



School District: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Breaks and Meals

**Policy:** Foodservice employees will take breaks and eat meals in a specified area(s) away from production and service.

**Procedure:** All employees in school foodservice must:

1. Take breaks and meals in a designated area away from production and service.
2. Wash hands before returning to any foodservice area.

The unit supervisor will:

1. Inform all foodservice staff of locations of breaks and meals designated areas.
2. Establish length of breaks and meals.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow-up as necessary.

Policy last revised on: \_\_\_\_\_