

2390 FOOD SERVICES FOR STAFF	
Chapter: Sununu Youth Services Center	Section: Food Services
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: November 1, 2008 Scheduled Review Date: November 1, 2010 William W. Fenniman, DJJS Director
	Related Statute(s): RSA 621 , and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____

To encourage all employees utilizing the SYSC Dining Hall during normal dining hours, to eat their meal with the SYSC residents (eating at the same table). By choosing to eat and interact with the residents, staff are given the opportunity to role model and engage them in positive dialogue and provide feedback that supports the overall mission of the Division.

Purpose

To establish the policy regarding Food Services for staff.

Policy

- I. Staff Meal Tickets: All staff utilizing the dining hall for meals during normal dining hall hours are encouraged to eat their meals with the SYSC residents. All staff (with exception to those assigned) choosing to do so, shall not have to purchase a dining hall "meal ticket."
 - A. Any staff utilizing the dining hall for meals during normal dining hall hours, who choose not to eat their meal in the dining hall with the residents, must purchase a dining hall "meal ticket" at a cost of \$2.00 per ticket, or five tickets for \$10.00. Additionally, all staff utilizing this option shall only be allowed to receive their meal after all residents in the last period of the meal, have been served.
 - B. Tickets will be sold and purchased from SYSC Reception in the front lobby of the building. Tickets may be purchased Monday thru Friday during reception hours and may be purchased in advance to accommodate for weekends, holidays, etc.
- II. Ticket Reconciliation: SYSC Reception shall hold all meal tickets to be purchased and shall keep a daily record of tickets sold. Numbered meal tickets shall originate from the business office and shall be distributed 50 at a time to Reception. All funds collected from ticket sales shall be kept by reception in a safe and secure area until pick-up of such each morning by the business office staff. All tickets shall be kept by SYSC Kitchen staff upon receipt in a safe and secure area until pick-up of such each morning by the business office staff.
 - A. Each morning a designated staff person from the business office shall pick-up and collect the daily record, funds collected, and tickets from the previous day's sales for the purposes of reconciliation. After reconciliation is complete, the money shall be allocated to the appropriate fund as designated by the Director and Financial Manager.
- III. Single Menu: Food Services shall prepare a single menu for both staff and juveniles.