



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5240

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CATEGORY: **Support Services, Sanitation**

EFFECTIVE: **1-29-62**

SUBJECT: **Sanitation of Cafeteria and School Plant**

REVISED: **7-26-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing maintenance of proper sanitary conditions in all schools.
2. **Related Procedure:**  
Nonstock supplies, materials, and services ..... 2415

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-3000; Health Safety Code Sections 27590 *et seq.*

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Logistics Division, Business Operations Branch.
2. **All school personnel** are responsible for monitoring sanitation in the schools; school nurses should be aware of sanitary codes and standards.
3. **Food service managers** are responsible for:
  - a. **Pest control in the cafeteria facility.** Prescheduled monthly pest control services are provided by the Food Services Department. Emergency service is provided, as needed, by the Food Service Pest Control Technician.
  - b. **Posting** of yearly public health permits and grade cards.
4. **San Diego County Department of Health Services**
  - a. **Furnishes a grade card and a yearly permit** for each preparation kitchen and serving kitchen, and for each children's center that is located separate from the cafeteria. Both the permit and the grade card shall be prominently posted in the serving area at each location; they are not to be displayed in outside windows.
  - b. **Conducts sanitation surveys.** (The sanitarian must advise the principal that he/she is on the premises to make a sanitation survey of the school cafeteria and/or children's center.)

**D. IMPLEMENTATION**

1. **School nurse** may conduct a sanitation survey at school of assignment. Reports deviations from sanitary codes and standards to principal; confers with principal or Health Services Director, Student Services Division, Institute for Learning, who makes appropriate contact for action.
2. **Sanitarian, San Diego County Department of Health Services**
  - a. **Conducts sanitation survey** of school cafeterias periodically as defined by State Restaurant Act and records results on official score sheet. (If any physical defects are found, reports this on reverse side of official score sheet; if sanitation defect is of an imperative nature, telephones his/her superiors.)
  - b. **Upon completion of survey**, obtains lead employee's signature indicating survey was made; unless lead employee inquires, does not discuss discrepancies.
  - c. **Forwards inspection** forms to county health department. (Leaves copy at school cafeteria.)
  - d. **Conducts sanitation** survey of school plant if requested by principal or nurse.
3. **Food Services Department Director** takes action to assure correction of reported sanitation deficiencies as soon as possible and prior to the next inspection.

**E. FORMS AND AUXILIARY REFERENCES**

1. Checklist for a Healthful and Safe School Environment, from California State Department of Education (*Used as a guide only*)

**F. REPORTS AND RECORDS****G. APPROVED BY**

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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education