

Operations and Procedures Manual

for the

Reform of the JAMAICA SCHOOL FEEDING PROGRAMME (Pilot Phase)

prepared by

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Preface

The School Feeding Programme in Jamaica aims to provide good nutrition for children. Under the Project for the Reform of the Jamaica School Feeding Programme, a series of pilot interventions to test alternative modes of managing and administering the programme were implemented in 2003. This *Operations and Procedures Manual* was designed to be used by schools participating in the project.

The manual contains the guidelines and standards for the operation of the school feeding programme in pilot schools. Where applicable, variations are given for different management and delivery options: onsite – self (school) managed and offsite – community caterers or industrial caterers.

After development of the first draft of the manual which was used in the pilot to conduct training and guide the day to day operations of the programme, the manual was evaluated by end-users and a technical team as well as various stakeholders. Comments and recommendations for adjustments have been incorporated into this final draft of the manual.

The Manual is divided into eight sections:

1. Introduction
2. Staffing and organizational structure
3. Nutrient requirements and standards
4. Menu
5. Foodservice system standards and guidelines
6. Sanitation
7. Quality assurance and Monitoring
8. Appendices

The Manual has a user-friendly layout and uses simple language which will appeal to end-users. Except for the recipes which are in a separate *Menu and Recipe Manual*, all standards and processes relating to all areas of a food service operation and the various food service subsystems have been incorporated into this Manual.

INTRODUCTION

BACKGROUND

The Government of Jamaica (GOJ) with the assistance of the Inter-American Development Bank (IDB) and the World Bank through the Planning Institute of Jamaica (PIOJ) is working to reform and strengthen the country's social safety net (SSN) in order to improve targeting of benefits to the poor and vulnerable. This reform will increase the relevance, effectiveness and efficiency of the welfare and related programmes, and increase the impact of the SSN on the lives of the poor.

The Jamaica School Feeding Programme is one area through which the Ministry of Education, Youth and Culture (MOEYC) administers the subsidized School Feeding Programme (SFP), which consists of a hot lunch component and a snack component ("nutribun" and milk). The programme is intended to provide one meal/snack per day to beneficiaries in basic, infant, primary, all-age and junior high schools. This project will be administered according to the Ministry's Corporate Plan and the objective of the program is to 'provide students with meals of basic nutritional value in an effort to encourage regular attendance, and give support to developmental activities in the schools'.

As part of the reform, the Government is undertaking the pilot testing of three alternative managerial options to determine the most cost effective method of providing school feeding. In this regard the Caribbean Food and Nutrition Institute (CFNI) has been engaged to develop standard cycle menus, diet scales and nutrient standards for the programme.

The School Feeding Programme seeks to encourage the development of healthy eating habits by providing nutritious and appealing meals during regular school hours and throughout the school year. Employment of appropriate technical and well-trained supporting staff will be required to provide this critical service to school children between 4–18 years of age. The programme is targeted at all school children in this age group at a minimal/subsidized cost and free to those who are unable to afford this service.

This manual will provide information on the proposed structure of the SFP and detail the operational issues and procedures to be used in the implementation and evaluation of the programme.

OBJECTIVES

The proposed objectives of SFP reformed pilot are:

1. To provide healthy low-cost meals to children.
2. To ensure that approximately one-third of the daily nutritional requirements is provided through the School Feeding Programme.

3. To encourage children to eat at least one balanced meal daily.
4. To encourage children to eat a variety of foods from all six food groups.
5. To promote optimal nutritional status of the age group being served.
6. To help with reducing the incidence of malnutrition (under nutrition, overweight and obesity) in this age group.
7. To promote and encourage the use of indigenous and locally produced food.
8. To serve as a means of educating students on what is an adequate portion size in relation to their specific nutrient needs.