



Food Services Program

Background

KTCEA understands that providing students with healthy meals is essential to their well-being and success in the classroom.

Guidelines

KTCEA is committed to providing nutritious lunches for students on operational school days that contribute to their educational success and their personal well-being.

Food service delivery will meet or exceed applicable national, provincial and sector standards and or regulations.

#	Procedure	Roles & Responsibilities
1.	Any student enrolled in a KTCEA program can participate in KTCEA food services programs.	Superintendent, Food Services Manager
2.	To ensure high quality food services to students, staff or other guests, the Food Services Manager will <ul style="list-style-type: none"> 2.1 develop and maintain an instruction guide or manual detailing KTCEA kitchen policies and procedures 2.2 develop and implement a training program for kitchen staff focusing on kitchen processes and procedures as set out in the manual 2.3 hold monthly meetings with kitchen staff to address food service issues as they arise, share information about best practices, and consider new information on evolving nutritional and dietary requirements. 	Food Services Manager, Kitchen Staff
3.	The Kitchen Policy and Procedures Manual will provide detailed instruction on <ul style="list-style-type: none"> 3.1 opening the kitchen; 3.2 production pre-preparation; 3.3 ware washing; 3.4 ordering and receiving; 3.5 requisition or usage; 3.6 general orderliness; 3.7 closing the kitchen. 	Food Services Manager, Kitchen Staff
4.	With regard to kitchen cleanliness, the Kitchen Policy and Procedures Manual will provide detailed instruction on <ul style="list-style-type: none"> 4.1 personal hygiene; 4.2 floors; 4.3 work / preparation areas; 	Food Services Manager, Kitchen Staff

	4.4 small appliances; 4.5 drawers and shelves; 4.6 large heating appliances and ventilation fixtures; 4.7 cooling appliances.	
5.	With regard to kitchen storage, the Kitchen Policy and Procedures Manual will provide detailed instruction on food storage and inventory management	Food Services Manager, Kitchen Staff

Definitions:

Not Applicable

References:

- Policy 3 – Respectful, Caring and Safe Schools and Workplaces
- Government of Canada Website: Food Safety – <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety.html>
- Alberta Food Regulation Act according to the Alberta Public Health Act
- Alberta Food Retail and Food Services Code
- Alberta Dishwashing Standards

Procedure Amendments and Updates:

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.