

CAFETERIAS

The Muhlenberg School Board recognizes the need to operate a student cafeteria in each of the District's schools. Meals will be nutritious and well-balanced. Authorization for the operation of school cafeterias is outlined in Section 504 of the Pennsylvania Public School Code.

Food sold by the cafeteria may be purchased by students, teachers, support personnel, administrators, cafeteria staff members, and other employees at a price that will not materially exceed the cost of operation.

The Business Manager and Food Service Coordinator are responsible for the operation of the cafeterias in the District.

Policy: 6.3  
Adopted: 12/18/85  
Amended: 2/21/96  
Amended: 2/8/06

CAFETERIAS

I. Cafeteria Operations

A. General Operation

1. All cafeterias will operate under the Federal National School Lunch Program and serve Type “A” (reimbursable) meals.
2. The Business Manager and Food Service Coordinator are responsible for the overall operation and financing of all cafeterias.
3. Cafeterias are operated by a Cafeteria Head Cook under the supervision of the Food Service Coordinator and Business Manager.

B. Determination of Meal Prices

1. The Business Manager, in conjunction with the Food Service Coordinator, will make annual recommendations to the Muhlenberg School Board for the adoption of student and adult meal prices, including a la carte items.
2. Prices as adopted by the Muhlenberg School Board will be the official prices in all District operated cafeterias.

C. Type “A” (Reimbursable) Meal Program

Type “A” (reimbursable) meals are to be served in accordance with the current guidelines promulgated by and in accordance with the National School Lunch Program and the United States Department of Agriculture.

D. Cafeteria Purchasing

1. The Muhlenberg School District is a member of the Berks County Intermediate Unit Joint Purchasing System which solicits bids periodically for the following cafeteria food and supplies:
  - a. Canned and frozen foods
  - b. Paper products

The successful bidder will be used by the cafeteria Food Service Coordinator and building Head Cooks when purchasing any of the above items.

2. The Muhlenberg School District will solicit bids annually for bread, ice cream, fruit drinks, and any major equipment in accordance with the district bid and quotation policy.
3. In accordance with Section 504 (d) of the Pennsylvania Public School Code, the Muhlenberg School Board will award the contract for milk products on an annual basis.

4. All equipment repair requests will be placed to the office of the Buildings, Grounds, and Transportation Coordinator.

E. Donated Commodities

1. The Muhlenberg School District cafeterias will participate in the Donated Food Program as outlined in the agreement established by the Department of Agriculture, Bureau of Government Donated Food.

F. Cafeteria Special Event/Banquet Functions

1. Requests for utilization of cafeteria facilities must be made in accordance with the district Building and Facility Use Policy (Policy 7.1).
2. Functions for school district groups
  - a. The cost for labor, food, and supplies will be calculated by the building Head Cook based on actual usage. The business office will then invoice the employee responsible for organizing the function.
  - b. School district groups are those groups where payment for the function will be made from a School Board approved district financial account.
3. Functions for non-school district groups
  - a. If requested, the cafeteria building Head Cook will order the necessary food and supplies for the organization based on the information provided. The Muhlenberg School District will not be liable for excess food that was ordered as a result of the information provided by the organization. The food and supply vendor will invoice the sponsoring organization directly. The building Head Cook will calculate the cafeteria labor for the event and the business office will invoice the sponsoring organization for actual labor costs incurred.
  - b. Non-school district groups are those groups where payment for the function will not be made from a School Board approved district financial account.
4. The Muhlenberg School District cafeterias will not purchase excess food or supplies resulting from any function.
5. The Muhlenberg School District will not store food or supplies in district storage for non-school district groups.
6. The Muhlenberg School District will not sell food or supplies directly to non-school district groups.
7. The Muhlenberg School District will not sell food or supplies to any school district employee.

II. Free and Reduced Meal Prices

- A. The Muhlenberg School District will comply with the regulations and procedures with respect to free and reduced meal prices in accordance with the National School Lunch Program and the Pennsylvania Department of Education policy statement for determining eligibility for free and reduced-price meals in schools.

III. Point of Sale Account

- A. The Muhlenberg School District will operate all cashier functions under a computerized Point of Sale system.
1. All students will have individual accounts and will be identified with an identification number and picture.
  2. Deposits
    - a. Money may be deposited into the student's account. A minimum deposit amount will be established on an annual basis.
    - b. Students will be informed by the cafeteria staff when their account goes below an established amount determined on an annual basis.
  3. Refunds
    - a. Money left in a student's account at the end of the school year will be rolled over to the student's account for the next school year.
    - b. When a student moves out of the school district, a letter will be mailed to the parent indicating that any balance left in the student's account may be picked up at the school within two months of the student's departure.
    - c. When a student graduates from the high school, any balance left in the student's account will be refunded to the student during the last week of the school year.

IV. Cafeteria Charge Policy

- A. Charges by Category
1. High School – No charges are allowed.
  2. Middle School – A student may charge up to the cost of two lunches.
  3. Elementary School – A student may charge up to the cost of two lunches.
  4. A student who has a negative balance on the Point of Sale account may not purchase additional ala carte items until the balance is paid in full.
  5. Staff – No charges are allowed.

B. Check Regulations

1. There will be a returned check fee for a check that doesn't clear on deposit.
2. The student must pay all charges including the returned check fee before being allowed to purchase a meal.
3. If there are two returned checks from the same family, the student must make cash payments until graduation.

C. Lunch Requirements

1. An alternate Type "A" lunch may be provided for a student who has no means to pay for his/her lunch.
2. Alternate Type "A" lunch consists of cheese, crackers, a piece of fresh fruit, fruit juice, and milk.

