



## Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Stephanie Gillenberg	Date:	06/15/09
Major Process	Student Workers				
Process	Meal Service to Student Workers				
Sub Process					

I. Process/Scope Overview:

The purpose of this procedure is to outline the guidelines for student workers in the cafeteria/kitchen area.

II. Policies:

- A. LAUSD Board Rule 1551 (d) states “students may work in the cafeteria for meals, extra food and/or school credit, as appropriate. Assignments shall not exceed one-half hour each day, and in no case shall be required as a condition of receiving free meals, if the student is eligible to receive them based upon USDA family income standards”.
- B. The school principal is responsible for the approval to utilize students for work in the cafeteria.
- C. All student workers must obtain a Food Handler’s Certificate from the school nurse, before working in the cafeteria.
- D. All student workers must follow direction from the Food Services Manager regarding food safety guidelines and duties as assigned.
- E. Student workers are not allowed to handle cafeteria equipment (examples include: ovens, hot trays, knives, heavy pans).
- F. Student workers are not to serve as the cashier.
- G. Student workers are given a meal based on their eligibility.
- H. Once a student worker has finished their shift and received their meal, they must leave the cafeteria serving area and kitchen.

III. Procedures:

- A. Student workers must complete a Student Application for Work prior to being assigned to work in the cafeteria.
- B. The School Food Services Manager will set up an appointment with the school nurse for student workers to obtain a Food Handler’s Certificate.
  1. A copy of the certificate is kept on file in the Manager’s office.
- C. Student workers will wear a new plastic apron and bonnet while working in the cafeteria.
- D. Student workers must wash hands prior to serving and follow all HACCP guidelines.
- E. **Student workers must sign in and sign out each day of work (see Student Worker Sign-in Meal Allowance Tracking Log).**
- F. Student workers with free or reduced eligibility will be given a meal based on their eligibility. They are permitted a second meal at no charge, but the first meal must be applied to their eligibility.
  1. The second meal cannot be claimed for reimbursement.
- G. Student workers who are full price and/or do not qualify for the program will receive a meal at no charge.
- H. Sites with FOH CMS POS
  1. Free and reduced student workers are claimed by eligibility within the CMS POS

2. Full price student workers are claimed by applying the “Earned Meal” button under the student’s name

I. Sites without FOH CMS

1. Student worker meals are recorded within the Daily Entry screen in CMS by the appropriate eligibility.

- a) Full price student workers are recorded in the Student Worker Full Pay box.
- b) Reduced student workers are recorded in the Student Worker Reduced box.
- c) Free student workers are recorded in the Student Worker Free box.

J. The balance point for claiming the student worker meal is the Student Worker Sign-in Meal Allowance Tracking Log.

IV. Responsible Individuals/Department:

- A. Food Services Manager
- B. Area Food Services Supervisor
- C. Student Worker

V. Frequency/Timing:

- A. As needed

VI. Record Keeping Requirements:

- A. Student Worker Application filed by school year
- B. Food Handlers Certificate must be on file for each Student Worker
- C. Student Worker Daily Meal Allowance Log completed daily and filed

VII. Monitoring:

- A. Food Services Manager
- B. Area Food Services Supervisor

VIII. Related Training and Recommended Classes:

- A. Annual Manager’s workshop
- B. Monthly trainings with AFSS

IX. Related documents/Reference Material:

- A. LAUSD Board Ruling 1551
- B. Student Worker Application
- C. Student Worker Daily Meal Allowance Log

X. Key Support Contacts:

- A. Food Services Manager
- B. Area Food Services Supervisor


XI. Key Words (for Indexing):

- A. Student Workers
- B. Counting and Claiming

## I. Revision History

Action	Date	Name
A. Created	06/15/09	S. Gillenberg
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	11/16/09	L. Benavidez
Added Comments From	3/8/11	S. Gillenberg

## II. LAUSD Approval

Authorized by:   
(Laura Benavidez/Deputy Director)

Date: 3/8/11

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_