



# NAZARETH AREA SCHOOL DISTRICT

## Food Service

### Use of Food Service Facilities

**In conjunction with a Use of Building Form, if food is being served one of the following options must be followed.**

Option # 1 → Use of School Kitchen

Nazareth Area School District Food Service will provide an employee who must be present to insure the proper use of equipment etc. When a Food Service employee is needed there is a per hour cost (minimum of two hours) and the school district license to serve the public will be used. This also provides for a certified food handler when necessary.

When food is provided by the Food Service Department, any food ordered but not used/thawed and is also used in the school lunch program, may be returned. Food must be prepared in the school kitchen with the certified food handler present. Food costs may be obtained from Donna Garr at 610-759-3632.

All volunteer parents working in the kitchen:

- Must wear rubber soled, closed toe shoes.
- NO sandals, high heels, or flip flops.
- NO sleeveless shirts when working in the kitchen.
- All hair must be worn up and secured.

NO children (18 years of age or younger) are allowed in the kitchen.

Food Service equipment can only be used if a Food Service employee is contracted.

If you are having food donated it must be delivered by an **approved source** to the school kitchen between 7:00 a.m. and 12:00 p.m., with acceptable product certification. To obtain approval, the vendor must carry a \$1,000,000 liability insurance, have a current license to serve the public and a copy of their last health inspection. Approval needs to occur one week prior to the function. A list of already approved vendors may be obtained from the Food Service Department.

Option # 2 → Organization chooses **NOT** to use kitchen or food service staff

Organizations may choose not to utilize a Nazareth Area School District school kitchen and serve food in the cafeteria instead. In that case, the organization must obtain a private currently certified food handler. In addition, the organization must also obtain a \$1,000,000 liability insurance policy with the Nazareth Area School District as the additional insured. This can be the same policy obtained for the Use of Building Form. A license to serve food to the public must be obtained from the Pennsylvania Department of Agriculture and presented to the Food Service Department at least one week prior to the event.

Food being prepared must be done so at the school location with the certified food handler present. However, if the organization has not made arrangements for the kitchen, food prep must occur in the cafeteria. Food prepped at home is not allowed to be sold to the public.

All food purchased or donated must be delivered by an **approved source** to the school kitchen between 7:00 a.m. and 12:00 p.m. with acceptable product certification. To obtain approval, the vendor must carry a \$1,000,000 liability insurance, have a current license to serve the public and a copy of their last health inspection. Approval needs to occur one week prior to the function. A list of already approved vendors may be obtained from the Food Service Department.

- Please note – According to district procedures, no food fundraisers are allowed during school hours.