1. Windsor Locks Public Schools (the District) does not accept cash or check payments for food purchases. The District uses a POS system for the cafeteria program. Parents establish an account online with My School Bucks application. Monies deposited are used to purchase meal and/or a la carte menu items.
2. Purchases are not allowed unless the patron has money on account.
3. The only time the District makes deposits into the Food Service bank account is for receipt of checks for rebates, refunds, or catering invoices paid. Such deposits are made by the Food Service director and reconciled by the District’s Staff Accountant.
4. The Staff Accountant for the District reconciles the bank account monthly.
5. The kitchen area is cleaned daily, at the end of each shift and between lunch waves. There is also a schedule of equipment items and areas that are cleaned on a monthly or annual basis.
6. The cafeteria tables, chairs and the seating area floors are cleaned by the District’s custodial staff.