

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

ADMINISTRATIVE REGULATION REDUCTION OF FOOD WASTE No. 710.5R1

In accordance with Board Policy 710.5, food service employees, teachers and school staff may work together to ensure that unused food from the child nutrition program is not wasted. This can include donations by the school meals program for unserved foods or food items collected at a sharing table. All school staff should follow the procedures below to ensure food is safe to eat and does not violate student rights.

1. All food service employees should:
 - a. Prepare food amounts as directed on production records, recipes, and standard operating procedures.
 - b. Follow all personal hygiene standard operating procedures in preparation and service of foods.
 - c. Prepare and store donated foods according to standard operating procedures and local health guidelines.
 - d. Encourage students to select a variety of foods in compliance with program regulations.
2. Teachers and school staff should:
 - a. Encourage students to take only foods they plan to eat, with the understanding of what food items are needed for a reimbursable meal.
 - b. Encourage students to eat foods they have selected.
 - c. Inform students about the sharing table in way that does not pressure students to donate foods from their meal.
 - d. Ensure students do not bully one another to donate food.
3. Administrators should:
 - a. Follow best practice in scheduling meal periods.
 - b. Consider allowing students to save non-perishable foods for later consumption.
 - c. Review local health policies regarding food donations to non-profit organizations.
 - d. Review menu items which are frequently wasted.
4. Monitors at sharing tables should:
 - a. Accept only foods that
 - i. Do not require temperature controls such as whole, fresh fruit.
 - ii. Are prepackaged and in their unopened, original containers.
 - iii. Are sold as part of the nutrition program rather than foods from home.
 - b. Inspect foods to ensure that packaging is intact.
 - c. Ensure tables are located away from sites for potential cross-contamination, such as by cafeteria exit door rather than tray return window.
 - d. Supervise student involvement.
 - e. Be present at all times.

5. The Unit Supervisor will
 - a. Monitor meal preparation and service procedures.
 - b. Collaborate with teachers and other staff.
 - c. Ensure procedures are followed.
 - d. Resolve questions related to food safety.
 - e. Follow up as necessary.

Some leftover foods can be considered for donation to 501(c)(3) organizations if it meets the Iowa Department of Inspections and Appeals current food code. Examples include:

- a. Unserved food items that do not require temperature control.
- b. Unopened packages foods.
- c. Whole pieces of fruit.

Date Approved: October 9, 2017

Last Date Revised: November 21, 2022

Last Date Reviewed: November 21, 2022