

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
A-1 PROGRAM AUTHORITY	1	<b>Revised</b> <b>(a) (c)</b> . Unless being sold by the School Nutrition Program, it is impermissible for any competitive food item sold to students during the school day <b>shall not</b> consist of ready-to-eat combination foods, <del>as defined in of meat or meal alternate</del> , as defined in 7 CFR 210.10-210.11, of meat or meat alternate, as defined previously incorporated in paragraph (1)(a) of this rule, <b>incorporated in Rule 5P2.001, F.A.C., and grain products as defined in 7 CFR 210.11</b>
B-1 CHILD NUTRITION PROGRAM	4	<b>Revised</b> Meat/Meat Alternate (optional).....1 ounce
B-2 FOOD SERVICE EMPLOYEE AND ADULT MEALS	1	<b>Revised</b> Refer to Weekly Briefing #41783. For every PayPams transaction, there is a service fee of \$2.95. the Department of Food and Nutrition will add a \$2.95 credit
B-3 AFTER SCHOOL MEAL PROGRAM	5 8	Added * A fruit may be substituted with a different vegetable. Two fruits CANNOT be served. The After School Meal Programs will follow the <a href="#">Code of Ethical Conduct</a> for procurement and the District Employee Standards of Conduct in accordance with procedure <a href="#">G-15</a>
B-4 SPECIAL MEALS FOR STUDENTS	Attachment	<b>Revised</b> Scrambled Eggs - ITEM # 1179
B-5 FIELD TRIPS	3	<b>Revised</b> 3.Students will enter their student <del>account number</del> <b>identification number</b> into the keypad.
B-8 SPECIAL DIETARY NEEDS	1  2 3  4	<b>Revised</b> To provide substitutions or modified meals to students, the <del>Diet Prescription for Meals at School</del> . <b>Medical Statement for Meal Modifications</b> . B. A copy must be provided to the food service manager/satellite assistant and kept on file at the school. The original form must be placed in the student's health record at school and a copy must be provided to the food service manager/satellite assistant to be implemented immediately. <del>The School Food Service Meal Order Sheet (Attachment A)</del> <b>The Food Texture Modification Order Sheet (Attachment A)</b> <b>Deleted</b> If a student does not drink dairy milk for reasons other than a disability, a medical authority or a parent/legal guardian may submit a written request for the student to receive an additional juice. <b>Added</b> <b>Note: Any non-dairy beverage offered as a fluid milk substitute, must be nutritionally equivalent to fluid milk and provide specific levels of calcium, protein, vitamins A and D, magnesium, phosphorus, potassium, riboflavin, and vitamin B12.</b> This is to ensure that individual students who are provided a substitution for cow's milk for reasons other than disability, receive the important nutrients found in milk. <b>Delete</b> <del>A. If a parent/legal guardian is submitting a request for a milk substitution, the request must indicate the substitution, the student's special dietary need, be dated and signed by the parent/legal guardian for each student.</del> <del>C. Diet Prescription for Meals at School or parent/legal guardian-Medical Statement for Meal Modification</del>

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
B-8 SPECIAL DIETARY NEEDS	4	<b>Deleted</b> E. If an additional juice is approved (under OVS), the food service manager/satellite assistant must enter the additional juice under the Special Juice Key, Item #4861 JUIC SPEC.
B-9 RESIDENT MEAL SERVICE USING ROSTERS	1	<b>Revised</b> The purpose of this procedure is to ensure proper accountability of meals served without using <b>an electronic</b> point-of-sale (POS) system.
B-14 STUDENTS WITH FOOD ALLERGIES IN THE SCHOOL CAFETERIA	1  3	<b>Revised</b> the student must have a <del>Diet Prescription for Meals at School</del> <a href="#">FM-5425</a> form completed and signed by a licensed physician- Medical Statement for Meal Modifications form <a href="#">FM-5425</a> completed and signed by a state licensed medical authority. C. Ensure <del>the student's physician has completed the</del> <a href="#">FM-5425</a> Diet Prescription for Meals at School- that a state licensed medical authority for the student has completed the <a href="#">FM-5425</a> Medical Statement for Meal Modifications form... Delete <del>Please discuss with your child's physician what you should do about foods that may contain trace amounts of peanuts or other allergens.</del>
B-15 FOOD SERVICE ON SPECIAL TESTING DAYS	1	<b>Revised</b> Student identification/ <del>key pad</del> numbers are to be used to account for all meals served.
B-16 WATER AVAILABILITY DURING MEAL SERVICE	1	<b>Deleted</b> <del>A packaged eight-ounce pouch of water may be provided to students at no charge with meals.</del>
B-17 DISTRICT WELLNESS POLICY RULE	3	<b>Revised</b> <b>B. 3.</b> No more than thirty-five percent (35%) <del>added sugar</del> total sugars by weight. Snacks 2. have no more than <del>230</del> 200 mg. of sodium
B-19 HEAD START & EARLY HEAD START MEAL ACCOUNTABILITY	9	<b>Added</b> The Head Start/Early Head Start meal programs will follow the <a href="#">Code of Ethical Conduct</a> for procurement and the District Employee Standards of Conduct in accordance with procedure <a href="#">G-15</a> .
B-22 STUDENT MEAL SERVICES DURING POWER OUTAGE	1	<b>Revised</b> If power has not been restored, food service managers/satellite assistants must contact the Help Desk (786-275- <del>0410</del> )0415 or 0417) for assistance in inputting breakfast and lunch meals.
C-8 INVENTORY OF COMMODITY AND PURCHASED FOOD AND NON-FOOD ITEMS	1	<b>Revised</b> Input and finalize inventory by the end of the day on the <del>first Monday</del> <b>last Friday</b> of the month after the Physical Inventory is taken, unless instructed otherwise
C-10 REPORTING LOSSES OF PURCHASED, COMMODITY AND PRERARED FOODS	3	<b>Revised</b> <b>Food or Non-Food loss due to Theft</b> <b>D.</b> Copies of these reports must be submitted to the <del>Department of Food &amp; Nutrition</del> School Food Service Accounting, Department of Food and Nutrition, Attn: Food and Menu Management.



**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
E-13 SPECIAL PROGRAMS	1	<b>Deleted</b> <del>Vending Machines (Commission Checks) — VEND 9914</del>
E-19 MANUAL EDIT CHECKS FOR SPECIAL CENTERS	1	<b>Revised</b> CEP Sites: The total number of students enrolled. Multiply each total by <del>.945</del> <b>.947</b> (attendance factor) to calculate the adjusted attendance figure. Non-CEP Sites: The number of students approved as free, reduced, or paid. Multiply each total by <del>.945</del> <b>.947</b> (attendance factor) to calculate the adjusted attendance figure.
F-1 SAFETY TO LIFE	2	<b>Added</b> <u>Propane Gas Tank</u> <b>Please note the school site administration is responsible to call for refill of propane gas and diesel fuel.</b>
F-3 KITCHEN EQUIPMENT REPAIRS	1	<b>Revised</b> <u>Maintenance Repairs</u> Repairs that can be corrected by the <del>Zone Mechanic</del> <b>Resident Maintenance Service Mechanic (RMSM)</b> include changing a light bulb, tightening a panel, repairing a window screen, re-setting a switch or circuit breaker, etc
F-7 ACCESS TO SCHOOL FOOD SERVICE AREAS	1	<b>Added</b> <u>Authorized Personnel</u> <b>B. Food Service Supervisor</b> <b>F. Maintenance and/or vendors engaged with the repair of equipment.</b>
F-9 RECYCLING PRACTICES	1	<b>Revised</b> <u>General Information</u> The Department of Food and Nutrition supports the District's <del>initiative in recycling</del> <b>sustainability initiatives</b> . To reduce waste collection and its associated fees, paper items and cardboard boxes are encouraged to be <del>recycled</del> <b>placed in the proper recycling area</b>
F-11 SUPECTED GAS SMELL IN FOOD SERVICE AREA	1	<b>Added</b> Do not initiate any cooking operation until emergency service responders <b>and maintenance</b> have declared it is safe to use cooking equipment and approval has been given by the Food and Nutrition supervisor/administration.
G-1 JOB DESCRIPTIONS AND QUALIFICATIONS FOR FOOD SERVICE PERSONNEL	2	<b>Revised</b> As per the AFSCME and M-DCPS collective bargaining agreement ratified by the School Board effective <del>March 13, 2019</del> , <b>October 27, 2023</b> , below is the meal participation criteria <del>and approved college credits required</del> for each food service managerial classification: <b>Deleted</b> <del>Following the districtwide analysis, a request to review average meal participation and/or official college transcript for re-classification of a managerial level may be done by completing and submitting the attached document to the assigned Food and Nutrition Supervisor. If applicable, updated (sealed) official transcript should be included. Requests may be made submitted from October through April.</del> <b>Added</b> <b>To obtain the annual supplement for approved college credits, Food Service Managers must send an official, sealed transcript AND completed Food Service Manager College Credit Supplement Application form (<u>Attached</u>) to the Department of Food and Nutrition.</b> <b>Food Service Managers who have obtained approved college credits and meet the Meal Participation as referenced below are eligible to receive the following supplements:</b>

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES												
<b>G-1 JOB DESCRIPTIONS AND QUALIFICATIONS FOR FOOD SERVICE PERSONNEL</b>	2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Education</th> <th style="text-align: center;">Meal Participation</th> <th style="text-align: center;">Annual Supplement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6 Hrs.</td> <td style="text-align: center;">300-600</td> <td style="text-align: center;">\$500</td> </tr> <tr> <td style="text-align: center;">21 Hrs.</td> <td style="text-align: center;">601-1000</td> <td style="text-align: center;">\$1,000</td> </tr> <tr> <td style="text-align: center;">33 Hrs.</td> <td style="text-align: center;">1001+</td> <td style="text-align: center;">\$1,500</td> </tr> </tbody> </table>	Education	Meal Participation	Annual Supplement	6 Hrs.	300-600	\$500	21 Hrs.	601-1000	\$1,000	33 Hrs.	1001+	\$1,500
	Education	Meal Participation	Annual Supplement											
6 Hrs.	300-600	\$500												
21 Hrs.	601-1000	\$1,000												
33 Hrs.	1001+	\$1,500												
	3	<p><b>Deleted</b>  <del>Manager levels will be based on the current year's average meal participation determined as of the fall FTE count. A districtwide analysis of the average meal participation at each school will be reviewed for the time period prior to the fall FTE count. Resultant changes in the manager levels will be effective as of the first pay period following the fall FTE count.</del>  <del>Following the districtwide analysis, a request to review average meal participation and/or official college transcript for re-classification of a managerial level may be done by completing and submitting the <u>attached</u> document to the assigned Food and Nutrition Supervisor. If applicable, updated (sealed) official transcript should be included. Requests may be made submitted from October through April.</del></p> <p><b>Added</b>  Eligibility will be reviewed annually and will be based on Fall FTE count for meal participation to determine what level each manager can qualify to receive the college credit supplement. If applicable, updated (sealed) official, transcript should be included. All official, sealed transcript and completed Food Service Manager College Credit Supplement Application form must be submitted no later than November 1<sup>st</sup>.</p>												

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
<p style="text-align: center;">G-2 PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART- TIME FOOD SERVICE EMPLOYEES</p>	3	<p><b>Deleted</b></p> <p>2. Candidate must bring the following required letters to the interview:</p> <ul style="list-style-type: none"> <li>• <del>A reference letter (in English) from previous/current employer on the company letterhead including date (within a 6-month time period), phone number and signature.</del></li> <li style="text-align: center;"><del>_____ Or</del></li> <li><del>A completed Office of Non-Instructional Reference Evaluation form (see attached).</del></li> <li>• <del>One personal reference letter (in English) that includes date (within a 6-month time period), phone number and signature of person writing the letter.</del></li> </ul> <p><b>Revised</b></p> <p>3. The candidate must review, complete, and sign the Applicant Information portion of the form and provide the <del>reference letters</del> the <b>reference information</b> in order to initiate the hiring process.</p> <p>5. The food service supervisor will complete, sign and forward the completed <a href="#">Request to Hire Part-Time Cafeteria Substitute form</a> and <del>required letters</del> to the Director of Operations.</p> <p>6. Once the Request to Hire Part-Time Cafeteria Substitute form is approved by the <b>Supervisor</b>, Director of Operations and the Food and Nutrition Officer, it is submitted to the <del>Director of Personnel</del> HR Staffing Supervisor to initiate the hiring of the applicant</p>
	4	<p>C. During the appointment, assistance will be provided by a Food and Nutrition representative in completing the <b>SAP Success Factors</b> steps for the online application as noted below:</p> <p><b>SAP Steps:</b></p> <ol style="list-style-type: none"> <li>1. <del>Visit <a href="http://jobs.dadeschools.net/Apply.asp">http://jobs.dadeschools.net/Apply.asp</a></del></li> <li>2. <del>Click <b>Register and Login Here</b></del></li> <li>3. <del>Click <b>Register Here</b> which appears in the box above User Name and Password. This begins the registration process.</del></li> <li>4. <del>Click on <b>Personal Settings</b>. Enter all required information.</del></li> <li>5. <del>Click on <b>Contact Information</b>.</del></li> <li>6. <del>Click on <b>Request Questionnaire</b>. The questionnaire will be sent to the email address that was designated on the <b>Contact Information</b> and must be completed and submitted.</del></li> </ol>
	4,5	<p><b>Added</b></p> <p>Success Factor Steps:</p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://hrdadeschools.net/supportpersonnelstaffing/">hrdadeschools.net/supportpersonnelstaffing/</a></li> <li>2. Click <b>“Apply Here”</b></li> <li>3. Click <b>“Register and Login Here”</b></li> <li>4. In <b>“Search by Keyword”</b> type <b>“Café”</b></li> <li>5. Click <b>“Search Jobs”</b></li> <li>6. Click <b>“Cafeteria Sub(step 6)”</b></li> <li>7. Click <b>“Apply Now”</b></li> <li>8. If already have an account, enter email &amp; password; if not registered, click <b>“Not Registered Yet/Create Account”</b></li> <li>9. Enter all required information</li> <li>10. Complete all steps (My Documents, Profile Information, Job Specific Information)</li> <li>11. Click <b>“Apply”</b></li> </ol>
	5	<p><b>Revised</b></p> <p>d) <del>\$71.00 money order</del> <b>Visa or Master Card</b> payable to “School Board Miami-Dade Fingerprinting”.</p> <p><b>Deleted</b></p> <p><b>NOTES</b></p> <p><del>Cafeteria substitutes who work a regular schedule at one location and where student meal participation supports meal per labor hour standards will be converted on a quarterly basis to a part-time general worker position.</del></p>

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
G-15 DISTRICT EMPLOYEE STANDARD OF CONDUCT	2	<p><b>Added</b></p> <p>C. Procurement Food Service Employee Conflict of Interest. Food service employees are prohibited from the following;</p> <ul style="list-style-type: none"> <li>- Soliciting or accepting gifts from vendors of any value.</li> <li>- Establishing financial relationships with contracted vendors for personal gain.</li> <li>- Receiving gift cards, vacation trips/cruises, loans, rewards, or promise of future employment.</li> </ul> <p>In accordance with the <a href="#">School Board of Miami-Dade County Policy 4129 – CONFLICT OF INTEREST</a> and <a href="#">Policy 3210.01 – CODE OF ETHICS</a></p>
H-1 PERSONEL HYGIENE	1	<p><b>Added</b></p> <p>10. Employees are not permitted to eat, drink, chew gum or <b>use cellphones</b> in the food service area.</p>
H-5 USIN SUITABLE UTENSILS WHEN HANDLING READY-TO- EAT FOODS	2	<p><b>Added</b></p> <ul style="list-style-type: none"> <li>• after eating, drinking, chewing gum <b>or using the cellphone during your break</b></li> </ul>
H-6 USING AND CALIBRATING THERMOMETERS	2	<p><b>Revised</b></p> <p>Thermometers must be calibrated <del>regularly</del> <b>every day</b> to ensure that product temperatures are correct</p>
H-15 SERVING FOODS	2	<p><b>Added</b></p> <p>2. Wear a clean apron.</p>
H-17 TRANSPORTING FOOD TO REMOTE SITES	2	<p><b>Revised</b></p> <p>Before transporting food to remote sites, school site food service employees will record food product name, time, internal temperatures and any corrective action taken on the <del>Material Acquisition and Transport (MAT) Route Log</del>. <b>Meal Temperature Log</b>. Upon receipt of food at remote sites, school site foodservice employees will record receiving temperatures and corrective action taken on the <del>MAT Route Log</del>. <b>Meal Temperature Log</b>.</p>
H-18 PEST CONTROL	5	<p><b>Revised</b></p> <p>a. Ensure that <del>Facilities Operations</del>, Maintenance Service Center (MSC 1,2,3 or 4) - Gas Department has been notified to turn off gas before tenting begins. After tenting has been completed, <del>FOM MSC</del> must resume gas service.</p>
I-1 SPECIAL FUNCTIONS FOR SCHOOL FOOD SERVICES	3	<p><b>Revised</b></p> <p><u>Payroll Support Cost</u> Payroll expenses which include several taxes such as withholding, social security, and retirement for cost purposes can be grouped by adding <b>twenty-five point thirty-one percent</b> <del>twenty-two percent (22%)</del> (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 <b>twenty-five point thirty-one percent</b> <del>twenty-two percent (22%)</del> (25.31%).</p> <p><u>Payment</u> 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 &amp; Nutrition, attention- Budget Analyst-District Supervisor, <u>Reporting Procedures</u> The <a href="#">Report of Special Functions</a> form is completed in detail and submitted to Food Service Accounting, <del>999</del> <b>9129</b> - Room 652.</p>

**DEPARTMENT OF FOOD AND NUTRITION  
PROCEDURE MANUAL UPDATES  
2024-2025**

TITLE	PAGE(S)	SUMMARY OF CHANGES
J-6 EMERGENCY/ DISASTER PREPAREDNESS, ASSESSMENT, RECOVERY AND REOPENING	5	<b>Added</b> <b><u>LUNCH – OPTION 1</u></b> Cold lunch meat sandwich (2 oz. meat and cheese) <b>Vegetable- ½ cup</b> Fruit or Juice – 4 oz. Low-fat milk – ½ pint