

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

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Subject: **COOPERATIVE SALES PROGRAM**

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## **PURPOSE**

The purpose of this procedure is to ensure the proper procedures are used for the Cooperative Sales Program.

## **PROCEDURE**

The Cooperative Sales Program is a cooperative and collaborative partnership between the Athletics and Activities Departments and the School Food Service Program. There is an approved list of items ([Attachment A](#)) that may be procured through the food service manager by the Athletics and/or Activities departments and these items may be sold during the school day. Any items not procured through this program cannot be sold until 1 hour after the end of the school day as per the District Wellness Policy.

Selling approved food items through the Cooperative Sales Program, in conjunction with designated school-site personnel, is permitted only in senior high schools under strict, verifiable conditions accounted for through the Department of Food and Nutrition. The steps outlined below must be followed.

1. Food service manager and/or designated member of the school staff (i.e., activities or athletic director) will contact Camille Castor ([cmcastor@dadeschools.net](mailto:cmcastor@dadeschools.net)) to be placed on the "Cooperative Sales Site Participation List" for the current school year.
2. Once placed on "Cooperative Sales Site Participation List", a designated member of the school staff (i.e., activities or athletic director) complete the Cooperative Sales Program Order Form ([Attachment B](#)) weekly to inform the food service manager of the quantity of items to be purchased by 2:00 p.m. the day before sales for fresh delivered items and one week in advance for frozen and/or refrigerated items. Items procured from US Foodservice need two to three weeks lead time if not regularly stocked in their inventory.
3. The food service manager will be responsible for ordering and acknowledging that the items were received and that payment is in order by signing the invoice.
4. The designated staff member will pick up the items from the food service manager and initial the Weekly Special Activities Form which indicates the total number of items received ([Attachment C](#)). The food service manager may assist by storing perishable items.

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5. The food service manager will make the price extensions on the order form and give a copy to the designated staff member (See [Attachment B](#)). This serves as an invoice for products ordered for the week.
6. The designated staff member shall be responsible for all revenues collected and must take all monies collected from sales to the school site's treasurer for deposit.
7. Payment for products is to be made by the end of each month for all items ordered/delivered as per invoice. Orders for the following month will not be honored until all receivables are paid.
8. At the end of the month, the treasurer will issue a check for the grand total due of the month's purchases to the food service manager. The food service manager will enter into the cash register system (key #9912) under special activity program (SPACT). All checks received should be made payable to the food service department of that school and should be sent to the Department of Food & Nutrition, Attention- Budget Analyst.
9. All orders are FINAL – no returns or exchanges.

### Principal's Responsibilities

1. The principal will be responsible for ensuring that sales will not interfere with instructional activities.
2. Items may be sold at any location outside of the dining room as identified by the principal. No other competitive sales will be held.

*For Action By: Senior High School Principals, Food Service Administrators, Athletic Directors, Activity Directors Food Service Accounting, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition, Food and Menu Programs*

*Revised: January 2005(2<sup>nd</sup>), July 2006, July 2010, July 2022  
Reviewed: July 2023*