

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: REMOVING FOOD, EQUIPMENT OR SUPPLIES FROM PREMISES

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES

Refer Questions to: FOOD SERVICE ADMINISTRATORS
DEPARTMENT OF FOOD AND NUTRITION

All food, equipment, and supplies used in food service operations are the property of the Board and may not be taken from the food service department except when transferred to another school or warehouse or approved donation agency. All transfers of food and/or equipment must be documented according to established Food and Nutrition Procedures.

Food (including leftovers and scraps, or items from student's trays), equipment, and/or supplies may **not** be donated to food service employees, teachers, parents, visitors or other Board employees. Deviation from this policy, regardless of amount, is not acceptable.

Removal of food from the food service department constitutes an Unauthorized Distribution:

- The removal of purchased food may result in dismissal of the violator.
- Unauthorized removal or distribution of commodity food is a misdemeanor and may result in a fine, imprisonment or dismissal of the violator.

Food, equipment, and supply purchases are limited to items used in individual food service departments. No one in a school is authorized to make purchases through the school food service department for personal use.

For specific information on use of food service equipment refer to Food and Nutrition Procedure F-4.