

KITCHEN USAGE

Policy for After Hour Use of Kitchen/Serving Lines

1. All kitchen and serving line usage is scheduled through the Student Nutrition Department. Please complete the request form and fax to Student Nutrition at 972.968.6392. See the request form in the back of the booklet.
2. Anytime a kitchen or serving line is used after hours a Health Department **certified** Student Nutrition employee must be present.
3. Labor needs will be determined by Student Nutrition using one of the following methods:
 - a. METHOD A: We will staff events at 10 meals per labor hour. Therefore the number of meals needed divided by 10 will give you the number of labor hours needed. Student Nutrition employees will be responsible for food preparation and clean-up.
 - b. METHOD B: This will be used when preparation is being done by volunteers or prepared foods are brought in and we are simply there to instruct others on the proper use and care of equipment. Volunteers will be responsible for clean-up. An employee should be scheduled for the full time of the event plus 2 additional hours. One for set up prior to the event and one for closing up after the event.
4. The Field Supervisor will contact the cafeteria personnel to secure workers and then contact the organization/school to give the number of employees working and the hours they will be working.
5. If Student Nutrition is responsible for the preparation of food, then all food items must be procured from Student Nutrition. Please contact the Field Supervisor for prices and ordering.
6. Student Nutrition will invoice the school/organization for the labor at the current Board approved hourly rate for Auxiliary Staff. (See policy GKD (Local)).
7. At no time should an employee accept payment directly from the school/organization. The organization using the building shall pay no honorarium and shall not tip the employee.
8. Inside groups (schools, PTA and other booster groups) must provide an account code(s) for payment of the event. Student Nutrition will provide all paperwork necessary for Finance to transfer funds and send a final statement to the group once the event is over.
9. Outside groups will be billed and payment is expected 7 days prior to the event.
10. Cafeteria usage is scheduled through the Building Usage & Rentals and more information is available through Policy GKD (Local).