

Policy 533.1

KINGSLAND FOOD EVENT POLICY

Revised: 20190703

Beginning August 2012, the State of Minnesota mandated Food Safety Guidelines for concessions or anyone else that will be preparing and serving food through the school kitchens or cafeterias.

Concessions serving potentially hazardous foods need to have a licensed certified individual on-site in the concession stand or cafeteria during any food preparation or serving. The concession stand must be up to code with the State of Minnesota and will be inspected twice a year just as any food service establishment. These rules also apply to anyone who will be using the concession area. This is a State of Minnesota and food service enforced policy.

A lead person must be appointed in charge of the concession. Each concession must comply with the following:

1. Home-prepared food may never be offered to the public through a concession stand.
2. Equipment determines the menu. This means that any concession other than prepackaged, non-heated foods, non-hazardous foods, (i.e., canned or bottled beverages, chips, and candy) must have special NFS approved equipment appropriate to the menu.
3. Any concession on school grounds may choose from the following options:

Option A: Non-hazardous concessions can be served either in the café or the concession stand, (see list below). Use of Kingsland's concession stand will need a booster club member present during concessions.

Option B: **Potentially hazardous food concessions will require the use of the kitchen** and must have a certified Kingsland Foodservice employee present. If the menu requires use of the school's kitchen, there will be fees charged for personnel and food ordered. Food leftover belongs to the event which purchases it. All regulatory matters are handled directly through the school food service authority and administration. Potentially hazardous food concessions requiring the use of the kitchen includes: pork sandwiches, walking tacos, cheesy potatoes, etc.

Option C: Obtain a separate food service license. The sponsoring organization applies for and maintains licensure. Compliance is the responsibility of the license holder. The type of license needed would depend on the type of concession. **This option only applies to concessions not served inside the school building.**

Option D: Food may be catered in from a licensed and inspected establishment, **This establishment must also serve the food to make sure health department guidelines are followed.**

Potluck (this food can be brought from home or catered in): Money cannot be charged for the event to be considered potluck. General health and sanitation guidelines must be followed during cooking, storing, and serving of food items. Examples include hand washing, maintaining proper temperatures, using clean utensils, etc. Someone needs to be appointed to be in charge of the event. The school's kitchen cannot be used for preparation or serving of potluck events. Potluck events would include team banquets, classroom instruction, or staff sharing.

Bake sales are not allowed due to concerns regarding food allergies and sanitary conditions, as recommended by the Department of Health.

Classrooms treats must be prepackaged or purchased from a licensed and inspected establishment. Homemade treats are not allowed.

Fundraisers: Fundraisers need district approval. A person must be appointed in charge of the event.

1. Meals served as fundraisers must be supervised during preparation and serving by the school's food authority, or catered in. The organization is responsible for the expenses submitted by school's food service.

2. Items sold for fundraisers cannot require refrigeration or freezing at the school.

3. Any food items sold as fundraisers during the school day, must be Smart Snack compliant. Please check with SFA.

Potentially Hazardous Foods: Pizza, hot dogs, nachos, pork sandwiches, walking tacos, cheesy potatoes, etc.

Non Hazardous Foods: Commercially packaged food items .Ex: chips, cookies, bars, candy, bottled drinks, etc.

Any questions regarding this policy can be directed to Kingsland's School Food Authorities.

Judy Tart, Cook Supervisor at tart.judy@kingsland2137.org

James Hecimovich, Superintendent at hecimovich.james@kingsland2137.org

For all events, you must first fill out a facility use request form, and it must be approved by administration.

Legal References:

Minnesota Statutes Part 4626.2010, Certified Food Manager Requirements for Food Establishments

7 CFR 210/220—NATIONAL SCHOOL LUNCH PROGRAM

7 CFR 245—DETERMINING ELIGIBILITY FOR FREE AND REDUCED PRICE MEALS AND FREE MILK IN SCHOOLS