

FOOD PURCHASING

The “Head Cook”, shall be designated as the person(s) authorized to purchase food and supplies for all food services under his/her direction. The purchase of equipment and services from vendors shall be the responsibility of the Superintendent of Schools and the Head Cook. Contracts for milk products shall be awarded annually.

In order to properly discharge authorized purchasing functions, the Head Cook and Business Manager shall prepare any necessary bids, engage in cooperative bidding where determined to be advisable, and open and analyze bids. When purchases are made through the bidding procedure, the Head Cook and Business Manager shall recommend bid awards that are determined to be in the best interest of the School District. These recommendations are to be provided to the Superintendent for Board action.

The Head Cook shall consider government commodities and also quantity purchasing where these considerations are advantageous to the School District.

The Head Cook is responsible for maintaining all necessary records pertaining to the Food Service program. The Head Cook will be expected to adhere to appropriate accounting principles in the purchasing, reporting, budgeting, and coding of food service purchases.

ADOPTED: 8/85
REVISED: 11/93,
REVISED: 11/96