
NUTRITION ADVISORY COUNCILS (CNS-P003)

DCSS – Child Nutrition Services

1.0 SCOPE:

- 1.1 This procedure defines the process used for developing a Nutrition Advisory Council in each school and how these teams work together.

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2.0 RESPONSIBILITY:

- 2.1 Director of Child Nutrition Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Child Nutrition Services

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 CNS – Child Nutrition Services
- 4.3 NAC – Nutrition Advisory Council

5.0 PROCEDURE:

- 5.1 Each school building in the DCSS has a Nutrition Advisory Council which is formed by the Principal (or designee) within that building. The purpose of the NAC is to provide feedback to the CNS department regarding meals offered, service provided and facility atmosphere.
- 5.2 The NAC is typically made up of a minimum of six people, principally students, but may include parents, teachers, and the cafeteria manager, as deemed necessary by that school building.
- 5.3 The NAC typically meets quarterly, sometimes more often, to discuss the perception of food quality, customer service issues, as well as review new products for possible service in the school cafeteria.
- 5.4 All results of the meetings are submitted to the CNS department so that improvements can be made to the quality and selection of food and services being offered.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Nutrition Advisory Council Charter

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
NAC Meeting Results	Hard copy in the CNS Department	Minimum 1 year	Maintained in a secure location	Discard as necessary

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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
21-Mar-03	B	Change in Section 5.2

***** End of Procedure *****