

## FOOD SERVICES MANAGEMENT

All food service personnel will be directly responsible to their Kitchen Manager and the Food Service Director; who are responsible to the building principal, the district Business Administrator and Superintendent.

The Food Service Director is responsible for the planning of the school lunch menus. It is also the Director's responsibility to inform all kitchen personnel of rules implemented by the New Hampshire Department of Education.

The individual Kitchen Managers are responsible for the preparing of food served in their kitchen. It is the Kitchen Manager's responsibility to ensure that their kitchen is in full compliance with the Department of Education's rules and regulations as directed by the Food Service Director.

The Food Service Director will order supplies with collaboration from the individual Kitchen Managers to ensure the fulfillment of each school's specific needs. The Food Service Director will keep accurate records of financial transactions connected with the food service program. The Director will prepare all records and reports as required.

The Food Service Director will be certified by a NH Department of Education approved program, such as The School Nutrition Association (SNA).

All food service employees shall obtain a certificate of completion for an approved sanitation course within an appropriate amount of time.

First Reading: February 17, 2011

Second Reading: March 3, 2011

**Adopted: March 3, 2011**