



Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Stephanie Gillenberg	Date:	01/20/09
Major Process	Emergency Procedures				
Process	Disruption in Meal Services				
Sub Process	No water, no hot water, gas shut off, electricity shut off, equipment failure				

I. Process/Scope Overview:

The purpose of this process is to define procedures for handling disruptions in meal services.

II. Policies:

- A. In the event of a gas shut off, no water, no hot water, equipment failure and/or electricity shut off, the School Food Services Manager must contact the Area Food Services Supervisor (AFSS) and the School Site Administrator immediately.
- B. Any service of food must follow HACCP procedures, USDA guidelines, CDE requirements and Board Rulings.
- C. Eligibility, counting and claiming procedures and verifying components on all meals must be followed in order to establish fully reimbursable meals.
- D. Non – reimbursable meals served to students, faculty, and administration will be billed on a cafeteria invoice and presented to the Principal for reimbursement to the Cafeteria Fund. A la carte prices will apply.

III. Procedures:

- A. In the event of a disruption in service as defined above, the School Food Services Manager must contact the AFSS immediately.
- B. Manager must also contact the School Site Administrator.
- C. Details and updates regarding the status of meal service must be conveyed to the Area Food Services Supervisor and school site administration.
- D. If the problem cannot be corrected immediately:
 1. With approval of AFSS, the Food Services Manager can adjust the daily menu and provide cold, wrapped food items for the students.
 2. If the Food Services Manager does not have enough food items within inventory, the manager will work with the AFSS to obtain wrapped food items from nearby schools or the Newman Nutrition Center.
- E. Unless circumstances prohibit the Food Services Manager from following the POS guidelines, USDA eligibility, counting and claiming and reimbursable meal procedures must be followed.
- F. If current POS guidelines cannot be followed, all meals will be billed at the a la carte price listing on a cafeteria invoice and presented to the School Site Administration for payment.

IV. Responsible Individuals/Department:

- A. Food Services Manager
- B. Area Food Service Supervisor
- C. School Site Administration
- D. Senior Food Service Supervisor

- V. Frequency/Timing:
As needed.

- VI. Record Keeping Requirements:
 - A. Inventory of all items served as non-reimbursable meal must be recorded and filed.
 - B. Production Records must be completed and reflect all items served.
 - C. Cafeteria Invoices, if needed, must be completed and signed by the principal.

- VII. Monitoring:
 - A. Area Food Service Supervisor will monitor and convey information received from school site to their immediate Supervisor.

- VIII. Related Training and Recommended Classes:
 - A. Emergency Procedure Training

- IX. Related documents/Reference Material:
 - A. Principal's Resource Page – Emergency Procedures
 - B. Emergency Reference Guide


- X. Key Support Contacts:
 - A. Area Food Service Supervisor

- XI. Key Words (for Indexing):
 - A. Lock Down
 - B. Emergency Response
 - C. Cafeteria Invoice
 - D. Non – reimbursable meal

I. Revision History

Action	Date	Name
A. Created	01/20/09	Stephanie Gillenberg
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	04/28/09	S. Gillenberg
Added Comments From	05/11/09	S. Gillenberg
Added Comments From	1/8/10	L. Benavidez

II. LAUSD Approval

Authorized by: 
(Laura Benavidez/Deputy Director)

Date: 1/8/10

Authorized by: _____
(Name/Title)

Date: _____