

Adult Meals Standard Operating Procedure

Adults must have money in their account or some form of payment to receive lunch. Adult accounts are for school employees with an EIN (Exxxxxx), and are tied to the location where the employee works.

Depending on your district policy, the adult customer will either:

- Pay the office manager to receive a meal ticket to give to Food Service staff at the POS station.
- Prepay on an online account and enter their number at the POS station.
- Pay at the POS station using cash.

Purpose

To confirm that Food Service staff are properly keeping track of all adult meals.

Scope

This procedure applies to any Food Service staff who are responsible for ringing in adult meals.

Key Words

Adult Meals

Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State and Federal requirements.
3. If using a ticket:
 - a. Food Service staff will take a ticket from the adult at the POS station.
 - b. Kitchen Leads will staple the ticket to their daily point of sale summary.
 - c. Kitchen Leads will turn these into their Supervisor or Director.
 - d. Food Service central office staff will enter into POS.
4. If using a prepaid account:

- a. School staff with accounts that have money in them just need to put their number in to be charged for a meal and to receive a meal.
- 5. If using cash:
 - a. School staff will hand cash to Food Service staff in charge of the POS system in exchange for a meal.
 - i. Depending on the District’s policy the school staff may or may not get change. If no change is allowed the change would be applied to their account if they have one.

Monitoring

- 1. Monitor that all sales are accounted for.
- 2. Monitor that no adult meals are given without an appropriate purchasing method.

Corrective Action

- 1. Retrain any Food Service staff found not following the procedures in this SOP.

Verification and Record Keeping

- The Food Service Director will verify that Food Service staff are assigned to maintain adult meal records. Food Service staff will record sales to their daily summary report in Queue software.
- This form is to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____
 Date Reviewed _____ By _____
 Date Revised _____ By _____