

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9217

PAGE: 1 OF 4

CATEGORY: **Community Relations**

EFFECTIVE: **1-29-62**

SUBJECT: **Extra Use of Cafeteria Facilities**

REVISED: **7-18-03**

A. PURPOSE AND SCOPE:

1. To provide administrative procedures governing extra use of cafeteria facilities by school and community groups, and to define types of facilities available.
2. **Related Procedures:**

Civic center use of buildings, grounds, and equipment	9205
Food service responsibilities and regulations	5500

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-6000, K-4000, K-4010.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Business Operations Division, Office of School Site Support.
2. **Regulations.** Cafeteria kitchen and serving facilities in schools are designed primarily for serving hot meals to students. As time and labor permit, facilities may be used by school and community groups. Various types of extra use may be requested depending on service needed and nature of the group.
 - a. **Food Services Director** may limit number of requests for extra use of any school in order to avoid excessive demands upon time and energies of school food service workers who would have to be present.
 - b. **Services requiring** presence of food service workers on scheduled holidays or Saturdays require approval of the Food Services Director.
 - c. **Breakage, damage or loss** of equipment will be charged to organization using facilities. Facilities must be left clean and orderly; any infractions are to be reported to the principal.
 - d. **Cafeteria cash register** contains a permanent record of regular cafeteria business and *cannot* be used for any other purpose.

- e. **Use limitation.** Kitchen facilities and services are not available to students, faculty, or outside groups on the last minimum school day or workday immediately preceding first school day when full cafeteria service is provided to students.
 - f. **Attendance limitation.** Maximum number of guests is governed by seating capacity of the dining area. (This information may be obtained from the area food services manager or the Food Services Department.)
3. **Extra Use *Not* Requiring Services of Food Service Employees--Type I service:** Use of limited kitchen facilities for one-event noncooking purposes (heating water or coffee, but no use of ovens or steam tables) and/or use of dining room only; portable food carts may be used.
- a. **Use before 5:00 p.m.:** Principal makes arrangements for school-sponsored activities and groups approved for free use, coordinating only with area food services manager. Other outside groups are referred to district rentals clerk at (858) 637-6204. (Procedure 9205)
 - b. **Use after 5:00 p.m.:** Requester contacts district rentals clerk, following Procedure 9205.
4. **Extra Use Requiring Services of Food Service Employees.** Types of cafeteria service available and approvals required are outlined below:
- a. **Type II service:** Limited use of kitchen for potlucks, teas, and catered meals requiring one or more food service employees, or consecutive daily kitchen facility use for noncooking purposes over a period of time.
 - (1) **Food:** All food shall be furnished and prepared outside of cafeteria.
 - (2) **Facilities:** Use of kitchen includes facilities for keeping food warm and use of serving counter. Commercial caterers must furnish all silverware and dishes.
 - (3) **Supervision:** One or more food service workers must be present; these employees will be responsible for protection of cafeteria property and for control of food warmers, refrigerators, and ovens. For potlucks and teas, employees help with certain duties such as cutting cakes, preparing hot drinks, and preparing for dishwashing.

- (4) **Payment.** The cost for the food service employee services should be factored into the facility rental fee. Food service employees should submit district time cards for the time worked to their supervisor for approval.
- b. **Type III service:** Cafeteria-prepared meals, other than regular noon program, requiring the presence of food service employees.
 - (1) Preparation of food and supervision is responsibility of area food services manager.
 - (2) Payment of employees is included in cost of meal.
 - (3) Menus and prices are available in office of the Food Services Director.
 - (4) Special student low-cost menu may be arranged by student organizations and student parent groups on request to the Food Services Director, *provided that payment for a minimum of 75 meals is assured.* This type of service should be limited to once per semester.
- c. **Approvals for use of Type II or Type III Service**
 - (1) Requester secures "Rental Contract Agreement" form from district rentals clerk for all requests for use after school hours (Procedure 9205).
 - (2) Upon completion of "Rental Contract Agreement" form, requester secures permit from the Food Services Department, which arranges for use of food service employees and facilities for a scheduled event.

Note: Securing "Rental Contract Agreement" form does not authorize use of kitchen. Food Services Department *permit* is also required (E.1.).
5. **Other Uses.** Use of kitchen for more extensive purposes such as cooking and baking must be arranged with the Food Services Department. Principal may arrange with area food services manager for special service, e.g., PTA, or civic-type noon programs once or twice a year. If these events require extra time, help is paid at established rate.

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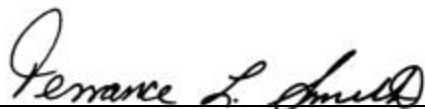
D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Application and Permit to Use Cafeteria Kitchen, available from the Food Services Department
2. Application, Statement of Information, and Permit for Use of School Property, available from district rentals clerk

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education