

Greenwood Leflore Consolidated School District

Together, We Serve



Food Service

Employee Handbook

2023-2024

Welcome to the Greenwood Leflore Consolidated School District Food & Nutrition Services Department!

The GLCSD Food & Nutrition Services Department wants your employment with the District to be pleasant and rewarding.

This handbook has been provided to acquaint you with the policies and procedures of this department. This handbook is only a partial compilation of policies, but it includes most policies which pertain to your job in Food and Nutrition Services. For further information on department and district policies, please refer to the Greenwood Leflore Consolidated School District (GLCSD) Board Policy; the GLCSD Employee Handbook and the HACCP Guidelines for school food authorities. The following administrative regulations and procedures apply to all Food Service employees of the GLCSD. Nothing in these regulations grants Food Service employees a property interest in his/her position, nor does it constitute a written contract with any Food Service employee. All Food Service employees are at-will employees of the Greenwood Leflore Consolidated School District. These regulations are subject to change at the discretion of the Superintendent or designee. Employees must adhere to all standards of Conduct as per Board Policy, the GLCSD District Employee Handbook, and the Food Service Employee Handbook located on the District website. Disregarding of any one of the rules may subject the employee to disciplinary action and/or separation of employment.

Child Nutrition Program Goal: Food & Nutrition Services, working together, to support the educational process by providing nutritional meals to our students and staff with excellent customer service while adhering to USDA Guidelines.

GLCSD MISSION: Mission of the Greenwood Leflore Consolidated School District is to unify, educate, and prepare all students for college and career by providing a higher quality learning experience.

Vision: A community united to improve the quality of life through education.

MOTTO: Champions for Children

DISTRICT GOALS:

1. Increase student achievement
2. Provide a safe and orderly school
3. Provide a positive educational experience
4. Improve parent and community engagement
5. Maintain fiscal integrity and accountability

Greenwood Leflore Consolidated School District Food & Nutrition Services

DEPARTMENT CORE VALUES

In order to be a successful employee in this department, the employee must have the following core values:

TRUSTWORTHINESS: Food Services employees perform their duties with honesty and integrity through their conduct and the way in which they communicate. Employees conduct business with competence, fairness, impartiality, efficiency, and effectiveness in order to enhance the education of the GLCSD students and for the good of the general public.

RESPONSIBILITY: Food Service employees take responsibility for their actions, decisions, and statements that impact the education of our students, the community, and the patrons of the District. Employees effectively use the public resources entrusted to the District for the benefit of the GLCSD students, the state, and for the good of the general public.

RESPECT: Food Service employees treat others with professionalism, consideration, and courtesy. Employees respect others' opinions and beliefs, value individual differences, and seek to reach new solutions based on a consensus.

CARING: Food Service employees build professional relationships with coworkers, staff, and the public based on the highest standards of fairness and consideration. These standards are the foundation of a caring professional environment that supports mutual respect, collaboration toward common goals, and excellence in job performance.

CITIZENSHIP: Food service employees strive to be good stewards of the public trust and public resources. They honor and abide by the District policies and laws.

FAIRNESS: Food Service employees conduct business with the public and coworkers in an equitable, impartial, and honest manner, without bias, prejudice, or favoritism. Decisions are based on objective and balanced judgment and are in accordance with the District's mission, established rules, and procedures.

Making a Difference in Student Achievement

DRESS REQUIREMENTS

Scrubs (Ladies); Khaki, Navy or Black Pants & Polo Collar Shirts (Men)

All employees must report to work daily with clean uniforms. Special permission may be received from the Director of Food Service Officer to wear t-shirts or other attire. Shorts and sleeveless garments are unacceptable. Baseball caps may be optional for men. No rings other than wedding bands are allowed. Only small post/stud earrings may be worn.

PERSONAL HYGIENE

Food Service employees are expected to be well groomed. Good grooming habits are expected of all employees, including, but not limited to:

- Personal hygiene and clean clothes daily
- Clean, short fingernails
- Clean aprons (aprons are not to be worn in the restroom)
- Hair Restraints (hairnets)
- No fingernail polish
- No artificial fingernails
- No sagging pants
- No make up
- Closed slip resistant shoes

Hair must be clean and neat. A hairnet must be worn at all times and must cover all hair on employee's head. A clean apron is required. (These items are provided for each employee.) A clean uniform is required each day.

Each employee must wash hands regularly with soap and warm water:

- Before beginning food preparation
- After returning from the restroom
- After using a handkerchief or Kleenex
- After touching face or hair
- After handling money

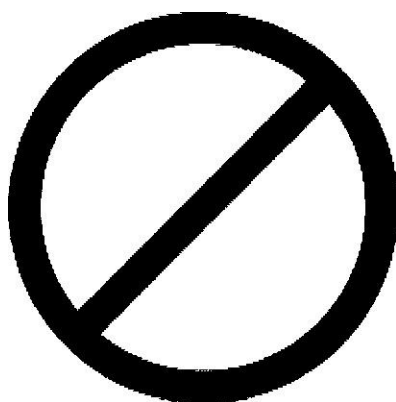
- After putting hands on clothes
- After touching foreign objects when preparing food

Gloves must be worn anytime an employee is preparing or serving food. There should be no bare hand contact with ready to eat food. Gloves must be changed any time an employee is preparing or serving food or touching anything other than the utensils or ingredients being used in the task.

An employee with a cold or sore throat should not be engaged in preparation of food, since these infections may be carried by food. Any employee with open boils, cuts, or burns should not be permitted to handle food; in this case, the employee will be assigned a different task until the affected area has healed. If the manager feels an employee is too sick to work or may be infectious, upon consulting with the Food Service Director, the employee may be asked or required to take a sick/personal day which will be in the best interest of the school district.

No food service employee should report to work if they have been diagnosed with any of the following communicable diseases:

- Shigella
- Salmonella
- Noro Virus
- Hepatitis C
- E Coli



MANAGER/ASSISTANT MANAGER'S ROLE

- The manager/assistant manager is responsible for opening and closing the cafeteria. In case of an emergency and if permission is granted by the Food Service Director, this duty may be assigned to a responsible person within the staff.
- The manager/assistant manager is the face of their cafeteria. Therefore, they should possess a pleasant disposition while as being respectful cheerful and helpful when working with their staff, administrators, staff, students and visitors. They should be knowledgeable of the basic operation of the cafeteria and the rules, regulations and principles set forth by the district, local school board, The Office of Child Nutrition and United States Department of Agriculture (USDA).
- The manager/assistant manager is responsible for seeing that the cafeteria runs smoothly and efficiently with minimal food loss; proper preparation and quality controls.
- The manager/assistant manager or an assigned person must sign for all food and supplies after they have been inspected and counted. The driver and receiving person must sign any discrepancy on the invoices. Any and all discrepancies must be noted by the driver before he/she leaves. Each week those invoices must be brought to Central Office so that they can be checked for accuracy, reconciled then given to the Business Office so that the vendor can be paid in a timely manner.
- The manager/assistant manager must go to the bank daily to deposit any money that was made through the sale of meals or extra food items. Those deposit slips should be attached to the weekly reports and brought to Central Office so that they can be checked for accuracy and filed.
- The manager/assistant manager should not leave from the cafeteria during scheduled work hours except by arrangement of the Food Service Director.
- The manager/assistant manager should do inventory of the food, and other products and supplies monthly.
- Friends, relatives or visitors must pay for their meals.

- No one except cafeteria employees are permitted in the kitchen during food preparation, cleaning and serving hours except repairmen or other persons essential to the operation of the cafeteria.

EMPLOYEE (WORKER'S) CONDUCT

- Employees must realize that the manager and/or the assistant manager is the authority in the cafeteria and all problems within that cafeteria should be resolved with the aid of the manager and/or the assistant manager. Difficulties that arise in one cafeteria should not be taken beyond that individual cafeteria. This practice creates misunderstandings and dysfunction within the department.
- Employees should report to work on time as scheduled and be prepared to begin the work day upon arrival. Regular attendance of each cafeteria worker is imperative to ensure the smooth operation of the cafeteria. The manager and/or the assistant manager should be notified immediately of a cafeteria worker's anticipated absence unless an emergency occurs.
- Employees will serve in any capacity that is necessary for the effective operation of the cafeteria to include being sent to another cafeteria to work at any given time. The employee will adhere to the instructions of the manager who is in charge. He/she is expected to be cooperative and provide quality service.
- Employees should have a pleasant disposition while also being respectful, cheerful and helpful toward all fellow workers, students, staff members and administrators. They should also be efficient and knowledgeable of the rules, regulations and principles of the Food Service Department, the district, the local school board, the Office of Child Nutrition and USDA.
- Employees should not leave from the cafeteria during scheduled work hours except by arrangement of the Food Service Director.
- Friends, relatives or visitors must pay for their meals.
- No one except cafeteria employees are permitted in the cafeteria kitchen during preparation, cleaning and serving hours except repairmen or other persons essential to the operation of the cafeteria.

- Employees should not discipline students. Continuous attempts should be documented and reported to the Food Service Director

CELL PHONE USAGE

Personal cell phones should be used with discretion. Excessive and lengthy personal calls on a cell phone are not allowed. The use of cell phones is limited to break/lunch time only unless the call is for an emergency or a business call. Personal cell phones are to be kept with the employee's personal belongings and not on the person during working hours. The GLCSD is not responsible for cell phones brought to the workplace. Photographs of students should never be taken. Employees should not use personal or cell phone cameras on school premises unless authorized to do so by supervisory personnel for work-related purposes only.

CLEAR BAG POLICY

Employees should not bring any personal belongings into the cafeteria that are not essential to the work being performed. Items brought into the cafeteria should be placed into a clear bag/purse. Items taken out of the cafeteria in a container other than a clear bag is subject to be searched and its contents documented. Cafeteria employees will be dismissed at once if theft is involved.

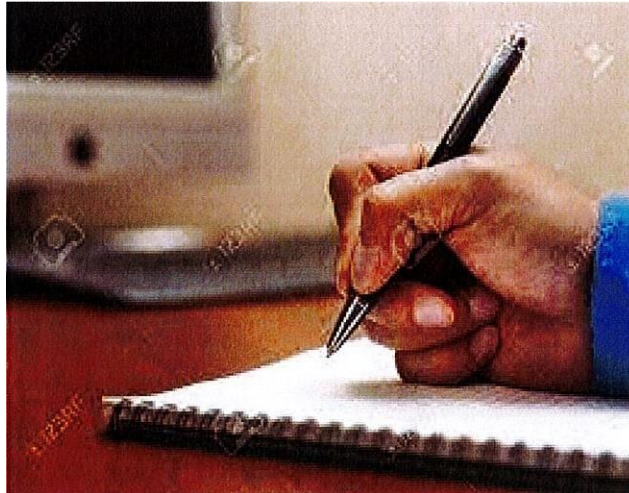
REPRIMANDS

When an employee violates a policy included in this handbook, those incidences should be documented and submitted to the Director of Food Service who will then forward it to the Assistant Superintendent of Organizational Support. A copy of this infraction will be placed in the employee's personnel file.

When any of the above policies are violated or any other acts that prove to be disruptive to the effective and efficient service of the GLCSD Food Service Department; the following consequences will occur:

- 1st - A verbal warning

- 2nd - A written warning
- 3rd - Two or more written warnings for the same violations may result in suspension without pay or termination



UNSATISFACTORY SERVICE SEPARTION

Reasons for unsatisfactory service separation include, but are not limited to the following:

- Incompetence — The inability or failure to follow instructions or perform duties necessary for the efficient operation of the Child Nutrition Program.
- Being disrespectful to employees, staff, students or visitors
- Insubordination — willful refusal to comply with the proper order of an authorized supervisor.
- Theft or destruction of school property and unauthorized removal of school property or food from the premises.
- Unauthorized habitual tardiness or excessive absences
- No person shall use any tobacco product on educational property (See Smoking, liquor or drugs).
- Using profanity, obscene or abusive language while at work

- Use of alcohol or drugs on the job or being under the influence of an intoxicating liquor or drugs.
- Fighting, harassment, or engaging in a form of disruptive conflict or a related type of misconduct is prohibited
- Firearms are not allowed on state property which includes the cafeteria
- Serving larger food portions or giving away food to students, principals, teachers, and guests is considered theft.
- No food, supplies or any property belonging to Child Nutrition should be taken out of the cafeteria for personal reasons.

NOTE: Food Service employees are considered non-certified employees who are in essence, at will employees and may be terminated at any time.

MEAL PAYMENT PROCEDURES

STUDENT ACCOUNTS

Students may have accounts to pay for extra sale items

ADULTS MEALS

No meals will be charged. All adults must either pay cash the day of service for meals and/or extra food items or establish an account to cover the cost of meals and extra sale items.

IN-KIND MEALS

Only employees directly involved in the preparation, serving, cleaning, and operation of the cafeteria will receive in-kind meals to include breakfast and lunch. Food or drink that is served as the daily lunch is not to be removed from the school by the manager, assistant manager or workers. Child Nutrition personnel shall not take leftover food home. This is prohibited. All food is ordered in quantities as per the menu. Extra food or a different kind of food should not be ordered specifically for employees. Food ordered through the Child Nutrition Program is expressly for the students of the district.

PAYROLL INFORMATION

SIGN IN/OUT SHEETS

Employees must sign in and out daily at the exact time of arrival and departure. Employees are required to clock in and out daily. Failure to clock in or out will result in a loss of a personal day, sick leave day, or a day's pay. Employees must clock in and out for a 30-minute break each day.

TIME SHEETS

The employee must sign his/her own time sheet for each pay period.

ABSENCE/LEAVE FORM

Food Service Employees are to contact their immediate supervisor (Manager and/or the assistant manager) in advance, unless there's an emergency whenever they are unable to report to work. Hourly employees should contact the cafeteria manager and/or the assistant manager. In the absence of both the manager and/or the assistant manager, the Food Service Director must be contacted.

NOTE:

"This Child Nutrition Program Employee Policy and Procedure Guide does not supersede the Greenwood Leflore Consolidated School District Staff Handbook.

One Team, One Goal = Departmental Success!

"We Are One"

CHAMPIONS FOR CHILDREN

Greenwood Leflore Consolidated School District
Food Service Department

KNOWLEDGE OF HANDBOOK AND POLICIES

2023-2024

I am aware of the Greenwood Leflore Consolidated School District's (GLCSD) Food Services' Employee Handbook. I will read or have read the contents so that I fully understand the policies and procedures of the department. I understand that failure to follow these policies and procedures will result in disciplinary actions, which could include my separation of employment from the Greenwood Leflore Consolidated School District.

(Employee's Signature)

(Date)

(Employee's Printed Name)

Note: This page is to be signed by all Food Service employees and then placed in a file at Central Office.