Cafeteria Safe

All blue Valley schools are equipped with fire proof electronic lock safes located in the kitchen office or storeroom (note: BVSW safe is not electronic). The safe is solely for the purposes of securing cash, coin and checks for the Food and Nutrition Program.

Safe Guidelines

- The kitchen manager or designee will open the safe prior to meal service
- Cashier will count their cash drawer insert prior to meal service
- Cash drawers will always be locked opened only when the assigned cashier is present.
- Each school will follow the deposit schedule to ensure minimal cash, coin & checks are left in the safe.
- All monies that will not be deposited will be stored in the locked kitchen safe prior to the manager and or designee leaving for the day.

Safe Operating Instructions

- The kitchen manager and designee(s) in the kitchen will be assigned a passcode and/or key.
- A signed agreement is required for all employee(s) that have access to opening the kitchen safe.
- To unlock the safe at High school or Combo Schools require
  - A key to be inserted and turned clockwise
  - Press C on the keypad and enter the assigned 5 digit passcode.
  - Key will be placed in a magnet hide-a-key box and attached to back of safe.
  - In the event that the passcode or key is lost contact Barb Johnson or Charles Rathbun to gain access to your kitchen safe.
- BVSW safe is a rotary dial and does not require a key.
- To unlock the safe at Elementary or Middle schools requires a 5 digit passcode
- Passcodes will be changed periodically for security purposes