FOOD SERVICES RECORDS AND REPORTS

The business administrator shall have the overall responsibility for the operation of the school nutrition programs, and shall keep adequate records of all transactions connected with the program. The director of school nutrition programs shall e responsible for assuring day-to-day record keeping in the various schools.

A central accounting system for all school cafeterias and food services shall be developed and maintained.

The director of food nutrition programs shall be prepared to provide such reports to the administration and to the School Committee as may be requested. The annual report of the Sanford Public Schools shall contain a section pertaining to the school system's food services, including such statistics and other general information as my be of interest to the public.

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Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT