SUPPORT SERVICES

Use and Storage of United States Department of Agriculture (USDA) Donated Foods

I. Donated foods provided by USDA will be allocated to each school cafeteria by the Director of School Food and Nutrition Services.

II. Upon arrival at the school, the Food Service manager or designated Food Service staff member must inspect the product and note the amount and condition of the product received before signing the receipt.

III. All donated foods shall be visibly dated upon arrival and stored accordingly so that foods with the oldest date will be rotated and used first.

IV. All donated foods are to be stored six inches off the floor.

V. Donated foods are intended for use in the School Food and Nutrition Services programs.

VI. Should a donated food be stolen, damaged, or destroyed due to poor quality, the Director of School Food and Nutrition Services shall be notified by the Food Service manager.

VII. All donated food records must be maintained for a period of three years.

VIII. The Director of School Food and Nutrition Services has the authority to transfer donated food between schools when it is in the best interest of the food service program.

IX. Any foods purchased under processing contracts for donated foods are to be used and stored in accordance with rules and regulations for donated foods.

X. Receipt and use of donated foods shall be recorded daily. A physical inventory is taken monthly.

XI. The Food Service manager shall be responsible for the use and storage of donated foods allocated to his/her school.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2020.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS