

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **BASE FOOD SERVICE MANAGER MONITORING RESPONSIBILITIES**

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## **PURPOSE**

The purpose of this procedure is to ensure proper monitoring of satellite sites by the base Food Service Manager.

## **PROCEDURE**

Supervision of satellite programs, including all Early Childhood Centers (ECCs), Primary Learning Centers (PLCs) and Middle Learning Centers (MLCs) that are located outside the main campus, requires completion of the following visitation by the base food service manager: The Satellite Compliance Visitation Criteria Form ([FM-1898](#)) – This form must be completed twice a year, once before winter recess and once before the middle of May, or as directed by the Department of Food and Nutrition.

The Satellite Compliance Visitation Criteria Supplement Form ([FM-5107](#)) – May be used for additional visits or follow-ups.

The base manager must maintain a copy of the visitation on file. Copies are also to be distributed to the satellite school principal, the satellite assistant, the base school principal and the region food service supervisor.

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

*Refer Questions to: Department of Food and Nutrition*

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