

Food Service Administration - Study Guide

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This study guide shows administrative personnel how to set up and manage Food Service.

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Review Setup for Food Service

The topics below are review items to confirm people, flags, dropdown lists, SBP and NSLP options, and zones are set up correctly.

Test Right TOC Snippet

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Add a Person to Census

Before a food service account can be created, the patron must exist in Campus. Use the Add Person tool to create the patron.

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Creates Alerts to Display on POS Terminals

Flags provide a way of labeling students for things such as food allergies. Any number of flags can be created for a school or district, and any number of flags can be assigned to a student.

+ [Documentation](#)

Assign Food Service Alert to a Student

The Flags tool informs a user that a student has special information on file in the office, or may have a food allergy. This topic shows how to assign a Food Service alert to a student.

+ [Documentation](#)

Add Options to Dropdown Lists

The Campus administrator for your district can use the Attribute/Dictionary tool to add options to dropdown lists pertaining to Food Service.

+ [Documentation](#)

+ [Video](#)

Settings for School Breakfast and National School Lunch Programs

This topic provides information about USDA Program Settings.

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Zones

This article talks about the **Allow HTTP** option within the Zones tool. The Zones tool is available if your district is using Point of Sale functionality.

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Food Service Administration Setup

When setting up for Food Service, the following needs to be done: create purchasable items, set up POS terminals, build service layouts (menus), set up Class Serve, and manage the POS terminals remotely.

Point of Sale Best Practices

This document summarizes the set up for Point of Sale.

+ [Documentation](#)

Item Categories

Item Categories are used for reporting and processing purposes. Item Categories created on this tool populate the required Item Category field of the Purchasable Items tool and apply to all schools within the district.

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Purchasable Items

The Purchasable Items tool lists all food items available for purchase in a district, including meal items, à la carte items, snacks and concessions. Purchasable items existing on this tool are available for selection in service layouts/menus in the Application Manager tool.

+ [Documentation](#)

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Application Manager: Application Setup for POS Terminals

The Application Manager lists the sites of food service (schools) and the types of service (food options/menus) available at that location. An application can be created for each school in the district, or it can be one cafeteria serving multiple schools.

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Class Serve Applications

The Class Serve option may be used when a meal, snack or milk is served in the classroom during the school day.

This topic discusses Applications. Applications provide a central location for grouping services based on location or types of service.

+ [Documentation](#)

Class Serve Services

Services define what item(s) are being served during what serving period(s) and within what school(s).

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Class Serve Services Layouts

Once services are created for an application, the Service Layout should be defined and saved. The service layout for Class Serve determines which items are available for teachers to check off during a Class Serve period. The menu screen will NOT be seen by teachers at that time, they will only see a list of items.

+ [Documentation](#)

Class Serve Preferences

In order for teachers/staff to use the Class Serve tool within their classroom, Class Serve Preferences must be established.

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Class Serve Used by Teachers

Teachers can use Class Serve to record meals or snacks distributed to students so that items can be deducted from students' food service accounts.

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Service Layout Copy Wizard

To save time and effort, the Service Layout Copy Wizard can be used to copy existing services and service layouts (menus) between schools/applications.

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Payment Location

The Payment Location list provides a way to display where a payment to a Point of Sale account was made. This can be used for deposits and sorting reports.

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+ [Video](#)

Terminals Setup

The Terminals tool contains system information and settings for all Point of Sale terminals within a district. It also contains system information related to Cafeteria Serve and Class Serve functionality.

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Terminals Best Practice

The Point of Sale Best Practices describe the preferred setup of Point of Sale tools as they relate to Campus Food Service. There are two options for Terminal Setup.

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Terminal Manager

The Terminal Manager tool allows administrators to remotely manage all terminals within the district.

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Account Maintenance Setup and Review

Learn the options for POS Preferences, create Food Service family accounts, generate PINs for accounts, and create a single or group of food service accounts.

POS Preferences: General

The General POS Preference tool allows a school and/or district to set preferences for the POS system.

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POS Preferences: PIN Auto Gen

The PIN Auto Generate tool allows users to set constraints for how PIN numbers are automatically generated for food service administrators, cashiers and student/staff members.

+ [Documentation](#)

+ [Video](#)

Add Account

The Add Account wizard allows districts to add POS accounts for new students and families moving to the district. Accounts can be added by household or by person.

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+ [Video](#)

Mass Account Creation

The Mass Account Creation Wizard creates POS accounts for individuals en masse.

+ [Documentation](#)

+ [Video](#)
