

JOB DESCRIPTION

STUDENT NUTRITION STAFF

TITLE: Food Service
Reports to: Cafeteria Mgr.
Dept.: Student Nutrition

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: Food Service I
Date Revised: Spring, 1993

JOB GOAL:

To assist in the production of nutritious, appetizing, excellent quality meals with which to improve and/or maintain the health of school children.

QUALIFICATIONS:

1. High School Diploma or GED
2. Sufficient education and/or work experience to be able to handle the responsibilities required of this job.
3. Ability to speak, read, write and understand English.
4. Ability to coordinate and produce work in allotted time.
5. Ability to get along with co-workers.
6. Ability to maintain clean, personal work habits.
7. Ability to follow directions and plan work.
8. Well-groomed at all times.
9. Dependable, reliable, prompt, cooperative
10. Have the physical strength the job requires.

MAJOR DUTIES & RESPONSIBILITIES:

1. Prepares and serves food according to established procedures and methods.
2. Utilizes standardized recipes and procedures.
3. Responsible for the proper use and care of equipment.
4. Applies the rules of safety and sanitation to ensure care in food handling, safety in work and reduction of accidents.
5. Demonstrates good personal appearance and cleanliness in work habits.
6. Demonstrates willingness to work where needed in a cooperative manner and to assist others until assigned jobs are completed.
7. Performs any or all clean-up chores as assigned.
8. Submits educational needs to the food service manager, attend in-service meetings, workshops, etc., in order to keep abreast of new techniques and operations.
9. Contributes to positive interpersonal and interdepartmental communication.
10. Deals with crisis or problem situations in a calm, tactful, professional manner.
11. Demonstrates support of fellow employees through actions and comments.
12. Assists in the development, implementation and marketing of new menu items.
13. Sets an example for other employees by inspiring teamwork.
14. Participates in cost-effective use of resources.
15. Utilizes personal time efficiently and effectively and exhibits initiative in completing work assignments.

JOB DESCRIPTION cont'd.

16. Performs other duties as assigned.

EQUIPMENT USED:

All equipment located in the kitchen and serving areas.

WORKING CONDITIONS:

Mental Demands:

Understands verbal instructions

Physical Demands:

Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting (up to 50 lbs.), and carrying.

Moderate exposure to extreme hot and/or cold temperatures.

TERMS OF EMPLOYMENT:

The Food Service Worker works the same number of days school is in session plus two (2) days or as designated by the Food Service Director, and is paid twice per month. Salary set by an adopted schedule.

EVALUATION:

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluation shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Auxiliary Personnel. The Food Service Worker is evaluated by the Food Service Manager and Food Service Director.

The foregoing statements describe the general purpose and responsibilities to this job and not an exhaustive list of all responsibilities, duties and skills that may be required.

The employee's signature indicates receipt of copy of the job description.

Name

Date

POLICIES OF THE DEPARTMENT OF STUDENT NUTRITION

REVISED June 2008

PERSONAL INFORMATION

It is the responsibility of the staff member to notify the Student Nutrition Office ***IN WRITING*** of a change in address or telephone number within seven days of the change. The Personal Data Sheet must be completed and sent to the Student Nutrition Office. The Student Nutrition Office will forward this information to the Human Resources Dept. and the Payroll Dept. A copy of the Personal Data Sheet can be found in the Forms section of this handbook.

It is the responsibility of the staff member to notify the Human Resources Dept. directly of any change in marital status, number of dependents or change of beneficiary.

Temporary Summer Address

The Summer Address Change Form (located in the Forms Section of this handbook) must be completed if a temporary address is used during June & July. The completed form must be turned in to the Student Nutrition Office. Student Nutrition will forward a copy of the form to Human Resources.

PAYROLL

Paychecks for all permanent staff members are delivered to the school office during normal working hours on the 15th and 30th of the month. Non-permanent staff (floaters & substitutes) must pick up their pay check at the Administration Building after 2pm.

Exceptions to these dates are listed on the payroll calendar that is included in this handbook. The payroll calendar will also be posted in the kitchen. Staff members should check the calendar when there are questions about paydays.

When school is not in session, paychecks are mailed to the staff member's permanent home address on file in Human Resources.

TIME RECORDING

Every staff member is responsible for clocking in and out at the appropriate scheduled time on a daily basis.

All staff (incl. managers) are considered “on-duty” while at their work station. Upon leaving the work station, staff (incl. managers) are considered “off-duty” and must clock out for that time.

Clocking another employee in or out will be considered falsifying a document. Disciplinary action will be taken which may result in termination.

The Cafeteria Manager must verify that clocked times are true and accurate according to established procedures.

SCHEDULED WORK HOURS

Staff members must arrive to work with sufficient time allowed to be at the workstation at the scheduled time to begin work. Staff members must remain productive during scheduled work hours and perform all assigned duties to the best of their ability.

Assigned duties are to be completed within the set work schedule. Staff (incl. managers) may not work in excess of assigned scheduled hours without prior approval from the Director or Supervisor.

The Cafeteria Manager will determine the scheduled work time for every staff member. The scheduled work time may not be changed until the Manager receives prior approval from the Director or Supervisor.

Staff members may not make preparations to leave the school premises before the end of their scheduled work time.

A calendar indicating all working days is included in this handbook including cleaning days and training days. Employees are required to follow their normal schedule on all days unless notified otherwise by their supervisor. A request for any deviation in an employee’s schedule must receive prior approval from the Director or Supervisor.

SCHEDULED WORK HOURS, cont'd.

At the discretion of the principal, the cafeteria may be closed for testing or other special situations. As a result, work schedules will change. Staff members will be notified of changes as soon as the exam schedule or event is announced. Staff (including managers) will not be paid on days that the cafeteria is closed.

Inservice or training sessions and kitchen meetings may be scheduled at times other than a staff member's normal working hours. Staff members will be compensated to attend mandatory meetings.

Due to safety concerns, children may not accompany staff members to work on any day, including cleaning days and training days.

SCHEDULED DUTIES (Daily Work Schedule)

It is the responsibility of the Manager to schedule duties for each employee on a daily basis. Scheduled duties may change on a daily basis or as needed to accommodate the needs of the kitchen. All staff members are required to be cross-trained in several areas of the kitchen operation.

Also, changes in duties for a particular assignment can be changed at any time. Staff members are expected to perform all assigned duties to the best of their ability. Changes in assignments should be expected.

REST BREAK

All staff members (incl. managers) may take one rest break each day.

All staff members (incl. managers) are “on-duty” during this rest break and must remain on campus in the designated area.

Staff members (working at least 6.5 hours per day in Student Nutrition) may take one rest break not to exceed 30 minutes.

Staff members (working less than 6.5 hours per day in Student Nutrition) may take one rest break not to exceed 15 minutes.

Managers and staff members are considered “on-duty” while on campus. Rest breaks are paid while staff is “on-duty.” If a staff member or manager leaves the kitchen for a personal reason or for the rest break, then that person is no longer “on-duty” and must clock out for the time away from the kitchen.

Food & beverages may only be consumed during the rest break. No eating or drinking may occur at any work station or cash register during food preparation, serving time and clean-up.

Staff (incl. managers) are entitled to one free meal while on-duty which will consist of either:

Single-six

one serving of one entrée + one serving of 6 sides

Double-double

one serving of two entrees + one serving of 2 sides

Meals may be consumed from any of the serving lines.

However, no special cooking or special foods may be prepared for Student Nutrition staff.

At AHS, any food or beverage served in the Pastry Shop or Snack Bar must be purchased at full price by any staff member or manager.

SUBSTITUTES

The Manager and Director or Supervisor will decide the need for substitutes in the school kitchen. In some situations a substitute may not be called or there may be no substitutes available.

Employees are expected to share in the workload and perform extra duties in the absence of co-workers. Failure to perform assigned tasks is considered insubordination and disciplinary action will be taken which may result in termination.

Total hours worked by the manager & staff may not exceed the total number of hours assigned to that kitchen, unless prior approval is received from the Director or Supervisor.

INSERVICE OR TRAINING SESSION

All in-service meetings and/or training sessions will be scheduled throughout the year as needed. All staff members will be compensated to attend a mandatory inservice or training session.

PROFESSIONAL GROWTH OPPORTUNITIES

Training sessions will be scheduled throughout the school year for professional growth and skill improvement. These sessions will be held at one of the district's kitchens or meeting rooms. Attendance is voluntary.

Each fall, spring, and summer, the Texas Department of Agriculture sponsors a workshop for school food service staff. Staff members may become certified by the Texas School Food Service Assn. by taking these classes.

The Dept. of Student Nutrition reimburses staff for the tuition for any TDAg or TASN workshop session and any other certification class held at neighboring school districts throughout the school year.

Staff members must present a certificate indicating successful completion of the class in order to be reimbursed for tuition.

Travel is not reimbursed although bus transportation may be provided.

PERFORMANCE EVALUATIONS

Staff members are evaluated at the end of each school year. Before the evaluation, each staff member must complete the goal sheet and self-evaluation.

Managers meet individually with each staff member to review past performance and agree on appropriate goals for the next school year.

The final evaluation is filed in the Human Resource Department and a copy is given to each staff member upon returning in August.

Compensation & Benefits ***LEAVE TIME FOR*** ***SICK OR PERSONAL BUSINESS***

A permanent staff member is considered FULL TIME if he/she works 6.5 hours per day or more in Student Nutrition. Full time staff members earn up to 5 state personal days and up to 4 local sick days per school year. The number of days earned is determined by the number of days worked.

A permanent staff member is considered PART TIME if he/she works 6.0 hours per day or less in Student Nutrition. Part time staff members earn up to 2 1/2 state personal days and up to 2 local sick days per school year. The number of days earned is determined by the number of days worked.

State leave has unlimited accumulation.

Local leave will accumulate to a maximum of 30 workdays.

Leave is recorded in whole or half days for full time staff members. Leave is recorded in half days for part time staff members.

Staff members must make every effort to schedule all appointments (personal & medical) after scheduled work time.

SICK LEAVE, continued

A staff member must contact the manager when **SICK LEAVE** is being requested. The manager should be called no later than 7:00 a.m. It is recommended that the staff member call as early as possible if illness will prevent attendance. When requesting sick leave, a reason for the request must be given. Only School Board approved excuses will be accepted.

Employees must call the manager **themselves**. It is not acceptable for another person to call the manager and/or leave a message on the school telephone.

The School Board has approved sick leave to be used for the following reasons:

- *Illness of the staff member
- *Illness of a member of the staff member's immediate family
- *Family emergency
- *Death in the staff member's immediate family

Sick time may be used on the day preceding or following a school holiday if medical certification of illness is presented on the day the employee returns to work.

Sick time may not be used for personal business.

PERSONAL BUSINESS

Requests for time off for personal business must be made **in writing** no less than three working days in advance. The Manager or Director has 24 hours to approve or deny the request. (DEC-LOCAL)

Personal business leave may not be used on the first or last instructional day, the day before or after a school holiday, semester or year-end exam days, and staff development days.

Compensation & Benefits
MEDICAL CERTIFICATION OF ILLNESS

The Student Nutrition Dept. may require a certification issued by the health care provider for any sick leave taken. Medical certification is required for absence of five consecutive days. When the staff member (incl. manager) returns to work, a physician's release form must be presented to the employee's supervisor before any work can be performed.

If a staff member is released from physician's care to return to work but with work restrictions, the Director or Supervisor must be notified before the staff member can return to duty. Staff members (incl. managers) may not return to work with restrictions or other health conditions as indicated in the HACCP Employee Policy.

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act.

Compensation & Benefits
BEREAVEMENT LEAVE

A staff member may use state sick or personal leave for a death in the immediate family. Employees are allowed to use five workdays for bereavement leave. Additional days are subject to district approval.

Compensation & Benefits
JURY DUTY

Employees will be paid for days in jury duty. Documentation of service must be presented to the manager and attached to the time sheet. There will be no loss of leave for jury duty. **A jury summons may not be used as proof of service.**

Compensation & Benefits

TEACHER'S RETIREMENT SYSTEM

The Teacher's Retirement System takes the place of Social Security during employment at AISD. All employees pay into TRS. It takes five years of employment to become vested in TRS.

When an employee resigns, reimbursement of funds deposited into the TRS account may be received. Early withdrawal of funds is subject to federal tax plus an early withdrawal penalty. It is the employee's responsibility to contact the Human Resources Office concerning TRS upon resignation or retirement.

EMPLOYEE CODE OF CONDUCT

Student Nutrition Staff Members serve as role models for students and are expected to represent a positive influence.

All Student Nutrition Staff Members are responsible for following the Standards of Conduct as specified in the School Board Policy Manual. (DH-LOCAL).

All District personnel shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District. Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels.

Code of Conduct

HARASSMENT OR ABUSE

Employees shall not engage in prohibited harassment, including sexual harassment of other employees or students.

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

Code of Conduct

RELATIONSHIPS WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

Code of Conduct ***TOBACCO USE***

Employees shall not use tobacco products on school property at any time.

Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities.

Code of Conduct ***ALCOHOL & DRUGS***

Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

*Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

*Alcohol or alcoholic beverages

*Any abusable glue, aerosol paint, or any other chemical substance for inhalation

*Any other intoxicant, mood changing, mind altering or behavior altering drugs

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who uses a drug authorized by a licensed physician through a prescription for the employee’s personal use shall not be considered to have violated this policy.

Code of Conduct

ARRESTS & CONVICTIONS

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event. For purposes of this policy, deferred adjudication and no contest of an offense shall be considered a conviction.

Code of Conduct ***MORAL TURPITUDE***

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or
6. Acts constituting abuse under the Texas Family Code.

Code of Conduct

DRESS CODE and GROOMING

Take pride in your appearance and attire!

Create a positive impression of your program by your appearance and dress.

The dress code **must be followed every day** that school is in session and students are on the campus.

PANTS/SLACKS

Solid black or tan

Loose fitting, full length to the ankle

Fabric must be double knit or cotton/polyester

Clean and pressed (wrinkle-free)

Can not be faded or contain inserts, studs, lacing, etc.

PANTS not allowed: Sweat pants, stirrup pants, stretch pants, warm-up type pants, nylon jogging pants, capri pants, cargo pants, fleece pants, wind pants, lycra, spandex, or pants with outside back pockets.

Jeans may be worn on FRIDAY only. Jeans must be in good condition and not faded.

UNIFORM SHIRT -- The assigned polo shirt must be worn on Monday thru Friday.

Care of Shirt – Uniform shirts should be washed in cold water with color-fast bleach. **Air-dry or line-dry.** Do not dry on regular heat.

SCHOOL SPIRIT SHIRT -- The school shirt may be worn on FRIDAY. If a school does not have an **approved** school shirt, **the uniform shirt must be worn.**

SOCKS -- Socks must match the color of the pants worn and be clean.

SHOES -- Shoes must be **black**, have a leather upper, and be skid resistant.

APRONS -- A special cloth apron is provided for serving only. A plastic apron or white cloth apron should be worn during food preparation, batch cooking and dishwashing. All aprons should be removed when leaving the kitchen.

DRESS CODE and GROOMING, cont'd.

HAIR RESTRAINT – Hair must be clean, neatly combed and restrained at all times. To restrain hair, a hair net or white painter's cap may be worn. No shower caps or other head covering may be worn. Hair must be pulled away from the face. If hair is long, a hair net must be worn to cover loose hair with the painter's cap.

JEWELRY -- Post-type earrings and a plain band ring are acceptable.

UNACCEPTABLE JEWELRY – Loop or dangling earrings; all rings other than a wedding band; all necklaces; all bracelets; wrist watches.

HYGIENE -- All clothing must be clean and wrinkle-free. Staff members must follow good personal hygiene practices (daily shower, deodorant, etc.)

Fingernails must be kept short and clean. No nail polish or artificial fingernails are allowed.

Body piercing (except post-type earrings) and **tattoos** must be covered at all times.

ID BADGE -- The picture ID badge issued by the District is a part of the uniform and must be worn every day while the staff member is on duty. It is the staff member's responsibility to have an ID Badge made or have it replaced when lost.

WINTER WEAR – Staff members have the option to wear extra clothing to remain comfortable on cold days. There are two options that are acceptable.

Black or white cardigan sweater worn over polo shirt
Black or white turtleneck worn under polo shirt

Enforcement of Dress Code

It is the manager's responsibility to enforce the dress code. Staff members who arrive to work out of compliance will be sent home to change to appropriate clothing. Staff members must clock out to go home to change and clock back in upon returning to work. No pay will be given for the time the staff member is clocked out. Disciplinary action will be taken for non-compliance with the dress code policy.

Code of Conduct ***TELEPHONE USE***

The use of the telephone is restricted to REST BREAK TIME ONLY with the exception of a family emergency. Use of the telephone is limited to 5 minutes.

Callers should be asked to leave a name and telephone number so that an employee may return a telephone call.

Code of Conduct ***PERSONAL ELECTRONIC DEVICES***

All personal electronic devices (incl. cell phone, bluetooth, ipod, etc.) may be used during the rest break time only. All personal electronic devices must be turned off and may not be carried on one's person during scheduled work hours.

Code of Conduct ***TELEPHONE ETIQUETTE***

ALL telephone calls must be answered in the following manner:

1. Name of your school.
2. Your name.
3. Request information.

Examples of appropriate responses include:

1. "Lone Star Cafe, this is Mary, may I help you?"
2. "Allen High School Cafeteria, this is Mary, how may I help you?"

Code of Conduct
FOOD TAKEN FROM SCHOOL

NO FOOD or NON-FOOD SUPPLIES including leftovers and/or garbage may be taken from the school premises.

NO FOOD or NON-FOOD SUPPLIES including leftovers and/or garbage may be set aside or placed in a special container for transport off school premises.

All food, including leftover food and garbage, and non-food supplies are considered school property. Taking food in any form from the premises is considered theft.

Code of Conduct
TRANSFER OF PRODUCTS or SUPPLIES

Transfer of food or non-food supplies from one school to another for use in the student nutrition program or for catering is allowed. The only employees allowed to transfer food or non-food supplies include the Director, Supervisor, Student Nutrition Staff and Warehouse Staff.

Transfers must be recorded in the inventory software program on the date that the item is borrowed or returned. At AHS & LFC, a transfer form must be completed when foods are borrowed from one school to another. It is the responsibility of the manager (or designee) who is borrowing the food or non-food supplies to complete the transfer form at the school loaning the supplies as well as at their school site.

It is the responsibility of the manager who borrowed the supplies to replace and deliver the items with the next grocery order.

Code of Conduct
FOOD PURCHASES

Federal regulations require a code of conduct that states those school employees “shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors.” When a person purchases at the school’s bid price or at another discounted price, that person is actually accepting from the vendor the cash difference between the bid or discount price and what one would have to pay for the item in the retail market. Even if the vendor were to charge the retail price, the person would still be receiving the convenience of a personal delivery and therefore would be accepting a favor from the vendor.

Student Nutrition staff members are not allowed to purchase leftovers which would otherwise be thrown out.

Code of Conduct
SITE BASED MANAGEMENT

Each campus operates under the “Site Based Management System”. The principal of each school has the authority to terminate at-will employees on the campus, and issue directives that may impact the Student Nutrition Department and its staff members. The principal may consult with the Cafeteria Manager or Director or Supervisor before final decisions are made.

It is the responsibility of each Student Nutrition staff member to comply with all directives of the principal. Failure to comply will be considered insubordination and could result in termination.

Code of Conduct

STUDENT ACCOUNTS

The Student Nutrition Cafeteria Manager is responsible for maintenance of student's accounts in the computer.

The manager is the only person who may discuss a student's account with parents, teachers or staff.

If a parent, teacher or other adult calls or comes in to the Cafeteria with questions about an account, the staff must refer the parent to the manager. If the manager is not available, the staff member must refer the parent to the Student Nutrition Office.

Under NO circumstances should a Student Nutrition staff member discuss a student's account with a parent, guardian or teacher.

Student Nutrition staff members may not disclose a student's eligibility to any person other than the parent or student.

Eligibility may not be disclosed to any other AISD staff member (including teachers).

The manager is the only person who may discuss a student's eligibility with another staff member.

Student Nutrition staff may perform two functions in regards to student accounts:

1. Student Nutrition staff members may look up a student's balance for a student or their parents.
2. Student Nutrition staff members may enter account payments according to established procedures.

Code of Conduct ***DISCIPLINARY PROGRAM***

Violations of the Student Nutrition Code of Conduct, Student Nutrition Policies, Procedures, or Standards as well as AISD Board Policies will result in disciplinary action.

The Employee Counseling Form will be used to document conversations, oral warnings, written warnings or termination. A copy of this form is located in the Forms Section of this Handbook.

Student Nutrition Procedures ***COMPENSATION FOR SPECIAL FUNCTIONS***

Student Nutrition staff members have the opportunity to earn extra pay through various catered functions. There are two types of functions:

1. Catering for an outside group using School district facilities
2. Catering sponsored by the Student Nutrition Department.

Staff who work for an outside group (#1) earn \$12.00 per hour. Expectations and responsibilities of staff members will be presented to both the staff members and the function coordinator.

Staff who work at an event sponsored by the Student Nutrition Dept. (#2) will be paid \$12.00 per hour. Responsibilities will be determined by the Catering Assistant or Supervisor.

Hours worked for catering must be documented on the special Time Report for Catering. Wages earned for catered events are received through the Payroll System and paid on the next regular paycheck.

Catering Dress Code

Staff who work catered functions must wear the AISD polo shirt, black slacks, black shoes, and black socks. Hair must be restrained with a hair net or white painter's cap.

Student Nutrition Procedures ***SAFETY PRECAUTIONS***

All staff members shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Student Nutrition Procedures ***ACCIDENT REPORTING***

ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY!!

It is the **staff member's** responsibility to report any accident or injury to their supervisor (or Director/Supervisor in the absence of the manager). Managers should report injury to the Director or Supervisor.

FORMS TO BE COMPLETED

1. **First Report of Injury** – It is the **manager's** responsibility to provide this form to the **employee**. The employee must accurately complete the form by the end of the day.

If the **employee** refuses to complete the form, it is the **manager's** responsibility to complete the form and turn it in to the Student Nutrition Office on the same day as the injury was reported. If the **manager** completes the First Report of Injury form, it must be documented that the **employee** has refused to complete the form.

2. **Authorization for Medical Attention** – It is the **manager's** responsibility to provide this form to the **employee** if medical attention is needed or desired by the **employee**. Either the school nurse or manager must complete this form before the employee leaves the school building.
3. **Rights & Responsibilities** – It is the **manager's** responsibility to provide this handout to the **employee** at every occurrence of an accident. The top sheet must be signed by the **employee** and turned in to the Student Nutrition Office by the **manager** with the First Report of Injury Form.

Student Nutrition Procedures
ACCIDENT REPORTING, cont'd.

IF THE INJURY REQUIRES MEDICAL ATTENTION

It is the **manager's** responsibility to call the school nurse if the injury requires treatment or if the employee requests to visit the nurse. The school nurse will evaluate the injury and recommend medical treatment or action.

It is the **manager's** responsibility to call the Student Nutrition Office and report any accident or injury that requires medical attention.

If the employee requires medical treatment, all three of the above mentioned forms must be completed before the employee leaves the building for medical attention.

The Authorization for Medical Attention form and the Rights & Responsibilities handout must accompany the employee to the doctor's office or emergency room.

The First Report of Injury Form and cover sheet of the Rights & Responsibilities handout must be delivered to the Student Nutrition Office by the end of the same business day.

The **manager** may not recommend a medical facility. The employee must call the Benefit's Office to obtain the location of a recommended medical facility.

IF THE INJURY DOES NOT REQUIRE MEDICAL ATTENTION

It is the **manager's** responsibility to turn in the completed First Report of Injury form and signed top sheet of the Rights & Responsibilities form to the Student Nutrition Office by the end of the same business day as the accident.

It must be documented on the First Report of Injury form that the employee did not seek medical treatment.

Student Nutrition Procedures

SECURITY OF KEYS

The keys that secure any door or piece of equipment in the Food Service area must be kept in the personal possession of the manager at all times. The manager must keep all keys in her pocket or in another secured location at all times. The manager is responsible for locking and unlocking all doors and equipment.

At AHS, LFC, CMS, Snack Bar keys may be kept on a separate key chain. The employee responsible for unlocking the Snack Bar must keep the key in his/her pocket during the time of possession. The keys must be returned to the manager after the lunch period.

It is unacceptable to place keys on a table, counter, desktop, next to the cash register, under the cash drawer or in any open location.

It is unacceptable for any employee other than the manager to keep the set of keys in his/her possession (with the exception of the Snack Bar keys during the lunch period).

Student Nutrition Procedures

SECURITY OF CASH

Cash must be kept in a locked, secure location at all times with the exception of the serving periods and collection times. If cash is left in a cash drawer, the cash register must be turned off while unattended.

It is unacceptable to keep cash on a desktop or in any open location except during the serving periods and collection times. Any visitor (parent, teacher, delivery driver, etc.) or student entering the kitchen must be steered away from the area where money is being processed for deposits.

Student Nutrition Procedures TRANSFER REQUESTS and ASSIGNMENTS

All Student Nutrition Staff will be made aware of position openings in other schools. Staff members who wish to be interviewed for an opening should make a request in writing to the Student Nutrition Office on the Transfer Request Form.

Applicants may be interviewed and the best candidate will be offered the transfer. Previous job performance and competence takes precedence over seniority when transfers are considered. In the event that job performance is equal, the staff member with seniority will be offered the position.

At the end of each school year, all staff members may complete a Transfer Request Form and request a school preference and number of working hours per day. The Transfer Request Form must be returned to the Student Nutrition Office by the date designated by the Human Resources Dept.

Staff members are subject to assignment and reassignment by the Director, when the Director determines the reassignment is in the best interest of the District.

Requests for specific assignments or reassignments shall be granted only if the assignment shall not lessen the effectiveness of the overall system. (DK-LOCAL)

Student Nutrition Procedures ***RESIGNATION OR RETIREMENT***

If a staff member wishes to resign, a minimum of 10 working days notice must be given.

The steps that must be taken include:

1. Complete the resignation form (included in this handbook) and return it to the Student Nutrition Office. This form must be turned in as soon as the decision is made to resign or retire.
2. Turn the ID badge in to the Student Nutrition Office on the last day of employment.
3. Turn in the Security Badge to the Student Nutrition Office on the last day of employment.
4. Turn in all uniform shirts to the Student Nutrition Office on the last day of employment.

If a staff member is eligible for retirement, it is the **STAFF MEMBER'S RESPONSIBILITY** to notify the Human Resources Dept. in writing as soon as the decision is made to retire. A copy of the letter must also be sent to the Student Nutrition Office.

To determine eligibility for retirement, the staff member must contact the Human Resources Dept.

Student Nutrition Standards

EXPECTATIONS FOR PERFORMANCE

- **COMMUNICATION** – discuss school related issues with co-workers and manager
- **COMMITMENT** – sense of loyalty to your job and co-workers; willingness to work harmoniously with others
- **ATTITUDE** – respect and positive attitude toward co-workers, students, parents, guests, supervisors; do not let your personal likes & dislikes of the food influence the students
- **FAIRNESS** – treat everyone the way you would want to be treated
- **ENTHUSIASM** – have a good sense of humor and a kind, patient, friendly disposition; be receptive to others
- **TRUST** – keep an open mind and be willing to make changes to benefit the Student Nutrition Program
- **EXCELLENCE** – be willing to do what is needed and take responsibility to provide the best food possible for the students
- **RESPECT** – willingness to accept differences in people
- **INTEGRITY** – take pride in your work and in the Student Nutrition Program
- **APPEARANCE** – maintain neat, clean appearance at all times, follow dress code without exception

Student Nutrition Standards

EXPECTATIONS FOR PERSONAL HYGIENE

Related HACCP SOP's

- ***Employee Health***
- ***Personal Hygiene***
- ***Washing Hands***

- ❑ **No gum chewing is allowed during work.**
- ❑ **No eating except during one rest break.**
- ❑ **Beverages may only be consumed from a closed container with straw.**
- ❑ Clean apron and uniform is worn at all times. White apron for food preparation; fruity apron/blue apron for serving only.
- ❑ Personal hygiene is maintained throughout the day.
- ❑ The established dress code must be followed without exception.
- ❑ Fingernails are kept trimmed, filed and maintained to the edges, are cleanable and not rough.
- ❑ Artificial fingernails and fingernail polish are not allowed.
- ❑ Employees may not work if they have a severe rash, diarrhea or any communicable disease.
- ❑ Lesions must be covered with a bandage. Gloves must be worn over cuts and abrasions on the hands. Tattoos and body piercing must be covered at all times.
- ❑ Handwashing occurs frequently and whenever changing from one task to another. For example, hands are washed between cashiering and working in the dishroom or between handling raw food and cooked food.
- ❑ Handwashing must occur in the designated handwashing sinks. Other sinks used for food preparation, utility and dishwashing may not be used for handwashing.

Student Nutrition Standards

EXPECTATIONS FOR SANITATION

Related HACCP SOP's

- ***Cleaning & Sanitizing Food Contact Surfaces***

- ***Cleaning schedules are posted and followed daily.***
- Food contact surfaces, sinks, tables, equipment, utensils, thermometers, carts and can openers must be washed, rinsed and sanitized before use.
- Gloves must be worn when preparing foods that will not be cooked before serving (e.g., salads, sandwiches).
- Gloves must be changed after each change of activity or task (e.g, from serving to organizing the milk/juice cooler).
- Foods are served with utensils only; no foods are served with hands.
- Wiping cloths are kept in sanitizing solution at all times and may not be used to clean up floor spills.
- Buckets of sanitizing water are kept in the kitchen at several locations and on the dirty side of the dishroom.
- Three-compartment sink method is used for pot and pan washing. Dishwashing occurs at proper temperatures.
- Tasting spoons are used for food sampling; preparation utensils are never used for tasting.

Student Nutrition Standards

EXPECTATIONS FOR SERVICE OF FOOD

Related HACCP SOP's

- ***Controlling Time & Temperature During Preparation***
- ***Cooking Potentially Hazardous Foods***
- ***Cooling Potentially Hazardous Foods***
- ***Holding Hot & Cold Potentially Hazardous Foods***
- ***Preventing Contamination at Food Bars***
- ***Reheating Potentially Hazardous Foods***
- ***Serving Food***
- ***Using & Calibrating Thermometers***
- ***Using Suitable Utensils***
- ***Washing Fruits & Vegetables***

- ❑ **All menu items are offered to every student.** The menu to be served will be exactly as written. Substituting is not permitted without prior approval.
- ❑ **Hot foods must be served at a temperature above 140 degrees. Cold foods must be served at a temperature below 41 degrees.**
- ❑ Standardized recipes are followed as written without deviation.
- ❑ Foods must be cooked to the proper temperature as recorded on the recipe or as indicated on posted charts.
- ❑ Batch cooking is performed for all items that can be cooked in 20 minutes or less.
- ❑ Batch cooked foods are not to be held in the warmer for longer than 20 minutes.
- ❑ Warming units must maintain the food temperature above 140 degrees.
- ❑ Food temperatures are taken on all cooked foods and refrigerated foods.
- ❑ Food is displayed attractively and service areas are cleaned frequently during the meal period. All exposed foods must be placed under sneeze guards.
- ❑ On a food bar, new containers of food must be used to replenish existing containers of foods.

Student Nutrition Standards

EXPECTATIONS FOR SERVICE OF FOOD

- ❑ Foods are served with utensils only. Utensils are replaced if they become contaminated in any way.
- ❑ Leftovers are quickly chilled and stored with a label & date. Leftovers must reach proper temperatures before storing.
- ❑ Food is to be reheated only once to 165 degrees for 15 seconds. If leftovers are to be served, reheat only the amount that can be served in that meal period.
- ❑ Cooked food may be frozen only once.
- ❑ Ice must be dispensed with an ice scoop and the scoop must be stored in a clean container outside the ice machine.
- ❑ Thermometers must be sanitized before each use by dipping the thermometer into a specified container filled with sanitizing solution.
- ❑ All raw fruits and vegetables must be washed thoroughly before serving.

Student Nutrition Standards

EXPECTATIONS FOR STORAGE

Related HACCP SOP's

- ***Date Marking Ready-to-eat Potentially Hazardous Foods***
- ***Preventing Cross-Contamination during Storage & Preparation***
- ***Receiving Deliveries***
- ***Storing & Using Poisonous or Toxic Chemicals***
- ***Using Time Alone as a Public Health Control to Limit Bacteria***

- At all times food shall be protected from potential contamination, including dust, insects, unclean equipment and utensils, unnecessary handling, coughs, sneezes, etc.
- Fans can not be operated in food preparation or serving areas.
- Containers of food must be stored at a minimum of six inches above the floor (in all storage areas, including the freezer).
- Storage of food in the toilet rooms or vestibules is prohibited.
- Bulk foods stored in containers must be labeled & dated.
- All foods must be inspected and dated upon arrival.
- Food & non-food supplies must be removed from card board boxes to prevent insect and rodent problems.
- Food and supplies must be used on an FIFO basis.

First IN – First OUT

- Cleaning supplies must be stored away from food
- Cleaning supplies must be clearly labeled.
- Storage areas are cleaned and organized on a weekly basis (pantry, walk-in freezer, walk-in refrigerator).

Student Nutrition Standards

EXPECTATIONS FOR SAFETY

- ❑ Work is done safely to avoid injury
- ❑ Learn how to use the fire extinguisher and fire suppression system.
- ❑ Know the location of first aid supplies and emergency telephone numbers.
- ❑ Wear rubber based shoes with closed toe & heel
- ❑ Keep water & grease cleaned up from the floor.
- ❑ Staff must not stand on boxes, chairs, shelving, etc. to reach items
- ❑ Use dry pot holders or protective gloves in moving hot pans
- ❑ Remove lids from steaming pots or kettles carefully.
- ❑ Pot handles must not extend into the passage area around stoves and work tables.
- ❑ Knives and glass objects are never placed in a pot sink. These items must be washed immediately.
- ❑ Handle open cans with care. Never pry open a can lid with fingers, knives or any other improper tool.
- ❑ Glass containers must not be kept for storage.
- ❑ Do not lift heavy objects without help.
- ❑ Do not use equipment without proper instruction.
- ❑ Report equipment repairs immediately.
- ❑ Report injury immediately to the manager.

Student Nutrition Incentives

UNIFORM REIMBURSEMENT

- ❑ Permanent staff members will be reimbursed up to \$50.00 per school year for the purchase of uniform shoes or uniform pants after completing 6 months of satisfactory performance.
- ❑ Shoes must be solid black, leather, closed-toe, non-skid sole and cover the majority of the upper foot. Clog type shoes must have a back strap which is worn at all times. **One pair of shoes per year is reimbursed.**
- ❑ Pants must be solid black or tan and loose fitting. A polyester/cotton blend is preferred to 100% cotton. See page 15.
- ❑ Pants MAY NOT be jeans, sweat pants, stirrup pants, warm-up type pants, nylon jogging pants, fleece pants, wind pants, lycra, spandex, or single knit pants. See page 15.
- ❑ Reimbursement will not be given if the items purchased do not meet the above requirements.
- ❑ Original receipts and tags must be provided on the Uniform Reimbursement Form. Copies of receipts will not be accepted. Receipts must include specific description of items purchased.
- ❑ Items purchased must be worn exclusively for work.
- ❑ **Reimbursement will be given one time only per school year and in one lump sum.**
- ❑ There is NO REIMBURSEMENT for additional uniform shirts, painter's caps, hairnets, socks or any other piece of clothing.

Student Nutrition Incentives

ACCRUAL PAY VS. HOURLY PAY

- Student Nutrition staff members have a choice in the method that they receive their pay and must declare their choice at the beginning of each school year. Changes may not be made at any time during the school year.

- ACCRUAL PAY
Paychecks are received on the 15th and 30th of each month for the entire year. The payroll department calculates the amount the staff member will make during the school year and divides that amount into 24 equal paychecks.

- HOURLY PAY
Paychecks are received on the 15th and 30th of each month. Pay is received for the total hours worked in the previous pay period.

If a staff member carries medical insurance with the school district, he/she would be responsible for payment of the premium during the summer months.

Student Nutrition Incentives

DIRECT DEPOSIT

All Student Nutrition Staff members are encouraged to participate in the direct deposit of their pay check. The appropriate form must be completed and returned to the Payroll Office.

The Direct Deposit form is located in the Forms Section of the Student Nutrition Handbook.