

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

11

Subject: SPECIAL FUNCTIONS FOR SCHOOL FOOD SERVICES

PURPOSE

The purpose of this procedure is to provide the steps to properly account for special functions.

PROCEDURE

Special Functions

Special meals may be prepared for school allied groups during:

- A. regular serving hours when a special menu or service is requested
- B. after school hours when a special menu or service is requested
- C. days when regular student meal service is not in operation

A special function is considered any food service other than regular lunch or breakfast programs or special student programs. These functions would include activities such as faculty meetings, school banquets, receptions or carnivals, PTA meetings and principal's breakfast.

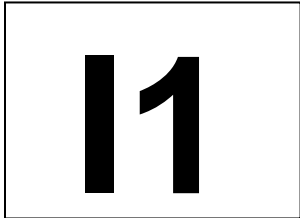
Required Notification

The food service manager must be notified at least three (3) weeks prior to the date of the special function.

The food service manager will consult with the group desiring meals regarding the menu and service. Menus should be simple. Regular food service personnel are to be used for food preparation and meal service. Meals are to be served cafeteria style with service to begin no later than 6:30 p.m.

An order for a definite number of meals must be given at least three (3) working days before the special function. Food service managers should only prepare for the actual guaranteed number.

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Costing

The [Report of Special Functions](#) form is used for reporting all costs and income received.

In setting the price for such functions, an attempt should be made to include all costs: food, paper goods and other incidentals with consideration given to the most economical means possible.

To ensure compliance with 7 CFR 250.59(c) (“The school food authority should not use donated foods in meals or other activities that do not benefit primarily school children, such as banquets or catered events....”) the Department of Food and Nutrition prohibits the use of commodity foods for special functions.

Full-time food service employees are to be paid at an overtime rate of time and one-half for over and above regular hours. Part-time food service employees are to be paid additional hours not to exceed 80 hours for the pay period. The minimum number of employee hours to be charged for special functions is to be determined by the actual number of meals served.

<u>Number of Meals Served</u>	<u>Maximum Employee Hours Needed</u>
30	3
31-44	4
45-59	5
60-70	6
71-80	7
81-90	8
90-99	9
100+	10
Over 100	add 5 minutes for each additional meal

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Payroll Support Cost

Payroll expenses which include several taxes such as withholding, social security, and retirement for cost purposes can be grouped by adding twenty-two percent (25.31%) to the labor cost.

Any group furnishing their own food and non-food supplies is to be charged for the cost of labor at the established overtime rate plus twenty-two percent (25.31%).

Payment

Payment must be received for all meals ordered regardless of number attending. The food service manager is to determine the number served by plate count.

All checks received in payment of special function expenses (food, labor and other) should be made payable to the food service department of that school and should be forwarded to the Department of Food & Nutrition, attention- Budget District Supervisor, Financial OPS..

Reporting Procedures

The [Report of Special Functions](#) form is completed in detail and submitted to Food Service Accounting, 9129 - Room 652.

Payroll Procedure

Set-up for overtime involving current M-DCPS employees is accomplished through SAP Human Resources. The Department of Food and Nutrition is responsible for initiating transactions through SAP Human Resources ([See Food and Nutrition Procedure G-9](#)).

Clean-Up Procedures

Immediately after the meal, the group should retire to another room for their meeting or program to allow food service employees to clear tables. If this is not possible, time should be provided for clearing the tables before the program is started.

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Coffee and Tea Service

Coffee and tea service may be provided as follows:

- A. The group or organization may supply and/or prepare their own ingredients. However, kitchen facilities may only be used for preparation of food by the food service employees.
- B. Labor must be charged if preparation is provided by the food service department beyond normal working hours.
- C. A [Report of Special Functions](#) must be submitted for each service.

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

Refer Questions to: Department of Food and Nutrition

Revised: July 2006(4th), July 2010, July 2015, July 2016, July 2020, July 2022, July 2023, July 2024
Reviewed: July 2024