



CALGARY BOARD OF EDUCATION

Administrative Regulation 3047.2 - Lunch Programs

B. SCHOOL CAFETERIA AND FOOD SERVICE PROGRAMS

1. The following definitions will apply:
 - a. Non-Instructional Cafeteria: A service which provides users with seating accommodation and with a selection of foodstuffs and beverages for purchase.
 - b. Food Service Program: A service similar to that provided by a non-instructional cafeteria but based on a limited complement of equipment and a more limited selection of foodstuffs and beverages.
 - c. Instructional Cafeteria: A cafeteria which is operated as a part of the school's instructional program in accordance with provincial curriculum guidelines.
2. Establishment of the services defined in section 1 is subject to the following provisions:
 - a. subject to the availability of facilities and space as determined by the principal through consultation with the Superintendent of the school's Area Office, one of the services may be established in a school when:
 - i. requested by a representative group of parents; or
 - ii. initiated by the principal of the school.
3. Instructional cafeterias will operate in accordance with:
 - a. Program of Studies set by Alberta Education.
 - b. Public Health Act Food Regulation 240/85.
4. Non-instructional cafeterias and food service programs will be operated in accordance with the following requirements:
 - a. provisions for general management will be the responsibility of the principal,
 - b. services will be consistent with the requirements of the Public Health Act Food Regulation 240/85, with the provisions of Regulation 3047 - Nutrition, and with the Junior High Lunchroom Manual or the Senior High Cook's Manual, whichever applies,

- c. foodstuffs and beverages offered for sale must include items which are nutritious,
 - d. business transactions and accounts will be conducted and maintained in accordance with the requirements of the Operations Manual of the Division of Finance-Business Administration and with the guidelines established in Procedures 3047.2,
 - e. sanitation and food safety will be monitored as provided for by the Health and Safety Service, Division of Human Resources.
5. Staff required to supervise or operate cafeterias or food service programs will be assigned by administration in accordance with budget allocations.
 6. Student fees will not be charged for access to food service or cafeteria facilities.
 7. Use of facilities for activities scheduled out of normal school hours of operation will be subject to the following requirements:
 - a. school activities: approval by the principal.
 - b. non-school activities: approval by the Division of Facilities.
 8. In-service programs in food safety and other information of interest to principals and to the staff involved in the supervision and operation of cafeterias and food service programs will be provided by the Health and Safety Service, Division of Human Resources.
 9. Responsibility for operating costs will be as follows:
 - a. Non-instructional Cafeterias: All operating costs will be the responsibility of the school except for the costs of capital equipment.
 - b. Food Services Programs: All operating costs will be the responsibility of the school except for (1) the costs of providing supervisory and other staff as determined by administration in accordance with budgetary provisions; and (2) the costs of capital equipment, small wares and equipment repairs.

PROCEDURES FOR REGULATION 3047.2

These procedures apply to Non-Instructional Cafeterias and Food Service Programs as defined in Part B, Section 1 of Regulation 3047.2.

I. PROCEDURES FOR NON-INSTRUCTIONAL CAFETERIAS AND FOOD SERVICE PROGRAMS

A. General Management Responsibilities

General management refers to the requirements of daily operation of the cafeteria or food service program and includes responsibilities such as the following:

1. Menu preparation and prices.
2. Hours and days of operation.
3. Customer relations.
4. Ordering of supplies, equipment and repairs.
5. Supervision of staff.
6. Adherence to the requirements of Regulation 3,047.2, Part B (4)(b).
7. Assignment of student help as required.
8. Budget preparation.
9. Inventory control security.

B. Facilities

The Division of Facilities is responsible for:

1. Cleaning of vent pipes annually at no charge to the school.
2. Provision of caretaking services as follows:
 - a. Cleaning of hoods and filter screens weekly.
 - b. Vacuuming refrigeration compressors.
 - c. Maintaining floors and walls in sanitary condition.
3. Preventive maintenance - e.g., annual cleaning of convection ovens in Food Service programs.

C. Acquiring Consumable and Non-Consumable Supplies

1. Purchasing Services will:
 - a. Maintain an authorized list of suppliers; and
 - b. Notify schools and the Accounts Payable Office of changes made in it.

2. Schools are responsible for:
 - a. Phoning orders to suppliers;
 - b. Receiving and signing invoices; and
 - c. Handling inquiries as follows:
 - i. Cafeterias - Submitting signed invoices to the Accounts Payable Office for payment.
 - ii. Food Service Programs - Arranging for direct payment by the school.

D. Acquiring Equipment, Repairs and Small Wares

1. Purchase of all equipment is requested through the capital budget process.
2. Repairs and small wares are requisitioned as follows:
 - a. Cafeterias - Forwarding an S-18 form to Purchasing Services.
 - b. Food Service Programs - Contacting Purchasing Services by telephone.
3. Supplies, equipment and repairs are ordered from companies specified by the Purchasing and Administrative Services Department.

II. PROCEDURES FOR NON-INSTRUCTIONAL CAFETERIAS IN SENIOR HIGH SCHOOLS ONLY

A. Financial Procedures

1. Receipts:
 - a. Receipts are to be remitted monthly to the Financial Services Department using an A-41 Summary of Accounts - Board Funds form.
 - b. Receipts will be credited to the appropriate cafeteria revenue account.
2. Rebates:
 - a. Suppliers will be requested to send rebate cheques and a breakdown by school of rebate amounts to the Financial Services Department.
 - b. Rebates will be credited by the Financial Services Department to the appropriate school revenue account.

3. FIS Reports:

The Financial Services Department will prepare monthly decentralized FIS Reports to include:

- a. Budget and actual figures.
- b. Accounts for revenue, consumable supplies, non-consumable supplies, regular salaries, temporary salaries, professional and technical (equipment and maintenance).

4. Long-Term Illness Reserve

A percentage of each school's cafeteria revenue accounts will be set up as follows in July of each school year as deferred revenue to provide a reserve for the long-term illness salary paid to cafeteria staff (i.e., illness over one month's duration).

- a. The first month of salary for an individual's illness will be charged to the appropriate cafeteria salary account.
- b. Any long-term illness salary after the initial month of illness will be charged to the reserve account.
- c. Effective in 1990, the reserve balance will be reviewed each July and revenue will be deferred based on the anticipated future needs of the reserve account.

5. Settlement of Surpluses and Deficits

July 31 of each year will be deemed the cut-off point at which the surplus or deficit in non-instructional cafeteria accounts will be determined:

- a. Any surplus will be remitted by the Board to the schools by cheque in the month of August in order that these amounts can be deposited in school fund bank accounts prior to the end of the fiscal year.
- b. Deficits will be charged to the due-from-school accounts for settlement in full by the end of September.
- c. Invoices received in August will be held for processing and payment in September.

6. Budgeting

Schools will prepare a food services budget for submission to the Budget Services Department by the end of each school year.

B. Inventory

1. Schools will be responsible for taking inventory in accordance with the requirements of the Division of Finance-Business Administration Operations Manual.

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