

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Lunchroom Package Inspection & Theft Prevention</i>	
Procedure No. 8540	Eff. Date: 8/13/2007
Implements Board Policy(ies) 8540-00-01	Last Reviewed: 8/13/2007

1. Background

Theft of any food or supply used in the Food Services programs is considered to be a federal crime since Food Services exclusively uses federal monies to operate its program. To insure that no food or supplies are improperly removed from lunchrooms, package inspection may be conducted and uniformly applied to all employees.

2. Responsibilities

Title: Director of Food Services	
Address: 2315 Iowa Ave	
Phone: 513-363-0800	Cell phone:
All lunchroom employees should know the lunchroom package inspection procedure as a condition of employment.	

Title: Food Service Lunchroom Helpers	
Address: 2315 Iowa Ave	
Phone: 513-363-0800	Cell phone:
All lunchroom employees should know the lunchroom package inspection procedure as a condition of employment.	
It is the responsibility of the employee to show the manager any package being brought onto the premises.	
While an employee is not required to submit to inspection, it should be understood that discharge is a permissible penalty for refusal to permit inspection.	

Title: Food Service Lunchroom Managers	
Address:	
Phone:	Cell phone:
<p>The lunchroom manager should have all knowledge of food or supplies taken out of the lunchroom.</p> <p>Food may be sold to lunchroom employees according to the procedures for food sales.</p> <p>Food and supplies may not be given away under any circumstances.</p> <p>Contaminated foods from the scrapping area should be disposed of and may not be taken off the premises</p> <p>The lunchroom manager shall have authority to inspect large purses and packages being taken from the lunchroom. When an inspection is conducted, it will be applied uniformly to all employees.</p> <p>Employees may leave the premises during working hours only with the permission of the manager.</p>	

3. Action Steps

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| <ol style="list-style-type: none"> 1. Lunchroom Manager will contact appropriate Assistant Supervisor with any concerns of theft. 2. Assistant Supervisor or Principal will be present during inspections. 3. Assistant Supervisor will contact Facilities and/or Security to access any video of the alleged theft. 4. Director of Food Services will consult with Manager of Security, and Legal Counsel if necessary, regarding the alleged theft. 5. Director of Food Services will request a pre-disciplinary hearing with Human Resources for employee involved in alleged theft. 6. Director of Food Services will contact Ohio Department of Education if alleged theft includes federal commodity items. |
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4. Equity Considerations

When an inspection is conducted, it will be applied uniformly to all employees.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Food Service Procedure 4360	<i>Package Inspection</i>	<i>10/2013</i>
2. Food Service Procedure 3130	<i>Food Loss Protection</i>	<i>8/2015</i>
3. Food Service Procedure 2360	<i>Student and Staff Sales</i>	<i>7/2018</i>
4. Food Service Procedure 2400	<i>Federal Food Regulations & Commodities</i>	<i>unknown</i>

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

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Package Inspection

