

**Citizens for Backus/AB, Inc.**

DBA: Backus Community Center  
 900 5th Street  
 International Falls, MN 56649

218-285-7225



<b>POLICY NAME</b>	Backus Summer Lunch for Kids Operations			<b>POLICY NO.</b>	1
<b>EFFECTIVE DATE</b>	June 10, 2024	<b>DATE OF LAST REVISION</b>		<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Executive Director	<b>CONTACT INFORMATION</b>	Lois Lundin loislundin@backusab.org		
<b>APPLIES TO</b> Apply group names to define applicable areas of staff.					
GROUP 1	ALL	GROUP 2	GROUP 3		
GROUP 4		GROUP 5	GROUP 6		

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Backus Board of Directors			

**APPROVAL AND REVIEW**

The initial policy and any/all revisions to be reviewed by the Board of Directors of Citizens for Backus/AB, Inc. Approval will come by majority vote of the Board of Directors.

**ADDITIONAL NOTES**

## SCOPE

Describe to what and to whom this policy applies.

This policy applies to the Backus Summer Lunch Program for Kids.

## POLICY STATEMENT

Describe the policy and the reason for the policy.

This policy will provide direction and general guidelines for the Backus Summer Lunch Program for Kids.

## TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Eligible Participants	Individual children ages 1-18 years old.
Ineligible Participants	Children who are 19 years old and older. Children who are attending a licensed, private, home, for profit daycare or a private, for profit daycare that is operated out of a center.

## POLICY SECTIONS

Policy intro:

### Objective of the Backus Summer Lunch for Kids Program

To offer a nutritious lunch to children who may not have access to food at lunch time. The purpose of the program is to prevent hunger in children.

### How will the program operate?

The Backus Summer Lunch for Kids Program will make lunch available for eligible children Monday through Friday, on-site at the Backus Community Center during specified hours. All meals will be consumed on-site. There will not be take out meals. Children will be served nutritious food from a pre-determined menu that follows the food program designed by the Minnesota Department of Education. Children may choose the foods that they will eat, and will not be required to accept foods that they will not eat. All food will be prepared on-site in the Backus certified kitchen by approved staff. There will be certified food protection manager on site at all times. The menu selections may vary depending on availability of specific foods.

People who are not eligible for a free lunch as described above under **Terms and Definitions** can purchase lunch. The cost for children is \$6 per meal. The cost for adults is \$8 per meal.

### Other lunches to be served

Staff and volunteers may also have lunch. All eligible children must be fed first.

### EXCEPTIONS

Describe exceptions here.

There are no known exceptions to note at this time.

### RELATED POLICIES AND OTHER REFERENCES

None.

### ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Executive Director	Monitor the entire program. Manage communications and any conflicts or performance issues.
Business Manager	Manage the kitchen team and food service.
Office Assistant	Order food and help with administrative tasks.
Cook	Prepare foods, prepare menus, ensure ordering food and supplies happens in a timely manner.
Event Staff	Help with service and managing the dining room.
Volunteers	Help serve food.
Dishwasher	Washes/dries dishes.
Board of Directors	Provide advice and direction at point of need or conflict.

### CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
Executive Director	Lois Lundin	218-373-3002	loislundin@backusab.org
Business Manager	Hoa Sobczynski	218-373-3001	hoasobczynski@backusab.org
Office Assistant	Alyssa Crawford	218-285-7225	backusoffice@backusab.org