



# Santa Ana Unified School District

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Stefanie P. Phillips, Ed.D.  
Superintendent of Schools

**To:** Principals and Office Managers  
**From:** Maria Pusateri, Manager of Operations, Nutrition Services  
**Date:** July 25, 2018  
**Subject:** Use of Cafeteria/Kitchen effective **July 1, 2016**

Nutrition Services wants to work collaboratively with site administration to meet the needs of the school, community and District personnel. However, policies and procedures must be followed to ensure the safety of our students and proper protocol when requesting the use of facilities.

Because we now live in a technological world we are moving the "Use of Cafeteria" request to an online application. Here are things you should know:

1. Confirm the need to use the cafeteria/kitchen facility with your principal and cafeteria supervisor/lead.
2. In order to use the cafeteria/kitchen facility, an online application shall be made through the **Events Scheduling Department** at <https://sausd.civicpermits.com>
  - *A school kitchen may be used only when a member of the District Food Services staff is on duty. Charges for Food Service staff will be billed to the user, as stated on the AR 1330.4 (c)*
  - *Kitchen equipment (ovens, warmers, coolers, etc.) will be used only under the supervision of the cafeteria personnel at a fee based upon the current salary schedule as stated on the AR 1330.1 (c)*
  - *All organizations permitted to use cafeteria and/or other food-serving facilities shall be liable for loss, breakage or damage to cafeteria equipment.*
  - *Use of cafeteria/kitchen facilities **must not interfere** with the regular operation of the cafeteria.*
  - *Storing/Preparing raw product or personal items is not permitted in the kitchen.*
3. Applications shall be filed at least **three (3) weeks** in advance of use date and canceled at least one (1) week in advance; you will need **the account number/budget line number and the amount of hours you need the food services supervisor/lead to work.**
  - Events Scheduling Department will then send an email request to the Nutrition Services Manager of Operations
  - After review, Nutrition Services will approve or deny request and an email will be sent back to you with any special comments

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