

Provo City School District
Policy Series 6000 Finances and Operations



6740 P2

Child Nutrition: Student Helpers

In accordance with Provo City School District *Food Service Sanitation and Safe Food Practices 6740*, the Child Nutrition Program will implement procedures for student helpers in the kitchen that coincide with required HACCP-based principles and **Utah Code R392-100, Food Service Sanitation**.

Child Nutrition Student Helpers Procedure: In an effort to equip students with skills, confidence, and experiences necessary to be productive members of family and school communities, students have the opportunity to assist with meal service and cleanup in their school kitchen. To ensure the safety of student help in the kitchen, and the delivery of safe foods to children in the school meals programs, nutrition personnel will advocate proper kitchen safety practices and sanitation standards in conformance with all applicable state and local laws and regulations. Nutrition staff will supervise and educate students with applicable kitchen safety and sanitation principles.

All students must meet the 990 instructional hour requirement. As such, students should not be taken from class so often as to not meet this minimum. (ex: a school that operates with 1000 instructional hours may allow an individual student to work in the cafeteria for up to 10 hours in a school year, thus still meeting the 990 requirement).

Parents shall be notified in the school annual letter/school packet that students may be, on occasion, asked to help in the cafeteria.

Procedure for Implementation:

1. At elementary schools, five (5) maximum student helpers is the standard. Each school will address unique circumstances such as size, daily menu, recess before lunch, etc.
 - a. If the Kitchen Manager needs more help at meal service, the Manager may talk to the School Principal to ask for more student help on a given day.
 - b. The approval of more student help is a site-based decision that the Principal will make with the Manager.
 - c. Student help is assigned by school office personnel. The Manager should not drop in to the class room to select student help.
 - d. The Manager will be conscientious and ask for more student help only when necessary. Situations where students are missing key academic time when their help is unnecessary will be avoided.
 - e. The Program will provide a free meal to all student help.
 - f. A student's meal eligibility is not a factor in the decision to allow a student to help. The Manager will ensure we do not overtly identify student eligibility by allowing only 'paid' students to help in the kitchen
2. At secondary schools, three (3) maximum student helpers is the standard.
Procedures at secondary schools:

- a. The Kitchen Manager will work through the school Principal for student help.
- b. The approval of student help is a site-based decision the Principal will make with the Manager.
- c. The Program will provide a free meal to all student help.
- d. A student's meal eligibility is not a factor in the decision to allow a student to help. The Manager will ensure we do not overtly identify student eligibility by allowing only 'paid' students to help in the kitchen.

Legal References:

Utah Office of Administrative Rules
Utah Code R392
Utah Code R392-100
Utah Code R277-419
USDA MPRO Policy SP12-03
7 CFR 210.12 National Student Lunch Program

Synopsis:

Health, Disease Control & Prevention
Food Service Sanitation
Pupil Accounting
MPRO School Program
Student, parent and community involvement

This institution is an equal opportunity provider.

Approved: January 8, 2018

