

Title: Guidelines for Food in the Schools

Preparing and Serving Foods in Concession Stands

1. Must notify the Council Bluffs Health Department one-month prior to start of event(s). The application for a Permanent Food Service is attached. There is a fee for a permanent license. This type of food service is subject to an inspection upon opening and throughout the year.
2. Review with the health department the required check list and regulations.
3. Community or school groups using the District facilities for events and are including food consumption or food sales need to adhere to the City or County Health Department “Permanent Food Establishment Requirements”, Food Code 97. Nutrition Services kitchens are not open for unsupervised community or school group use. Please contact Nutrition Services if you wish to contract for services.
4. Potentially hazardous foods served in concession stands (i.e. hamburgers and hotdogs) should be cooked when frozen rather than beforehand and refrigerated until cooking. Foods should be fully cooked and maintained at the appropriate temperature (hot foods 140 degrees or higher and cold foods at 40 degrees or less). Leftovers should be discarded.
5. Workers should properly wash hands, wear hats or hairnets and wear single use serving gloves. Someone should be in charge of monitoring hand washing, food preparation and maintaining safe food temperatures. An accurate stem type thermometer is used to monitor food temperatures.
6. Condiments should be limited to individual packets or squeeze bottles to prevent contamination from consumer.
7. Approved sanitizer should be used (liquid bleach, quaternary ammonia, etc.) Test strips are needed for Sanitizer.
8. Need three-compartment sink for washing, rinsing, and sanitizing.
9. Hand washing facilities need to be available with soap, potable water, and towels.
10. Food comes from an approved source (i.e. grocery store or licensed food service establishment). No food prepared from home is allowed.
11. An employee log must be maintained.

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Guidelines for Community Events

1. No homemade foods are allowed for community consumption within schools or at school-sponsored functions that include students. This includes such things as bake sales, classroom treats, potlucks or fun nights.
2. If food is to be sold at a function, all food supplies shall come from a commercial manufacturer or an approved source.
3. Community members using the District facilities for events and are including food consumption or food sales need to adhere to the City or County Health Department “Temporary Food Establishment Requirements”. See the attached “Temporary Food Service Checklist” and Application for Temporary Food Service. There is a fee for a temporary license.
4. Nutrition Services kitchens are not open for unsupervised community use. Please contact the Nutrition Services Department to contract for services.
5. Community members may provide meals or treats for staff and or other adult only functions. While not required, commercially prepared foods are recommended.

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