

<i>Adopted:</i>	12/19/1972	<i>Saint Paul Public Schools Procedure</i>	719.00
<i>Revised:</i>	9/7/1982		

719.00 FOOD SERVICE

The lunch program shall be coordinated by the directors of elementary curriculum and instruction, secondary curriculum and instruction and food services.

Listed below are the responsibilities for each category of personnel involved in the food service programs.

The Principal

1. The schedule for the lunch program is determined by the principal or his/her designated representative.
2. The number of supervisors per lunch period and the rate of pay are based on a budget allocation to the school and the terms of the negotiated contract.
3. Where aides are used instead of teachers, the principal or a supervisor who is certificated teacher must be designated to supervise them during the lunch period.
4. The principal or his/her designated representative is responsible for dealing with misbehavior of students in the cafeteria. This means that each school should develop a code of conduct for the cafeteria.
5. The principal is responsible for the use of the budget allocated to the school.
6. The principal should assist the Director of Food Service in the evaluation of food service employees.
7. The principal is responsible for establishing and maintaining a positive working relationship among all adults in the program teachers, teacher aides, educational assistants, food service personnel, custodians, clerical and other support personnel.

Teacher Supervisors

1. The teacher shall be in the lunchroom supervising aides and students during assigned duty time.
2. Teachers should deal with misbehavior by following established guidelines in the Student Behavior Handbook and cafeteria regulations.
3. Teachers should see to it that cooperation between aides and cafeteria employees is encouraged. Students should be expected to be respectful of cafeteria employees and supervisory help.

CROSS REFERENCE:

LEGAL REFERENCES:

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Aides

1. Aides should help to arrange the physical set-up of the cafeteria.

2. Aides should assist in seeing to it that cafeteria rules are observed.
3. Aides should assist in meeting physical needs of students.
4. Aides should see to it that students are seated in an orderly manner.
5. Aides should encourage students to use good table manners.
6. Aides should dismiss students according to schedule.
7. Aides shall be responsible for cleaning the table in the cafeteria between lunch periods.
8. Aides are to do other duties as assigned.
9. If there is a serious discipline problem, this must be reported to the principal and/or teacher in charge.

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Food Service Employees

1. All employees must be courteous and pleasant to students. Students are customers.
2. Food should be placed on the trays in an attractive manner. If for any reason there is a problem, another plate should be served.
3. Employees shall be responsible for washing the tables in the lunchroom after the last lunch period.
4. While the organization of the lunch schedule is the responsibility of the principal, the cafeteria supervisor should be consulted.
5. If there is a serious discipline problem, this must be reported to the principal and/or teacher in charge.

CROSS REFERENCE:

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