

SPECIAL EVENTS FOOD SERVICES MANAGEMENT

Cafeteria personnel and facilities will be available for special school or community events when such events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.

A member of the cafeteria staff will be on duty at all times during the use of any cafeteria kitchen. The duties of the employee will be to perform requested services and to safeguard the use of equipment.

The Food Service Director shall prepare a list of duties of a cafeteria employee on duty at special school or community events and shall revise this list as occasion arises, subject to the approval of the Director of Finance and Operations. This list of duties will be presented to the person responsible for the use of a cafeteria by a school or community group.

Approved

November 21, 2011