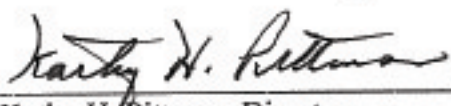


YOUTH SERVICES OFFICIAL COPY

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 5	Section VI page 1 of 2
SUBJECT: FOOD SERVICES PROGRAM	DATE: January 29, 2007	
POLICY		
It is a policy of the Mississippi Department of Human Services, Division of Youth Services, that the supervisor and the employees in the Food Service Program will be responsible for the following items:		
<div><div>1.</div><div>No food is to leave the cafeteria other than for certain students committed to Columbia Campus or Oakley Campus, and for staff members who are unable to go to the cafeteria due to the nature of their job responsibilities. All carry out meals must be approved by the appropriate assistant administrator.</div></div> <div><div>2.</div><div>No meals will be charged.</div></div> <div><div>3.</div><div>The kitchen area and the area behind the serving line are off limits to staff and all others unless specifically authorized to be in this area.</div></div> <div><div>4.</div><div>Lunch money is to be turned in daily to the Business Office.</div></div> <div><div>5.</div><div>Anytime the menu is changed, the assistant administrator supervising the Food Service Program should be notified. If the assistant administrator is not in the office, a notification of the change should be left in the office.</div></div> <div><div>6.</div><div>All meals served to the staff and students must be exactly the same.</div></div> <div><div>7.</div><div>School employees shall not purchase food or other items from vendors who deliver to the food service program.</div></div> <div><div>8.</div><div>Food scraps shall not be taken from the school premises by school employees except in a school owned vehicle for the purpose of disposal.</div></div> <div><div>9.</div><div>Food service employees are discouraged from using large purses, and shall not carry bags and packages from the premises.</div></div>		

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 5	Section VI page 2 of 2
SUBJECT: FOOD SERVICES (continued)	DATE: January 29, 2007	
<p>10. The cafeteria staff shall keep daily records on the number of people (staff and students) who eat in the cafeteria, and daily records of the amount of meat used.</p> <p>11. Every employee is responsible for turning off the lights, locking the doors, checking students in and out from the cottage when they work in the cafeteria, checking the cooler in back, and keeping the area around the back door clean.</p> <p>12. Cleaning the cooler, refrigerators, stoves, windows, and all other cleaning in the cafeteria is the responsibility of each employee.</p>		
<p> Kathy H. Pittman, Director Division of Youth Services</p>		