

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

G12

Subject: **FOOD SERVICE EMPLOYEE MEALS**

PURPOSE

The purpose of this procedure is to establish who is entitled to food service employee meals, when and where the meals are to be consumed.

PROCEDURE

Food service employees (except dining room aides) paid from food service funds are entitled to receive a meal(s) in addition to the hourly rate of pay. Employees may receive a meal(s) during the time frame they are scheduled to work, i.e., breakfast if they work during breakfast hours, lunch if they work during lunch hours, breakfast and lunch if they work during breakfast and lunch hours.

Food service employees shall eat in the dining room, or an area designated for this purpose, not in the kitchen production areas. Employees must consume all meals during designated mealtimes established by the food service manager/satellite assistant. Under no circumstances are meals or components of meals to leave the premises.

To provide for proper sanitation and food safety, disposable paper cups or plastic glasses should be provided for employees to drink water. Cups or glasses should not be left in the kitchen area.

All other employees and/or adults not paid through food service funds must pay established prices for meals or components of meals they receive by using a PayPams account. ([See School Board Policy 8500 – Food Services](#)).

The following procedures must be followed for teachers and any other school staff:

- An online account must be set up by contacting Milagros Alvarez-Ferrer via email at malvarezf@dadeschools.net.
- Include the employee's name, employee's number and work location name/location number.
- Once the account is set up, make payments online at www.PayPams.com. No cash or checks accepted at any cafeteria.
- Adult breakfast is \$3.00 and Adult Lunch is \$5.00.

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

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Revised: August 1999(3rd), July 2022, July 2023
Reviewed: July 2023