

FOOD SERVICES OPERATIONS

Food services include all cafeterias, concessions, food and soft drink vending, and other food operations within the District. Food services of the District are provided as a convenience for the students and staff of the colleges and are to operate at or above necessary operating costs. Any capital investment for the original establishment or a major expansion of a food services operation shall be charged against the Cafeteria Fund (Fund 52) or the Capital Projects Fund (Fund 41) of the District. Food services operations (or other auxiliary enterprises) may be contracted out to a third-party, subject to Board Policy 5014, Contracts.

The following procedures shall be followed for food services operations.

1. The food services manager shall purchase food, supplies, and services necessary for current operation of the food services activity. Equipment shall be purchased following District procurement procedures.

All contracts for services required for the food services operation must be in accordance with District procedures.

2. All invoices for food, supplies, and services shall be sent directly to the food services manager prior to payment. No payment shall be authorized by the food services manager without documentation signed by the employee receiving the goods or service. Invoices and statements shall be forwarded to the college Business Office.

3. The accounting and payment of the food services accounts of the District shall be maintained at a college business office. The college Business Office will provide the food services manager and the college President with current information as to the financial condition of the food services accounts. The food services manager shall complete all sales reports and related information required by the college Business Office and District Finance Department.

4. The food services manager shall prepare daily deposits to its respective Cafeteria Fund for all money received during the day. The food services manager shall be responsible to see that proper money handling methods are followed by food services personnel.

Each cash register shall be reconciled daily to verify cash received and any overage or shortage shall be noted. Only food services personnel or other persons approved by the college Business Office are authorized to handle cash.

5. The food services accounts may reimburse the General Fund (Fund 11) for all expenses not directly charged to the Cafeteria Fund, including the following:

- a. operational expenses, such as pest control, laundry, etc.;
- b. repair of food service equipment (movable and built-in); and
- c. other materials or services purchased for the food services accounts.

All food service employees shall be paid in accordance with the appropriate salary schedules adopted by the Governing Board and subject to all procedures established by the District for the hiring of classified personnel.

The food services accounts may be charged a fee based on the square footage of the food service area for garbage services, gas, water, and electricity. The cost per foot shall be determined by the District's Chief Facilities Planner.

The cost of maintaining the food services equipment, such as vending machines, stoves, freezers, furniture, business machines, etc., may be paid for by the District and charged back against the Cafeteria Fund. Whenever possible, these charges should be paid directly from the Cafeteria Fund. The costs of building and grounds maintenance or repairs for facilities used by food services may be charged against the General Fund of the District.

Operating losses of food services, i.e., expenses in excess of revenue, shall be the responsibility of the college. If at the end of the year there is an insufficient fund balance within the Cafeteria Fund for the balance to cover the fiscal year operating loss, a transfer from the Unrestricted General Fund college reserve will be required at the close of the fiscal year to balance the account. Positive fund balances, i.e., revenue in excess of expenditures, shall remain in a reserve account in the Cafeteria Fund to be used for future food services expenses or transfer of funds to the college Unrestricted General Fund for college operations.