

Heading: CHILD NUTRITION	P.S.# 1304.23	Revised: 8/10/2004
Policy Name: Food Transportation and Acceptance	Policy # CN 4	Page 1 of 1

Purpose: SUU Head Start is responsible and accountable for foods purchased for the consumption of SUU Head Start enrolled children.

- 1) Transportation of SUU Head Start purchased food will be documented; signed and dated by all those who come in contact with it.
 - a) Food will be picked up from the Head Cook at the Cedar City kitchen or Cook at the St George kitchen.
 - b) A food transportation form will be filled out. Head Cook will retain one copy of the dated transportation form with Cook signature and the signature of the transporting party.
 - c) The Head Start staff member who accepts the food will then fax the completed food transportation document to the Head Cook within 24 hours of food acceptance.
 - d) All items must be accounted for on the form initialed whenever the food being transported changes hands.
- 2) Food transportation by anyone other than a staff member must be approved by a member of the Management Team. Approval will be documented on the food transportation form.

See [Food Transportation and Acceptance form](#)