



## Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Angela Marion	Date:	03/02/09
Major Process	Catering Trucks for Adults				
Process	Meal Service				
Sub Process	Adult Meal Service				

### I. Process/Scope Overview:

- A. The purpose of this process is to outline the procedures for the use of catering trucks onsite for adults.

### II. Policies:

- A. “Adult Schools and occupational centers may contract with commercial food vendors and/or vending machine operators authorized by the Student Body Fiscal Section of the Budget Services and Financial Planning Division for meal service at their location”. (LAUSD Board Rule 1551a)
- B. “At the request of a school principal and with the concurrence of the Director of the Food Services Division, adult meal service may be provided by a privately owned mobile preparation unit, which parks on or near school grounds” (LAUSD Board Rule 1551a) Provided that:
  1. Students will have no access to such food service and no safety problems will be created by the vehicle.
    - a) If there are concerns, the Food Services Branch will discontinue meal service to adults onsite, with the exception of beverages.
- C. Adults may purchase that day’s student meals from the cafeteria at the approved faculty prices.
- D. Any return to Food Services Division adult meal service will require the approval of the Food Services Division Director.
- E. Competitive foods are defined by the USDA (United States Department of Agriculture) “as any food sold in competition with the National School Breakfast and Lunch Program to children in food service areas during meal periods”.
  1. Food service area is defined by USDA, through CDE (California Department of Education) as any area on the school premises where reimbursable meals are served and/or eaten.
- F. Any violations to the above policies must be reported by the Food Services Manager and/or the Senior Food Services Worker to the Food Services Division at 213-241-6419, 213-241-6422.

### III. Procedures:

- A. The Principal of the school site must request the service and approval must be obtained by the Food Services Division Director.
- B. The Food Services Manager must monitor the program for any Competitive Sales violations:
  1. Students must not be given access to the vendor/catering truck.
  2. Food items sold at the catering truck are for adults only.

- IV. Responsible Individuals/Department:
  - A. Food Services Manager
  - B. Senior Food Services Worker
  - C. Area Food Services Supervisor
  - D. Administration
  
- V. Frequency/Timing:
  - A. When requested by the Principal and approved by the Food Services Division.
  
- VI. Record Keeping Requirements:
  - A. Documentation regarding violations must be filed.
  
- VII. Monitoring:
  - A. Ongoing by the Food Services Manager
  - B. Compliance verified by Area Food Service Supervisor.
  - C. Administration
  
- VIII. Related Training and Recommended Classes:
  - A. Annual workshops
  - B. Area Food Service Supervisor Monthly Meetings
  
- IX. Related documents/Reference Material:
  - A. LAUSD Board Ruling 1551
  - B. Food Services Division SOP Competitive Sales
  
- X. Key Support Contacts:
  - A. Food Services Manager
  - B. Area Food Services Manager
  - C. Food Services Division
  
- XI. Key Words (for Indexing):
  - A. Catering Trucks
  - B. Competitive Sales
  - C. Meal Service

## I. Revision History

Action	Date	Name
A. Created	02/25/09	Angela Marion
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	03/25/09	S. Gillenberg
Added Comments From	06/30/09	S. Gillenberg
Added Comments From	07/31/09	L. Benavidez

## II. LAUSD Approval

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_