

S.O.P. # KF-A
Current Issue: June 26, 2023
Approved: June 26, 2023

School District Fremont RE-1
Standard Operating
Procedure

- I. ORIGINAL ISSUE October 25, 2010
& Director of Support Services
RESPONSIBILITY:
- II. APPLICABILITY: Cañon City Schools employees and groups/organizations using District
food service preparation areas.
- III. POLICY: To establish policies and procedures for Nutritional Services food
preparation, service and storage area access and security.
- IV. ADMINISTRATIVE GUIDELINES:
 - A. To ensure proper regulatory compliance, and to prevent intentional or unintentional
contamination of the food supply for our students and staff additional steps will be taken
to enhance the security and sanitation of the Cañon City Schools food and food
preparation facilities (kitchens).
 - 1. **Access to Nutritional Services Food Preparation, Service and Storage Areas:**
Access to the kitchens, preparation, service and food storage areas will be limited
to Nutrition Services Staff and other personnel necessary to the operation and
maintenance of the food establishment; including but not limited to custodians,
maintenance personnel, vendors and a limited number of district staff as a need
may arise.

All Cañon City School kitchens, freezers, refrigerators and food storage areas will
be secured after hours and access to the kitchens, service and storage areas will
be limited to personnel necessary to the operation and maintenance of the facility
and equipment.
 - 2. **Food Storage in Nutritional Services Food Preparation, Service and Storage
Areas:**

Storage of 3rd party food in the kitchens is not permitted without the permission of the
Manager of Nutrition Services or designee, who under certain circumstances may
waive the restriction of 3rd party food storage. This waiver may be granted on a case
by case basis.

3. **Kitchen Use by District or Community Organizations**

Requests for use of kitchen facilities should be made using the “Cañon City School Request For Use of Facilities” form. The form is available to be completed and submitted electronically on the Canon Clty Schools website.

Use of the facility by district groups may be approved without the use of a facility use form, however the Manager of Nutrition must be contacted and approve the use.

After the Facility Use form is completed and submitted, the Manager of Nutrition Services or designee will review and evaluate the request for use of kitchen facilities. If approved, the facility user and the Manager of Nutrition Services will formalize specific kitchen use permissions and restrictions.

When after hours use is approved, a qualified Nutrition Services staff member may be required to supervise the use of the kitchen facility. The cost of the District Nutrition Services employee will be charged to the organization using the facility at the current hourly rate set by the district.

In certain instances when no perishable food or drink is being prepared or served, the Manager of Nutrition Services or designee may waive the above requirements.

Ref: Section 111 Child Nutrition and WIC Reauthorization Act 2004 (Public Law 108-265) amended section 9 (h) of Richard B Russell National School Lunch Act

CDE Administrator's Reference Manual 21.1 – 21.7 & 27.10 - 27.11