
ADMINISTRATIVE REGULATIONS**AUX-14****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations - Security/Unauthorized Personnel****03-01-04**

All kitchen areas are to be locked at all times except when in use. The cafeteria manager will work in conjunction with the building custodian and principal to see that security is maintained.

Only District Child Nutrition employees are permitted in the kitchen; deliverymen and repairmen are exceptions. PLEASE INFORM ALL OTHER DISTRICT EMPLOYEES OF THIS RULE.

Employees' relatives and friends are to be discouraged from visiting during working hours.

1. The use of the cafeteria shall be limited to Board of Trustees approved functions. The Principal must approve all such activities and the District Accounting Department notified by completing the *Request for Use of School Facilities*.
2. The Cafeteria Manager or designated employee must be present in a supervisory capacity during the scheduled activity. Only authorized cafeteria employees will be allowed to use cafeteria equipment. The District will pay all employees working after regular school hours at a rate equal to their hourly wage.
3. The Child Nutrition Department will not loan equipment.
4. If the school cafeteria is asked to prepare food for moneymaking projects and the food is purchased from the District, the food will be sold to the school department or organization at cost plus a percentage to cover overhead.