

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

TITLE: Meal Purchases

POLICY NUMBER: OP017

Policy Statement:

It is the policy of VSDB to sell meal tickets to employees and campus visitors at a charge intended to recover the value of raw food and the cost of direct labor and utilities incidental to preparation and service.

Second shift residential staff who are required to supervise students during a meal **and** do not receive a separate meal break are allowed to eat in the cafeteria without paying.

Teacher Assistants who ride the bus on Friday homegoing days, **and** do not get a meal break are allowed to eat in the cafeteria without paying.

Prospective students and their parents/guardians will be provided meals in our cafeteria at no charge during their visit.

Procedures:

1. Meal tickets will be sold by the Business Office, Yates/Shinpaugh's Administrative Assistant and Peery Hall's Administrative Assistant. White tickets are to be given out for staff staying on campus during a weather event.
2. When the Business Office/Administrative Assistant sells a meal ticket, the ticket number will be written on the receipt.
3. All employees (except the above mentioned) must purchase a meal ticket and present it to the Nutrition Program Personnel at the time of the meal. Staff who do not have a ticket will not be served.
4. Tickets will be kept by the Nutrition Program Manager for support documentation.

Rescission: Effective Date: July 1, 2007; Revised: June 12, 2019

BOV Approved: June 12, 2019