

## **AUTHORIZED PERSONNEL IN SCHOOL KITCHENS**

1.0 The following steps shall be taken to protect food in school kitchen areas from intentional and unintentional contamination:

1.1 Kitchen access is to be limited to authorized personnel. Authorized personnel shall be a) Nutrition Services employees, b) those employees in each building who have been trained regarding food preparation, storage, and food equipment storage procedures to reduce the risk of contamination, c) vendors of food, kitchen repair and food equipment, and d) health department, fire department, and District maintenance staff. Identification may be required to confirm that visitors meet state and District requirements for kitchen access.

1.2 Parents, students, and staff, are not allowed in the kitchen except under the direct supervision of a trained individual or Nutrition Services staff member. These requirements shall apply to all kitchen access and use during the school day and before/after the school day, including use by groups using school facilities pursuant to the community use policy.

1.3 The kitchen manager and principal or designee shall account for keys and badges given for access to food service preparation and storage areas. Keys and badges are not to be shared and are the responsibility of the assigned staff member. Kitchen managers and principals shall have a formal policy in place for key and badge collection.

1.4 Food, supplies, and equipment will be locked when not in use or supervised.

2.0 Each principal is encouraged to designate 3-5 staff members to complete training in food/kitchen security procedures to be provided by the Nutrition Services Department in order to provide supervised access to kitchen areas at times outside of Nutrition Services working hours.