

CLASSIFICATION: Business and Noninstructional  
Operations

ADOPTED: 1/5/79

REVISED: 9/13/95

SUBJECT: Lunchroom

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The lunchroom at the San Diego County Office of Education shall be operated under a contractual agreement that is negotiable and renewable annually with a private contractor. The Manager, Maintenance and Operations, serves as liaison between the County Superintendent of Schools and the lunchroom contractor.

1. Hours of operation:
  - A. The lunchroom shall be open from 6:30 a.m. - 4:00 p.m. each working day.
  - B. Lunch shall be served between 11:00 a.m. and 2:00 p.m.
2. Requests for catered food and beverage service or other special services from the lunchroom shall be made directly with the lunchroom contractor on Form 53, *Lunchroom Service Order*.

A representative from outside groups and/or organizations authorized to use San Diego County Office of Education facilities shall be required to make catering arrangements directly with the lunchroom contractor.
3. Use of the lunchroom equipment and facilities shall be for purposes of the San Diego County Office of Education and employees of the lunchroom contractor.
4. Groups of ten (10) or fewer clients attending a meeting are requested to arrange for lunch at a time other than 12:00 p.m. - 1:00 p.m. and notify the lunchroom contractor of the number of expected clients so as to prevent overcrowding of the limited space and ensure adequate amounts of food. Groups numbering more than ten (10) clients are encouraged to make catered arrangement for lunch with the lunchroom contractor or at a nearby restaurant.
5. Payment for food and beverages served by the lunchroom contractor shall be made according to the approved Form No. 53, *Lunchroom Service Order*.

A copy of this administrative regulation shall be provided to the lunchroom contractor.

Derivation: Former Administrative Regulation No. 3748, Adopted 1/5/79. Amended and Renumbered 3551, 9/13/95.