

	FIELD TRIP MEALS		
PAGE			
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Meal Delivery & Service

Purpose:

To ensure that food service staff and non-food service staff (teachers, teacher aids, administrative staff) involved with field trip meals understand and implement the USDA's requirements for reimbursable meals on a field trip.

Scope:

The intended audience will be Fairfield Public Schools Field Trip Staff and the Fairfield Public Schools Foodservice Staff.

Meal Orders:

- After the field trip request is approved the teacher will receive an email with a link which contains the field trip meal order form.
- They have a choice of two reimbursable meal options with a choice of three milk varieties.
- The teacher will fill out this form and then it will be sent to the General Manager.
- The General Manager will email the order to the Person in Charge of the school where the meals are needed.

Food Safety:

- The food is prepared at the school where the field trip is taking place.
- The field trip meals will be placed in insulated delivery bags with thermometers to monitor the temperature during transportation (cold food must be maintained below 41 degrees).
- We will be using self-stable milk for field trips.
- The meal counting procedure will be placed in the bag with the meals.
- The insulated delivery bags are brought back to school, are cleaned, sanitized, and stored.

Meal Counting:

- Staff has been informed of Civil Rights training on the ordering website.
- The teachers have an attendance roster of the students on the field trip.
- During mealtime (between 10-2), at the point of service when the student is handed their meal, the teacher checks off the student's name.
- The teacher returns the roster to the Person in Charge when they get back to the school.
- The Person in Charge reviews the information on the completed roster by comparing meal counts to the number of leftover meals and adds to the production record.
- The Person in Charge will then add the meals to the POS.
- Field trip SOP is posted at the schools.