOOL FOOD SERVICE AREAS**

PURPOSE

The purpose of these guidelines is to limit access of school food service areas only to authorized individuals.

GUIDELINES

Authorized Personnel

To protect the health and safety of students and all school personnel, only the following authorized persons are permitted in food service areas:

- A. Food service personnel listed on the official payroll
- B. Food Service Supervisor
- C. Substitutes processed and approved to work in the food service area
- D. Board personnel on official business
- E. Employees of state and county health departments
- F. Persons making a delivery or providing a service requiring access to food service areas
- G. Maintenance and/or vendor engaged in the repair of equipment

Other Visitors

Other persons wishing to visit a food service operation must obtain permission from the school principal/administrative designee. If necessary, such visits should only be arranged at a time when food is not being prepared and when there will be no interruption of services provided to students.

School Volunteers

All approved volunteers must report to the main office **prior** to being assigned by the school principal to volunteer in the food service area.

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Securing Access to Food Service Areas

Possession of keys to all food service areas should be limited to the food service manager/satellite assistant/designee and principal to ensure security of inventory, and equipment. All exterior doors leading into the kitchen area must remain closed and locked unless receiving a delivery.

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

Refer Questions to: Department of Food and Nutrition

Revised: August 2000(2nd), July 2011, July 2022, June 2024
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