



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



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

AGENDA

August 15 or 16, 2023

Department Goals:

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

I. 2023-2024 Program Highlights

A. Administrative Review: Details forthcoming

i. 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

ii. Professional Standards

1. All staff are required to view Food and Nutrition training webinars

iii. 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

iv. 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

- vi. 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. New adult breakfast price - \$3.00; New adult lunch price - \$5.00
 - i. Contact Pedro Fleitas (Pfleitas@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. 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. A La Carte Sales will continue
- 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. Bottled water (8oz) **must** be available for sale during breakfast and lunch at all schools.
 - iii. 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 28, 2023**
- 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
 - 1. 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!

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 your Richard Novo and copy your Food Service Supervisor and Elena Rosas by August 17, 2023

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