

BRAZOS ISD STANDARD OPERATING PROCEDURE TEACHER'S BREAKFAST/LUNCHES

PURPOSE: That all teacher/staff who are purchasing a breakfast/lunch, or breakfast/lunch item, will enter the serving line and in-put their code into the point of sale (POS) system.

SCOPE: This procedure applies to all teacher/staff in the district.

KEYWORDS: Staff, teacher lunch, POS system.

INSTRUCTIONS:

1. Any teacher/staff who wants to purchase breakfast/lunch or a breakfast/lunch item must go through the serving line and input his or her own code into the POS system. After the teacher/staff leaves the serving line, they may take the meal to the teacher lounge or their room.
2. Students are not allowed to pick up a teacher's/staff's meal from the serving line.

MONITORING: Food service director and cafeteria staff will ensure that proper procedures are being completed.

CORRECTIVE ACTION: Failure to follow procedures may result in corrective action.

VERIFICATION AND RECORD KEEPING: Food service employees will monitor and adhere to this procedure.

DATE IMPLEMENTED _____ **BY** _____

DATE REVIEWED _____ **BY** _____

DATE REVISED _____ **BY** _____