

FOOD AND NUTRITION PROCEDURES

Number	E-7
Reviewed	July 2009
Effective	December 2008
Page	1 of 1

Miami-Dade County Public Schools

Subject: OUTSIDE LINE / A LA CARTE SALES
(Where there is not a P.O.S. System)

For Action By: FOOD SERVICE MANAGER

Refer Question to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION HELP DESK

Policy:

Every school authorized to serve reimbursable and a la carte food items outside the traditional serving lines, must enter such sales in the Outside Line Sales screen. In addition, when distributing the items to the various lines, the Outside Line Sales Report must be completed listing all items and their quantity **prior to leaving and upon returning to the food service area.**

Procedures:

Attached please find a copy of the Outside Line Sales Report ([Attachment](#)).

1. It is the responsibility of the manager and employee(s) assigned to the line to complete the Outside Line / A la Carte Sales Report Form with the items taken for sale and have this form **verified before leaving the kitchen and upon returning back to the** food service area.
2. After breakfast or lunch service, each Outside Line Sales Report must be completed and submitted to the Food Service Manager along with the Day End Deposit Report.
3. The Food Service Manager will determine the number of servings sold (# serving sold) in each Outside Line Sales Report and the cash total, and will enter this information in the computer. The grand cash total should equal the cash total entered in the computer.
4. The Food Service Manager will assign each Outside Line a number that will remain the same for the entire school year, i.e. X5, X6, X7, etc. For example, if the school has three (3) POS lines and two (2) Outside Lines, the outside lines would be reported under X4 and X5 OFF Line Sales.