

# Point of Sale Standard Operating Procedure

## Purpose

To ensure the accurate counting of lunch meals served under the NSLP.

## Scope

This procedure applies to Food Service staff who serve and count reimbursable meals during the school lunch service period.

## Key Words

School Lunch, Meal Counts, and Claims

## Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Turn on the POS machine and log in.
3. Test all pin pads to make sure they are working.
4. Sanitize pin pads and POS surfaces as needed.
5. Set up the service line so that there is one single point of entry into the line for all students.
6. Let each student choose a reimbursable meal.
7. A Food Service employee should be stationed at the end of the serving line after the salad bar and milk cooler at the POS station.
8. The Food Service employee that is running the POS must make sure the student takes a fully reimbursable meal.
  - a. If a student doesn't have a fully reimbursable meal the Food Service employee must have them pick an item from the salad bar to make it fully reimbursable or send them back into the service line.
9. Students will enter in their numbers or swipe their card using the pin pad.
  - a. It is always a good idea to have a paper roster or a binder of students cards in case:
    - i. They forget their number.
    - ii. They forget or lose their card.

10. If doing Bulk Entry at the end of service use a tally sheet or counter to keep track of student meals.
  - a. Enter bulk number at end of service.
11. At the end of service the Food Service employee will shut down the POS as per machine instructions saving the transactions.
12. If money was exchanged, refer to your district's policies for bank deposits.

### **Monitoring**

1. Kitchen Leads will train all staff in this procedure at least twice per year.
2. Kitchen Leads will ensure that all Food Service employees are adhering to these guidelines by checking the accuracy of daily meal sales.

### **Corrective Action**

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

### **Verification and Record Keeping**

- The Kitchen Leads will verify that Food Service staff are assigned to maintain the POS during all service times.

Date Implemented \_\_\_\_\_ By \_\_\_\_\_

Date Reviewed \_\_\_\_\_ By \_\_\_\_\_

Date Revised \_\_\_\_\_ By \_\_\_\_\_