

ST. JOSEPH ACADEMY
(SJA)

Department:	Food and Nutrition
Number:	600.3
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- I. Policy: This procedure outlines St Joseph Academy's policy of approving vendors for the purpose of food purchasing.

- II. Procedure: SJA wants to ensure proper vendor and food products are used to ensure the health and nutrition of the children and students participating in our food programs. SJA participates in the Child and Adult Care Food and National School Nutritional Programs.
 - A. Food must be purchased from reputable and established vendors only.
 - B. All food will be ordered based on inventory, menus, and catering usage.
 - C. All food that is directly related to the Child and Adult Care Food and National School Nutritional Programs menus must use products that contain Child Nutrition labels or product formulation. All must be kept on file for review at any time.
 - D. Food buying guide will be used when purchasing products to ensure accurate portion sizes for age groups.
 - E. Child and Adult Care Food and National School Nutritional Programs productions sheets must be provided for all components of the breakfast, lunch and snacks. These must be kept available for review at any time.
 - F. Production numbers will be based on weekly census provided by managers for the daycare weekly and by counts given to food service by school teachers daily.
 - G. Any changes on menus should be changed on master menus as needed and kept on file for review at any time.
 - H. All menus are subject to change based on availability of product.

Approved by:



President/CEO

Date

