



NAZARETH AREA SCHOOL DISTRICT

Food Service

Use of Food Service Facilities

A use of Facility Form must be completed prior to using any District Facility or Property. Please refer to the NASD web-site under Facility and Operations to access the 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.

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 or elsewhere on site. In that case, the organization must provide the following to the Food Service Department at least three weeks in advance:

1. Copy of Serv-Safe Certificate for establishment
2. Copy of most recent Health Inspection-with no severe risks noted
3. Copy of Retail Food License
4. \$1 million Liability Policy naming the district as an additional insured
5. Copy of Worker's Compensation Policy-if establishment is self-operated, a Worker's Compensation Waiver must be signed and submitted
6. Copy of Auto Insurance Policy

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 or served to the public.**

All food purchased 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 guidelines above must be adhered to. Approval needs to occur three weeks prior to the function. A list of already approved vendors may be obtained from the Food Service Department.

- If these regulations are not followed, the responsibility of any incidents will fall directly back on the person in charge of implementing at their site
- Please note – According to district procedures, no food fundraisers are allowed during school hours
- This also includes the use of food trucks coming into the district