

PELHAM SCHOOL DISTRICT POLICY EF – FOOD SERVICE MANAGEMENT

Category: Recommended

The Pelham School Board recognizes the importance of a nutritionally and financially healthy Food Service Program. Multiple studies have shown that well-fed students have more success in the classroom. The Board expects the food service program to meet or exceed all USDA guidelines and offer the students a healthy, safe and economical program. In order to achieve financial independence, the Pelham School Board will review meal prices every June. The pricing shall be set to cover all costs of the program while keeping the interests of the community in mind.

The Food Service Director will develop and maintain a procedure to communicate with students and parents about the status of the food service account. The Food Service Director will coordinate with the district leadership team to implement the planned procedures for notification of the account status. Every effort will be made to collect overdue money to these accounts. In certain situations, an emergency meal will be given to students whose accounts are past due, consistent with the procedure.

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Manager is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will adhere to the nutrition standards as set forth by the school wellness program.

The Food Service Manager will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Manager will be appropriately qualified.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager will make recommendations to the building principals, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The District will seek to ensure that all students have access to school-provided meals. The Superintendent or designee will develop meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meals.

**PELHAM SCHOOL DISTRICT POLICY
EF – FOOD SERVICE MANAGEMENT**

Category: Recommended

District Policy History:

Adopted: June 13, 2012

Revised: April 21, 2021

Legal References:

RSA 189:11-a, Food and Nutrition Programs

*NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services Section 204 of
Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004*