# Remove Foods

While you cannot delete foods from your food lists, you can set end dates for foods that should no longer be available for meals. Once a food reaches the End date to which it is assigned, that food is no longer available when setting up meals. This is also useful for managing duplicate foods on your food list.

**Required Permissions:** You must be assigned to the **Director** or **Administrator** role to access the Food List page.

1. From the menu to the left, click **Menus/Attendance**.

2. Click **Food List.** The Food List page opens.

3. Click the row for the food to change. The Edit Food page opens.

4. In the **Effective Dates** section, click the **End** box and enter an end date for this food. You can also click 📅 to select the date from a calendar. Once this date is reached, the food is no longer available for meals.
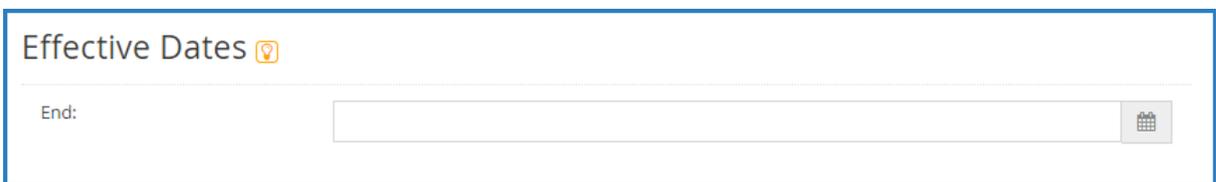


5. When finished, click **Save**.

6. Use the drop-down menu at the top of the page to select a new food to remove, or click **Cancel** to return to the Food List page.