



**Miami-Dade County Public Schools
Department of Food and Nutrition**



**Opening of School Meeting and Training
Part-Time Staff
AGENDA**

August 12 or 13, 2024

Department Goals:

- ✓ Healthy Meals for Students in a Friendly & Clean Environment
- ✓ Program Accountability & Cost Controls
- ✓ Quality Assurance & Sustainable Operations

I. 2024-2025 Program Highlights

A. Administrative Review

- i. February 24 – 28, 2025
- ii. Civil Rights Training
 - 1. All staff, full-time and part-time, are required to view the Civil Rights Training video
 - 2. And Justice for All posters must be posted
- iii. Professional Standards
 - 1. All staff are required to view Food and Nutrition training webinars
- iv. Hazard Analysis Critical Control Point (HACCP) Procedures must be followed
 - 1. Hairnets (all hair must be contained)
 - 2. Gloves must be worn
 - 3. Hand washing must occur frequently
 - 4. Uniforms must be clean
 - 5. Temperatures must be taken of equipment and food
 - a. Staff must know how to calibrate thermometers
 - 6. Areas are pest free
 - 7. Food is stored six (6) inches from floor and ceiling
 - 8. Chemicals are stored separately and labeled
- v. The menu must be followed
 - 1. The vegetable on the menu must be offered or a substitute within the subgroup must be offered
 - 2. Two different fat contents of milk must be offered (1% white, fat-free chocolate/strawberry – Pre-K must not be offered flavored milk)
 - 3. Signage regarding school lunch and breakfast options must be posted
 - 4. The menu must be posted
- vi. Offer vs Serve must be followed - exceptions are meals in the classroom and field trips
 - 1. Offer vs Serve posters must be posted
- vii. Meal Accountability
 - 1. Every breakfast and lunch must contain a fruit, juice, or vegetable

- a. Student may never have two (2) juices
 - 2. Meals must be itemized correctly
 - a. Cashiers must **not** enter “ghost” items or add items to the tray that are not there to make the meal reimbursable so the register does not charge.
 - b. Students must be identified (verbally, school/POS picture ID)
 - B. Adult breakfast price - \$3.00; Adult lunch price - \$5.00
 - i. Contact Milagros Alvarez (MalvarezF@dadeschools.net) to set-up PayPAMS account
 - ii. Only food service staff receives a meal free of charge
- II. Meal Accountability
- A. Community Eligibility Provision “CEP”
 - i. Breakfast and lunch will continue to be free for all students
 - ii. Student ID numbers and adult account numbers must be used
 - iii. Keypads/scanners used to input student ID and adult account numbers
 - iv. Meals must be itemized
 - v. If POS is not available to input meals, a POS database (Classroom Worksheet or Balance Report) must be used to account for meals at the point of service.
 - 1. Do not use Daily Meal Count Record Sheets
 - B. Additional/Second Student Meals
 - i. \$2.00 for elementary and secondary breakfast
 - ii. \$2.25 for elementary lunch; \$2.50 for secondary lunch
 - iii. Use the following overlay keys – these meals are not itemized
 - 1. Additional Elementary Breakfast – 8881
 - 2. Additional Elementary Lunch – 8882
 - 3. Additional Secondary Breakfast – 8883
 - 4. Additional Secondary Lunch – 8884
 - C. Cashless Continues
 - i. No cash or checks will be accepted
 - ii. All payments for students and adults must be made through PayPAMS
 - iii. Only food service staff receives a free meal.
 - D. Important Food and Nutrition (F&N) Procedures
 - i. B-14 Students with Food Allergies
 - ii. C-15 Share Table for Students (During Meals)
 - iii. F-10 Carbon Monoxide Detector Alarm
 - iv. F-11 Suspected Gas Smell in the Food Service Area
 - v. G-6 Uniforms
- III. Food Presentation and Menu Service: Starting the First Day of School and Thereafter
- A. Breakfast – Students must select at least three (3) items and one must be a fruit or juice
 - B. Lunch – Students must select at least three (3) components and a minimum of one (1) must be a fruit/juice or vegetable
 - C. All menu items must be offered daily for breakfast, lunch and after school care meals/snacks
 - D. Assorted fresh fruit, juice, vegetables, assortment of salads (entrée and side), school made sandwiches or wraps must be offered daily
 - E. Follow Standardized Recipes

- F. Accurate Overlay/Recipes/Production and Menu Records
- G. Availability of Water During Meal Service
 - i. Drinking water **must** be available for students at no charge through access to water fountains and/or dispensers/pitchers at all schools.
 - ii. Cups (8 oz) **must** be available for students at no charge, if they ask for one.

- IV. Readiness for Opening of School
 - A. Advise manager immediately of any deficiencies (equipment, facilities, hot water, etc.)
 - B. Ensure that nothing remains in inventory with an expiration date prior to **August 21, 2024**

- V. Quality Control – F&N Procedure C-11
 - A. Must always monitor the quality of food and beverages from receiving to serving
 - i. Social Media
 - ii. Customer Service and Communication
 - B. Receiving Food/Supplies/Service – F&N Procedure C-3
 - i. In addition to writing the receive date (month/day/year) on all cases, you must circle the expiration date of food items, if there is one on the case.

- VI. HACCP
 - A. Review Food and Nutrition HACCP Procedures H1-H21
 - B. HACCP Food Safety Checklist

- VII. Department of Health Food Service Inspections and Pest Control Service – F&N Procedure F-8
 - A. Main Critical Areas: hot water, hoods, rodent/pest activity, refrigeration, serving line temperatures, and peeling paint
 - i. Handwash sink water temperature must be a minimum of 100°
 - ii. Wash and rinse compartment sink water temperature must be 110°
 - iii. Sanitizer compartment sink does not require hot water
 - B. Daily Cold Dry Storage Hot Water Temperature Record
 - i. Must be taken and recorded twice daily using internal thermometers
 - ii. Afternoon temperatures should be taken end of the day at least one hour after meal service to allow for temperatures to cool down
 - C. Meal Service Temperature Record must be completed daily
 - i. Start Time and Temp, Holding Temp
 - ii. 41° or below for cold
 - iii. 135° or above for hot

- VIII. Personnel
 - A. Professional Standards – Continuing Education/Training – F&N Procedure G-16
 - B. On-going training of part-time staff must be documented on Professional Standards Training Roster and maintained on file.

- i. Part-time staff is required to have a minimum of 6 hours.
 - C. Cleaning Schedule
 - i. Employees are assigned to complete specific tasks
 - D. Hourly Employee Work Schedule
 - E. Payroll Sheets
 - i. Each employee must sign “time in” and “time out” daily for themselves
 - ii. No one is allowed to sign in and out for someone else – that is payroll fraud!
 - F. Professional Responsibilities and Job Duties
 - i. Tardiness, not completing your job duties and insubordination will not be tolerated.
- IX. Cashier Basics
 - A. Developed to teach basic cashiering skills to part-time staff
- X. Civil Rights Training – View Video on Food and Nutrition Website
- XI. Sign two (2) Professional Standards Rosters

NOTES:

Upon completion of training, managers must:

- Have employees sign two Professional Standards Training Rosters
 - Opening of School/HACCP
 - Civil Rights
- Attach Part-Time Staff Agenda to original Professional Standards Training Roster and keep on file.
- Submit copies of both rosters to Elena Rosas and copy your Food Service Supervisor by August 14, 2024

Training Hours = 4 hours: 2000 (2100, 2200, 2300, 2500, 2600) = 2.5 hours; 3000 (3200,3400) = 1.25 hours; 4000 (4100) = .25 hours

