



***Food & Nutrition Services  
Employee Guidelines  
Cedar Falls Community Schools***

(Last Revised August 31, 2020)

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## ***Purpose of this Handbook***

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The purpose of this handbook is to provide employees with information regarding Cedar Falls Community Schools child nutrition programs and the policies and regulations governing operation.

The Cedar Falls Community Schools Food & Nutrition Services Department operates under the governance of the Iowa Department of Education's Office of School and Community Nutrition.

In addition to policies and guidelines outlined in this handbook, employees are responsible for following all Cedar Falls Community Schools School Board Bylaws and Policies. A complete listing of these policies are available at the Cedar Falls Community Schools website: **<http://www.cfschools.org>**

Information related to Cedar Falls Community Schools Food and Nutrition Services including menus, nutrition information and much more is available at: [www.cfschools.org/Parents/Menus](http://www.cfschools.org/Parents/Menus)

## ***About this Handbook***

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This handbook generally describes a number of policies, procedures, guidelines and summary information that govern the employment relationship between Cedar Falls Community School District and its employees. **It is not a contract.** All employees (except licensed teachers and administrators) are hired on an at-will basis; employment is for no specific length of time; either the employee or the employer has the right to terminate the relationship at any time; nothing in the handbook should be construed as a contract or a guarantee of future employment.

This handbook is an evolving document. The policies, practices and procedures stated in this handbook are subject to change at the sole discretion of the District, at any time and without notice. They are not intended to be all inclusive. There may be situations that arise that are not covered, either directly or indirectly, by these policies, practices or procedures. Such instances will be addressed on a case-by-case basis and will not be considered precedent setting. Employees are encouraged to consult Board Policies Series 400 available on the website <http://www.cfschools.org/schoolboard/policies> which also address the employment relationship.

This handbook supersedes and replaces all prior handbooks and policy manuals of the District unless specifically indicated otherwise. You may receive notice that changes have been made from time to time. The most current version of the handbook will be accessible on the District website under the Staff Resources tab <http://www.cfschools.org/staff/resources/handbooks>. Supervisors, managers and administrators are expected to fulfill their duties and responsibilities in accordance with the policies established by the Board. If an employee believes a policy has been disregarded or incorrectly interpreted or applied, s/he should discuss the matter with his/her immediate supervisor and/or contact Human Resources. When a subject in the handbook is also covered by a collective bargaining agreement, the provisions of the collective bargaining agreement shall apply to those employees in the relevant bargaining unit.

**NOTE:** *Section headings which include a number in parenthesis are policies which have been adopted by the District Board of Directors. All other entries are practices, procedures and expectations established by the administration.*

## ***Mission Statement***

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The Cedar Falls Community Schools Food and Nutrition Services' mission statement is:

**Our mission is to support academic and lifelong success by nourishing students and building healthy eating habits**

## ***Message from the Director, Allison Ketter***

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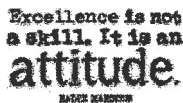
You make a difference in the lives of children each day as part of our Food Service team! At Cedar Falls Community Schools, we have a dedicated staff and building quality facilities with state of the art technology contributing to a positive learning environment. Thank you for taking pride in your work and I value the important role you play in the education process.

School foodservice is a profession. During your career you will operate commercial food service equipment, use computer technology and point of sale system, practice quantity food production techniques, follow federal requirements governing the sale of reimbursable school meals and follow our HACCP food safety plan. Producing over five hundred thousand healthy meals each year that meet nutrition standards and serving them all safely without compromising quality is an enormous task. Without your professional attitude and understanding of our operation, this could not be accomplished. Thank you for being so vested in your career!

And finally, a positive attitude is the best thing you can bring to work each day:

*"A workplace filled with – and driven by – employees with positive attitudes, vibrates continually to the tune of service excellence and passionate team success."*

*~ Ty Howard*



Allison Ketter  
Director of Food & Nutrition Services  
Cedar Falls Community Schools

# **Equal Employment Opportunity/Affirmative Action**

## **(401.2)**

Created: 9/8/2008 Last Revised: 09/28/2020

*Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/401.2>*

### **Selection for Employment and Assignments**

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

### **Employment Conditions**

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

### **Complaints of Discrimination**

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

## **Compliance Officer**

The executive director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the executive director of human resources is the alleged perpetrator, the associate superintendent for teaching and learning shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

## **Confidentiality**

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

## **No Retaliation**

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

## **Corrective Action**

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

## **Notice**

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents, and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

## **Title IX: Discrimination and Harassment Based on Sex Prohibited**

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

Electronically on the District website at: <https://www.cfschools.org/school-board/policies/500/504.5.2>

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

**Date of Adoption:** June 23, 1975

**Dates of Revision:**

December 13, 1976

March 11, 1985

May 8, 1989

June 11, 1990

December 10, 1990

August 9, 1993

September 12, 1994

April 24, 1995

November 11, 1996

October 12, 1998

July 12, 1999

September 27, 1999

November 25, 2002

July 19, 2004

August 14, 2006

September 8, 2008

August 8, 2011

April 22, 2013

August 8, 2016

September 28, 2020

## **Employees at Will (401.9)**

Created: 9/8/2008 Last Revised: 08/08/2016

***Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/401.9>***

Classified employees, licensed employees, supervisors, and coordinators may have letters of appointment or may be issued written contracts stating the salary or hourly wage rate. Classified employees, licensed employees, supervisors, and coordinators are not guaranteed a minimum number of days or hours of employment. All classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators whether they do or do not have written contracts are considered “at will” employees who may be terminated at any time for any reason. The superintendent or designee has the authority to hire classified employees, licensed employees (with the exception of teachers and administrators), supervisors, and coordinators without advance Board approval. The superintendent or designee has authority to discipline and discharge classified employees, licensed employees (with the exception of discharge of teachers and administrators), supervisors, and coordinators without advance Board of Education approval, subject to the right of the employee to appeal such decision under the complaint procedure of Code No. 401.4, or as otherwise specified by law. Classified employees, licensed employees, supervisors, and coordinators are not automatically reemployed each school year.

# ***Harassment***

Policy Title: ***Harassment*** Code No. ***401.3***

***Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/401.3>***

## **Purpose**

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment.

## **Sexual Harassment**

*General* – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

*Definition* – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity

- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

### **Harassment Complaint Procedures**

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report "including a finding that the complaint was founded, unfounded, or inconclusive" will be forwarded to the complainant and to the alleged perpetrator.

### **Compliance Officer**

The executive director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the executive director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

### **Confidentiality**

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

## **No Retaliation**

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

## **Corrective Actions**

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

## **Notification**

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

## **Staff Development**

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

## **Title IX: Discrimination and Harassment Based on Sex Prohibited**

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. The policy governing such instances is Code No. 504.5.2: *Discrimination and Harassment Based on Sex Prohibited*. Procedures for addressing such reports or complaints are available as follows:

*Electronically on the District website at: <https://www.cfschools.org/school-board/policies/500/504.5.2>*

Paper copies are available in the administrative office and school counselor's office at each school as well as in the Human Resource Department in the Robinson Administration Center.

**Date of Adoption:** August 13, 2007

**Date of Revision:**

September 8, 2008

June 10, 2013

August 8, 2016

September 28, 2020

# **Discrimination and Harassment Based on Sex Prohibited**

Policy Title: *Discrimination and Harassment Based on Sex Prohibited* Code No. **504.5.2**

Electronically on the District website at: <https://www.cfschools.org/school-board/policies/500/504.5.2>

In accordance with Title IX of the Education Amendments Act of 1972, the Cedar Falls Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Equity Coordinators:

## Equity Coordinator: Students

Ms. Tara Estep, Executive Director of  
Enrichment and Special Programs  
Cedar Falls Community School District  
1002 West First Street  
Cedar Falls, IA 50613  
Phone: 319-553-3000  
Email: [tara.estep@cfschools.org](mailto:tara.estep@cfschools.org)

## Equity Coordinator: Staff

Dr. Adrian Talbot, Executive Director of  
Human Resources  
Cedar Falls Community School District  
1002 West First Street  
Cedar Falls, IA 50613  
Phone: 319-553-3000  
Email: [Adiran.Talbot@cfschools.org](mailto:Adiran.Talbot@cfschools.org)

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact a District Equity Coordinator.

**Date of Adoption:** August 10, 2020

## ***Food Service Locations & Contacts***

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### **Food Service Supervisor**

Allison Ketter – 319-553-2460

### **Chief Financial Officer**

Denelle Gonnerman – 319-553-2433

### **Senior High Manager**

Rachelle Compton – 319-553-2536

### **Peet Junior High Manager**

Kim Craig – 319-553-2756

### **Holmes Junior High Manager**

Ana McVay – 319-553-2537

### **Bakery Manager**

Brandi Devenney – 319-553-2455

### **School Names, Addresses and Phone Numbers:**

**Senior High** – 1015 Division Street

Office – 319-553-2500

Kitchen – 553-2536 or 553-2537

**Peet Junior High** – 525 East Seerley Boulevard

Office – 319-553-2710

Kitchen – 319-553-2756 or 319-553-2752

**Holmes Junior High** – 505 Holmes Drive

Office – 319-553-2650

Kitchen – 319-553-2674

**Aldrich Elementary** – 2526 Ashworth Drive

Office – 553-3020

**Cedar Heights Elementary** – 2417 Rainbow Drive

Office – 319-553-2855

**Hansen Elementary** – 616 Holmes Drive

Office – 319-553-2775

**Lincoln Elementary** – 321 Eighth Street

Office – 319-553-2950

**North Cedar Elementary** – 2419 Fern Avenue

Office – 319-553-2810

**Orchard Hill Elementary** – 3909 Rownd Street  
Office – 319-553-2465

**River Hills School** – 2700 Grand Blvd.  
Office – 319-268-7775

**Southdale Elementary** – 627 Orchard Drive  
Office – 319-553-2900

## ***History of School Food Service***

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For more than 70 years, school foodservice and child nutrition professionals have fostered the educational, physical and social well-being of our nation's school children. Every school meal served is more than an isolated investment in a child; it is an investment in America itself.

Child nutrition programs date back to 1932 when stockpiled agricultural surplus commodities were supplied to some public schools. The devastating effects of the great depression and lack of nutritious foods available to children were seen by the beginning of World War II. The military had to turn away record numbers of recruits due to malnutrition and related health issues. As a matter of national security, Congress signed the National School Lunch Act into law in 1946, providing all schools with operational cash grants and agricultural commodity food. The Department of Defense has continued to be actively involved by supporting the fresh fruit and vegetable pilots. By using agricultural surplus commodities, schools help the USDA keep market prices stable for farmers.

Improper nutrition is not simply an issue of socioeconomic status; hunger does not discriminate. Any student who skips a meal, who has no access to breakfast or lunch or who fails to make healthy food choices, risks incurring serious learning and health deficits. School nutrition programs help to ensure the maximum return on the billions of dollars spent for public education, which will enhance America's future productivity and success. In short, we feed the future.

Everyone – students, teachers, parents, the entire community – benefits from successful school nutrition programs. The relationship between proper child nutrition and the development of young minds and bodies is well documented. Healthy, well-educated children are the future of this nation; their success will have a direct impact on the productivity of America's workforce, her standard of living and ability to compete in the global arena.

# ***Ten Commandments of Food Service***

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1.     ***Students***  
        are the most important people in our business.
2.     ***Students***  
        are not dependent on us, we are dependent on them.
3.     ***Students***  
        are not an interruption of our work, they are the purpose of it.
4.     ***Students***  
        do us a favor when they call, we are not doing a favor by serving them.
5.     ***Students***  
        are a part of our business, not outsiders.
6.     ***Students***  
        are not cold statistics, they are flesh and blood human beings who have feelings and emotions like yours and mine.
7.     ***Students***  
        are not to argue or match wits with, to belittle or snub. They are to be welcomed warmly and graciously.
8.     ***Students***  
        are people who bring us their wants and it is our job to fill those wants.
9.     ***Students***  
        are deserving of the most courteous and attentive treatment we can give them.
10.    ***Students***  
        are the life blood of our business, just as you are.

# **Employee Health: Physical & Mental Health**

## **Examination: Vaccines (402.7)**

Created: 3/1/1976 Last Revised: 09/11/2017

*Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/402.7>*

New Employees Reports of physical examinations shall be required of all employees who will be working in job categories designated by the District to have physical examinations, including, but not limited to, custodial employees, food service employees, and transportation maintenance employees. Such examinations shall be required upon their initial employment with the District and/or at the time of their transfer into a position in a job category designated by the District to have physical examinations, certifying fitness to perform assigned duties with or without reasonable accommodation. The reports shall be required only after an offer of employment has been made. The examination shall be conducted by a medical professional selected by the District.

Bus drivers shall present reports of physical examinations by a certified medical examiner selected by the District evidencing fitness to perform duties as required by law. Such examinations shall be required upon initial employment and/or at the time of their transfer into the position, and every other year thereafter as required by law or more frequently as required by the District or Health Care Provider.

### **Additional Examinations**

An employee may be required to have additional examinations (physical and/or mental) when, in the judgment of the superintendent or designee, or the Board of Education, such examinations are job related and consistent with business necessity. Such examinations shall be at the District's expense.

### **Vaccines**

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials in their work settings shall receive training and education on safety precautions and shall be provided the opportunity for a District-paid Hepatitis B vaccine. The employee shall sign a written waiver if he/she refuses the vaccine.

## **Drug and Alcohol-Free Workplace (402.12.1)**

Created: 06/11/1990 Last Revised: 08/08/2016

*Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/402.12.1>*

### **General**

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance in the workplace, or during work time unless legally prescribed by a physician. "Workplace" includes school district premises, property, facilities or vehicles; "workplace" also includes non-school property if the employee is at any school-sponsored, schoolapproved or school-related event, activity or function including, but not limited to, field trips and athletic events where students are under the control of the school district or where the employee is engaged in school business. Any violation of this policy shall be grounds for discipline, up to and including immediate discharge.

# **Professional Conduct**

## ***Confidentiality***

As a food service employee you may have access to student health information and/or their eligibility for free and reduced price meals. *NEVER* discuss this information with anyone other than the Cafeteria Manager. Failure to keep this information completely confidential will result in immediate termination and possible legal consequences.

## ***Professional Conduct and Customer Service***

Employees are expected to conduct themselves in a professional and appropriate manner at all times. All students, parents and staff should be treated with patience, friendliness, kindness and respect. Profanity is never to be used while you are on duty. Do not use social media in an unprofessional manner when referring to your place of employment or co-workers. Do not engage in gossip or spread rumors.

Customer service plays an important role in this department. First impressions are lasting and may depend on how you handle a situation. Great customer service helps customers feel comfortable, have a positive attitude toward the school meals program and gain trust and confidence in your willingness to help them. In this way you are establishing rapport with your customers by making a personal, positive connection. Successful customer service will help any complaint that does arise have less tension.

School food service is fast paced and quality oriented. Working in this environment will inevitably lead to frustrations and tension. It is important that we treat each other professionally and courteously in order to deliver excellence. A positive attitude is required at all times. Employees are expected to perform their assigned duties at or above satisfactory levels while following acceptable standards of workplace behavior. Some examples of **unacceptable** behavior leading to discipline, up to and including termination, are:

- Yelling at another employee, student, or parent
- Using offensive language or name calling
- Withholding information or assistance
- Subjecting fellow employees to complaints, gossip, rumors or comments creating a negative environment. If an employee has a problem, he or she should take the problem to the immediate supervisor and follow the chain of command.

Unprofessional conduct negatively affects the atmosphere and productivity of the food service department. Our food service operation is customer driven and we expect a caring, helpful and courteous attitude of employees. Customer Service is a top priority!

# ***Employee Dress Code***

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Personal hygiene is essential to food safety and plays an important role in projecting a professional image. The number one cause of foodborne illness is employee-related. Employees must shower and wash hair daily. Employees should be free of odors including perfume, smoke or body odor. Frequent hand washing is crucial to maintaining a safe and sanitary environment. The following policy is ***mandatory*** for all food service employees. (*See Food Safety Checklist: Personal Hygiene*)

## ***Uniforms***

An annual financial allowance for the purchase of uniforms is provided as specified in the AFSCME Collective Bargaining Agreement.

“Uniform” consists of an employer-provided shirt (red – see below), BLACK approved pants (listed below) and appropriate footwear (listed below). Regular full time and part time employees are provided by Food Service with two short-sleeved shirts each school year. **Manager’s** uniforms are to consist of black or red shirts, black pants and mostly black shoes. Approved color smocks are also provided. Upon separation from employment, employees must turn in all employer-issued uniform shirts. Uniforms are not to be worn outside of work. Substitute employees must wear a charcoal gray or black polo shirt with black pants. Employee uniform shirts, pants and shoes must be clean. All uniforms must be laundered daily and unwrinkled. Specialized uniform attire can be worn as approved by Managers.

## ***Shirts***

Employees may purchase additional shirts at cost. Employees may wear black long sleeve shirts under their uniform shirt. Do not wear a sweater while serving food. At other times a black or red cardigan/jacket may be worn over uniforms. Sweatshirts are no

## ***Approved Pants***

Only long black pants may be worn. No denim except black is allowed with the exception of “Jean Day” with Director approval district wide. Pants must be free of holes, tears or excessive wear. No fleece, nylon or spandex pants or leggings. During times of very hot weather staff may wear loose fitting walking shorts or capris. Shorts must be no shorter than 2” above the top of the knee. No spandex or knit shorts.

## ***Shoes/Socks:***

Employees must wear slip resistant, sturdy, leather type shoes with closed heel and toe. No clogs with open heels, no lightweight canvas shoes. It’s recommended that each employee, when choosing footwear, consider the rigors of the job.

**Please remember:** Managers have the discretion to send employees home to change clothes on unpaid time. Repeated violations of clothing guidelines may result in disciplinary action.

***Jewelry***

Jewelry is limited to a wedding ring and small, NOT DANGLING, earrings secured by a post. According to Iowa Code only a plain wedding band with no stones is allowed. No watches, bracelets or other jewelry allowed on arms and wrists. No necklaces allowed other than a medical alert necklace. No dangling earrings allowed. If visible body piercing, jewelry must be a stud, no hoops allowed. One program pin is allowed.

***Fingernails***

Fingernails must be trimmed short and free of nail polish. False fingernails of any kind are not allowed.

***Cell Phones***

Use at Manager discretion (see employee handbook)

***ID Badges***

District provided staff ID must be worn (and returned when employment ends).

***Personal Belongings***

For security and sanitation, employees may not keep their personal items (purse, coat, sweater, etc.) in the kitchen food preparation area. Employees must keep their personal items in an employee locker. If lockers are not available, contact the site Manager to make arrangements.

***Hair Covering***

Employees must wear hair restraint (hair net) that completely covers all hair. Beards and mustaches must be neat and trimmed and covered with a beard net. No hair ornaments other than hair ties, small clips, bobby pins or elastic head bands.

***Illness***

Report any flu-like symptoms, such as diarrhea, fever, and/or vomiting to Kitchen Manager. Employees will be sent home if ill. If an employee is sick for 3 consecutive days, a medical certificate will be required upon return to work.

***Cuts, Abrasions and Burns***

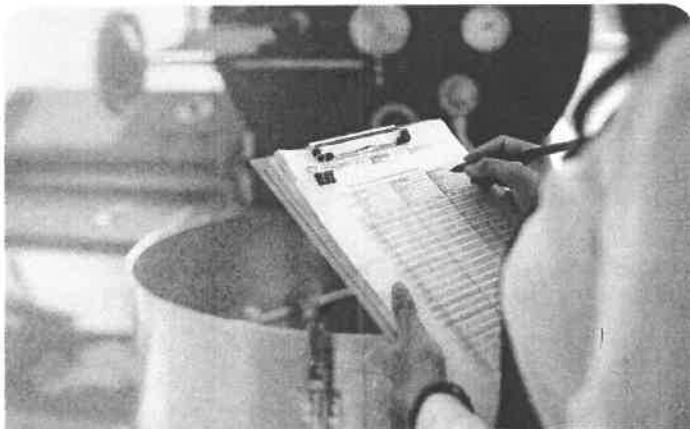
Cover all cuts, abrasions or burns that have broken the skin with an aseptic bandage. Cover bandages on hands with plastic gloves and finger cots as appropriate. Inform Manager of all wounds. (See *First Aid – Cuts, Scraps, Burns*)

***Smoking, Eating and Gum Chewing***

There's no smoking, vaping, e-cigarettes or chewing tobacco on premises or grounds. Eat and drink in designated areas only. No eating, chewing gum or eating candy in food preparation or storage areas.

## Personal Hygiene

- ☐ Employees wear clean and proper uniforms including shoes.
- ☐ Effective hair restraints are properly worn.
- ☐ Fingernails are short, unpolished, and clean.
- ☐ Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.
- ☐ Hands are washed properly, frequently, and at appropriate times.
- ☐ Burns, wounds, sores, scabs, or splints on hands are bandaged and completely covered with a foodservice glove while handling food.
- ☐ Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and washing areas.
- ☐ Employees use disposable tissues when coughing or sneezing and then immediately wash hands.
- ☐ Employees appear in good health.
- ☐ Hand sinks are unobstructed, operational, and clean.
- ☐ Hand sinks are stocked with soap, disposable towels, and warm water.
- ☐ A hand washing reminder sign is posted.
- ☐ Employee restrooms are operational and clean.



## Proper Hand Washing

Wash hands for 20 seconds with hot, soapy water (110° F)

- Thoroughly scrub hands, wrists, fingernails, and between fingers to prevent bacteria from transferring from hands to foods.
- Wash hands *before* and *after* you prepare food and especially after preparing raw meat, poultry, eggs, and seafood.
- Wash hands after using the bathroom, changing diapers, handling pets, or whenever you have touched something that may be contaminated.
- Rinse and dry hands with a clean towel or consider using durable, disposable paper towels for drying hands, so germs are thrown away.

Source: FoodHandler, Inc.

## How is Hepatitis A spread?

It is spread through uncooked food when someone has touched the food without washing their hands properly after using the restroom. Good hand washing after using the bathroom is the best prevention against Hepatitis A.

## Food Preparation

- ☐ All food stored or prepared in facility is from approved sources.
- ☐ Food equipment utensils and food contact surfaces are properly washed, rinsed, and sanitized before every use.
- ☐ Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.
- ☐ Thawed food is not refrozen.
- ☐ Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.
- ☐ Food is tasted using the proper procedure.
- ☐ Procedures are in place to prevent cross-contamination.
- ☐ Food is handled with suitable utensils, such as single use gloves or tongs.
- ☐ Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floors.
- ☐ Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.
- ☐ The internal temperature of food being cooked is monitored and documented.

The FDA Food Code has a provision for restaurants to display **Consumer Advisories** — which are advisory messages to consumers, usually at the point of sale or service, to help them make a more informed decision about the consumption of food that may affect their health. Often found in menus, on placards or on posters, these messages concern foods such as raw or undercooked meats, poultry, seafood, shellfish, eggs, or unpasteurized juice.



# **SAFETY AND HEALTH**

Last reviewed: March 23, 2018

**All food service employees must be able to lift between 35 and 50 pounds occasionally.** To maximize efficiency many job assignments require an individual to utilize both hands at the same time. Employees will be required to do general cleaning that will involve using a step ladder or getting on their knees. Employees must be able to stand for long periods of time. Employees must be able to work in areas of extreme heat and extreme cold.

**All accidents are to be reported to the building manager no matter how minor they may seem at the time. The District needs to know to whom, when, how, and where it happened and names of two witnesses. Employee will complete an accident report. The building manager will notify the building principal when appropriate.**

Accident prevention is important, not only as a preventive measure during work hours, but also as a means of developing appropriate modes of behavior to maximize safety.

Employees are required to use safety equipment. Safety goggles and gloves are to be worn whenever using delimer solution. Burn sleeves must be worn when working with steam equipment or ovens.

Employees who operate equipment shall, during or immediately following the work day, report any defect noticed by him/her in said equipment to the building manager.

In the event that an employee and a building manager or supervisor are not in agreement over the resolution of a matter involving equipment safety or other hazard, the matter shall be forwarded by the most expeditious means to the *Director of Business Affairs*.

Employees are required to have a fitness assessment before employment. The Board of Education reserves the right to require an employee to submit evidence of their fitness at any time.

Worker's Compensation Care Provider. In order to better serve its employees, the Cedar Falls Community School District's Workers' Compensation medical treatment will be facilitated through:

Arrowhead Medical Center, 226 Bluebell Road, Cedar Falls

319-575-5600

Monday through Friday, 7:00 am – 5:30 pm

## **Accident Reporting:**

The following procedures are to be used when an employee is injured on the job.

1. The employee will report the injury to the building secretary or school nurse, where the incident occurred, prior to leaving the work place on the day of such injury (whether the injury requires medical attention or not) and complete an accident report;
2. The building secretary or school nurse will contact Arrowhead Medical Center to schedule an appointment or arrange for immediate care;

3. If an injury occurs outside the above time period, services will be provided by Sartori Hospital Emergency Room;
4. Following treatment, all paperwork received at occupational health should be given directly to the Manager/ Supervisor. Also communicate with your manager immediately so the necessary accident reports can be compiled;
5. If services are provided by any care provider other than through Arrowhead Medical Center, employee may be liable for any charges.

### **UNIVERSAL PRECAUTIONS REGULATION**

Last reviewed: March 23, 2018

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, feces, nasal secretions, sputum, sweat, tears, urine or vomit unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. If it is difficult or impossible to differentiate between body fluid types, in a particular circumstance, all body fluids must be considered potentially infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

#### **Hand Washing**

Proper hand washing is crucial to preventing the spread of infections. All large or textured jewelry, on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using frictions to clean all hand surfaces is a key factor. Rinse well with warm running water and dry hands with paper towels. If soap and water are not available, wet towelettes or handi-wipes may be used.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

## **Barriers**

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. When putting on gloves, they should be visually inspected for absence of holes, tears, or defects. Gloves should be removed without touching the outside and disposed of after each use.

## **Disposal of Waste**

All used or contaminated supplies (including gloves and other barriers) except syringes, needles and other sharp instruments, should be placed in a plastic bag which is sealed. The waste can then be thrown in the garbage. Needles, syringes and other sharp objects should be placed in a special puncture resistant container, immediately after use and disposed of as regulated waste. Bodily waste, such as urine, vomitus or feces should be disposed of in the toilet. A band-aid, towel, sanitary napkin or other absorbed waste should be discarded into waste containers lined with plastic bags. Biohazard bags will be located in the nurse's office. These should be used when blood or other potentially infectious materials are liquid, semi-liquid, caked with blood, not absorbed into materials, or capable of releasing the substance if compressed, and special disposal of such regulated waste is required. It is anticipated schools would encounter the need for this only in the case of a severe accident.

## **Clean Up & Disinfection for Norovirus**

### **Policy:**

A food service employee is to notify his/her manager if a person infected with norovirus vomited or had a diarrhea accident in the food service area and/or cafeteria. Contact the custodian for immediate clean up. Food service employees are not to clean up nor disinfect the surfaces that contacted vomit or diarrhea.

Procedure: To be performed by the custodian.

### Clean up

#### **1. Remove vomit or diarrhea right away.**

a. Wear protective clothing, such as disposable gloves, hair cover, shoe covers, disposable gown, or face mask (for use if you need to clean up any bodily fluids or when mixing cleaning/disinfectant products).

b. Wipe up vomit or diarrhea with paper towels

c. Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material; pick up using paper towels

d. Dispose of paper towel/waste in a plastic trash bag or biohazard bag.

#### **2. Clean up kit:**

Wash hands.

A disposable mop (avoid wooden mops), mop bucket, disposable towels and cloths, trash bags/plastic bags and a disinfectant proven to kill Norovirus. If using a mop head and bucket to clean

the floor, the mop head should be thrown away and the mop equipment (including the handles, mop bucket and wheels, etc.) should be disinfected 23 when finished. Mop equipment can hold bacteria and viruses and can contaminate already-cleaned surfaces. Do not use wooden mops.

- a. Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles. Cleaning is important to make sure dust and dirt are removed from surfaces before disinfecting or the disinfectant will not be effective.
- b. Rinse thoroughly with plain water.
- c. Wipe dry with paper towels.

**Disinfect surfaces by applying a chlorine bleach solution.**

- a. Prepare a chlorine bleach solution

If hard surfaces are affected such as non-porous surfaces, vinyl, ceramic tile, sealed counter tops, sinks, toilets

Mix 1/3 C Bleach and 1 Gallon of Water. Concentration – 1000 ppm

If porous surfaces are affected such as wooden floors or unsealed concrete or natural stone surfaces  
Mix 1-2/3 C Bleach and 1 Gallon of Water Concentration – 5000 ppm

- b. Apply disinfectant to all surfaces in the room, paying close attention to frequently touched areas.

\*Change cloth when soiled.

\*Make sure to allow the disinfectant to remain in contact with the surface it is applied to for the appropriate amount of time. Bleach solution typically need at least 5 minutes of contact time. If the disinfectant dries before the appropriate contact time has passed, re-apply disinfectant to that area.

- c. Rinse food contact surfaces.

d. Air dry surfaces unlikely to have food or mouth contact or rinse all surfaces intended for food or mouth contact with plain water before use.

e. Wash hands thoroughly with soap and water. Hand sanitizers may not be effective against norovirus.

If clothing or other fabrics are affected, remove and wash all clothing or fabric that has touched vomit or diarrhea. Machine wash these items with detergents, hot water and bleach if recommended, choosing the longest wash cycle. Machine dry.

**Care of students/staff:**

- When possible, students/staff should be encouraged to take care of their own injuries. Students/staff can wash cuts and apply bandages. Students/staff should be encouraged to apply pressure with their own hand or tissue over a bloody nose or wound.
- If needed, ask the school nurses, associate, athletic trainers and/or designated first responders. If you must assist, provide a barrier between your skin and the blood of others. 24 This can be done with

gloves. A thick layer of paper towels or cloth can be used as a barrier if gloves are not readily available.

### **Exposure**

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately and the exposure protocol initiated. The parent or guardian (if a minor student) is notified, and the person exposed should contact a physician immediately for further health care instructions.

### **HBV Vaccinations**

The following is a list of job classifications grouped according to level of occupational exposure potential. All employees in category (1) will be given the opportunity to receive the HBV vaccinations.

(1) Employees with exposure potential:

- Administrators
- Nurses
- Secretaries (who are trained to administer first aid and medication)
- Playground associates, associates regularly assigned to assist students with disabilities, and those associates trained to administer first aid and/or parenteral medication)
- Teachers in physical education and teachers in laboratory settings (family & consumer science, industrial technology, art and science)
- Coaches and athletic trainers
- Custodians
- Bus drivers
- Emergency-response team members (CPR certified in each building)

(2) All other staff and approved volunteers have the option to receive post-exposure vaccination.

## ***Employee Breaks and Meal Periods***

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Employees who work two hours or more are granted a ten minute paid break.

Employees working four hours or more are granted a 30 minute unpaid meal period. Managers will assign break times and meal periods for employees.

In adherence with the policies and procedures set forth by the USDA, no food service employee is allowed to remove food of any kind, from any building, for off-site consumption. Employees are entitled to a free meal to be consumed on-site during their assigned break

Empty boxes taken home for employee use should be broken down before removal from the building or checked by Manager before removal.

Removal of food from any building for employee personal use will be considered theft and will result in immediate termination. Under special situations, the Director may approve sale of food to employees at regular adult prices. Any approved sale must be entered in the employee's food service account by a Manager. Employees cannot transact their own purchases.

Employees may not eat or chew gum while on duty. Water is available for employees while on duty but must be kept covered in a designated area away from food preparation and storage.

## ***Employee School Food Rules***

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**NO FOOD IS TO BE REMOVED FROM SCHOOL PROPERTY.**

**NO FOOD IS TO BE PROVIDED TO OTHER STAFF MEMBERS.**

## ***Employee Meetings***

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Managers and Department Head are required to attend weekly leadership meetings. These meetings provide instruction, training and tools that employees need to perform their jobs satisfactorily. Attendance is mandatory and employees will be compensated for their time at their regular rate or overtime rate if the meeting results in employees exceeding forty hours in the work week.

Training and professional development are essential for employees and required by law. Throughout the year, all employees may be required to attend mandatory training. Employees will be given advance notice and paid for the training. In August, all employees are required to attend the Back to School Workshop

## **Dishonesty (401.17)**

Created 07/22/2013 Revised: 08/08/2016

*Electronically on the District website at: <https://www.cfschools.org/school-board/policies/400/401.17>*

Employees of the District serve in a position of public trust, are compensated with public funds, and are entrusted with public property. Employee actions and behavior must be honest and above reproach at all times. This work rule requires complete honesty in the discharge of an employee's duties; and, unless otherwise prohibited by law, it applies to all conduct whether the employee is on duty or off duty.

The conduct which is prohibited by this work rule includes, but is not limited to, the following:

1. Making statements to representatives of the District which the employee knows or has reason to believe are untrue, inaccurate, or incomplete.
  2. Stealing cash, funds, or property of any kind belonging to the District, belonging to a fellow employee, or belonging to other persons who are on District property.
  3. Failing to report or to transfer to the District any funds or property belonging to the District.
  4. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the District, belonging to a fellow employee, or belonging to others persons who are on District property.
  5. Falsification of employment applications or any District records, including, but not limited to, work records and time records. Time record violations include, but are not limited to, claiming time for work which was not performed by the employee and reporting/signing another employee in or out.
  6. Performing official duties in an unauthorized manner.
  7. Charging items for personal use to a District credit card or account, or making unauthorized withdrawals from a District account using a debit card.
  8. Misuse or unauthorized use of accounts or allowance (clothing, mileage, meals, etc.)
  9. Converting surplus District property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.
  10. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime work.
  11. Using sick leave, or any other leave of absence, for any purpose which is not authorized.
- Employees who violate this policy are subject to disciplinary action, including termination.

# **VERITIME/AESOP**

(Last reviewed: March 23, 2018)

The district uses a computerized time recording system to record exact time of clocking in and out.

Any error in clocking in and out is to be recorded on the Time Clock Adjustment form by the employee. It is the responsibility of the employee to report any time clock errors to his or her manager and to verify their timesheets online daily.

A work week runs from 12:01 a.m. Sunday night to the following Sunday at 12:01 a.m.

All employees are required to clock in and out for work on the computer time clocks or kiosks provided.

Employees driving a food service truck are required to check in on the time system in the bakery or in the warehouse kiosk before getting the truck and before getting gas. After returning the vehicle to the bus garage, those employees will check out on the bakery computer or warehouse kiosk.

All family sick, personal, sick, and emergency leaves which can be reasonably anticipated for a future date, must be pre-approved by management before creating an absence in AESOP. These must then be entered into AESOP by the employee.

An employee checking another employee's work schedule or clocking another employee in or out will be subject to disciplinary procedures. This is a serious offense. The building manager will perform this task on an as needed basis.

Time reports are considered **private**.

## *Attendance*

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Do not report to work if you are sick with symptoms of fever, vomiting, jaundice or diarrhea. State and federal health code strictly prohibits employees with these symptoms from performing food handling. You will be sent home if you report to work with these symptoms. It is important that you manage the number of personal and sick days you have earned and reserve days for emergency use.

## *Keys and Fobs*

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Employees may be issued building keys and/or electronic fobs depending on their work location and shift time. It is the employee's responsibility to keep these items secure and never allow anyone else to use them. The fob is a security device that will allow the user to enter specific doors at a building. Be sure to understand which doors your fob will open. If you lose your key or fob, report it immediately to your supervisor. You will be responsible for the cost to replace the key or fob, and if applicable, you will also be responsible to pay for reimbursement of rekeying the building.

# ***Food Safety***

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Food safety is the responsibility of every employee. Every action in foodservice has the potential to impact the safety of the food, either during purchasing, storage, preparation, holding, service or clean-up. Cedar Falls Community Schools has developed a HACCP plan to ensure food safety at all stages of food handling. The Centers for Disease Control (CDC) estimates that 76 million cases of foodborne illness occur each year in the United States. For certain groups, such as young children, a foodborne illness can be fatal. (*See Food Safety Checklist; Temperature Guidelines; Knife Skills*)

## ***You Can Prevent Foodborne Illness***

### ***Hand Washing Is Basic***

- Use a designated hand sink, never a three compartment ware washing sink.
- Use soap and hot water and vigorously rub your hands together for at least 20 seconds – or the time it takes to sing “Happy Birthday” twice.
- Turn off the faucets by using a single-use paper towel.
- Dry your hands with another single-use paper towel.

### ***Wash Your Hands Often!***

- Before beginning your work shift
- Before returning to work after a break
- Before putting on single-use gloves
- Before each new work task
- After eating or drinking
- After using the restroom
- After sneezing, coughing, or using a tissue
- After you have touched any part of your body, such as your hair, ears, nose or mouth.

### ***Temperature and Time***

Temperature and time are critical factors in foodservice. It is important to keep food out of the TEMPERATURE DANGER ZONE (40°F and 135°F) where harmful microorganisms grow and multiply. You must use a thermometer to record temperatures of food. Temperatures for refrigerators, freezers, cooking and serving are taken and recorded in HACCP logs.

- Thawing is done in the refrigerator
- Foods are cooked to specific internal temperatures
- Hot foods are held for serving above 135°F
- Cold foods are kept below 40°F

# ***Workplace Safety***

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## ***Preventing Slips and Falls***

- Clean up any dropped food, spilled liquids and grease immediately.
- Wear properly fitted, slip-resistant rubber soled shoes.
- Contact a custodian for help with large spills. Ask to post a “wet floor” sign when necessary.
- Keep aisles and passageways free of carts, boxes, trash cans, mop buckets and other obstacles.
- Close oven doors immediately after inserting or removing food.
- Use the proper equipment (step stools, stepladders) for reaching upper shelves. ***Never climb on shelves, boxes or chairs.***
- Tell the Cafeteria Manager about any condition that could cause a fall such as a loose tile, spilled liquids, inadequate lighting, etc.

## ***Safe Lifting***

Employees are required to lift up to 50 pounds. It is important to know how to lift loads safely in order to prevent a back injury. Follow these guidelines to lift safely and prevent back injury:

- Read carton, box or bag for weight of contents to determine if you can lift the load alone or need to get help.
- Plan the way you will walk with the load. Avoid stairs when possible.
- Make sure you have firm footing before beginning the lift.
- Never bend over an object to pick it up.
- Squat down by bending your knees. Test the weight of an object by lifting a corner. If it seems too heavy, get help.
- Use the large muscles of your thighs and stomach when you lift rather than the small muscles of your back.
- When you lift, tighten your stomach and buttock muscles. They act as an internal girdle to give your back extra support.
- Balance the load in the center of your body.
- Hold the load close to your body. Always keep your back as straight as possible.
- Avoid twisting when you lift. Turn around with your feet.
- Set the load down by bending your knees, not bending over from the waist.
- Be smart, use a cart!

## ***Accident Reporting***

If you suffer an accident on the job, no matter how small or minor an injury, you **must** report the incident to a Manager immediately. An Accident Report Form must be filed and returned to the Director's office within 24 hours of the injury.

## FOOD SAFETY CHECKLIST

### Hot Holding

- ☐ Hot holding unit is clean.
- ☐ Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.
- ☐ Hot holding unit is pre-heated before hot food is placed in unit.
- ☐ Temperature of hot food being held is at or above 135°F.
- ☐ Food is protected from contamination.

### Cold Holding

- ☐ Refrigerators are kept clean and organized.
- ☐ Temperature of cold food being held is at or below 41°F.
- ☐ Food is protected from contamination.

### Refrigerator, Freezer, & Milk Cooler Storage

- ☐ Thermometers are available and accurate.
- ☐ Temperature is appropriate for pieces of equipment.
- ☐ Food is stored 6 inches off floor or in walk-in cooling equipment.
- ☐ Refrigerator and freezer units are clean and neat.
- ☐ Proper chilling procedures are used.
- ☐ All food is properly wrapped, labeled, and dated.
- ☐ FIFO (First In, First Out) method of inventory management is used.
- ☐ Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.

### Receive Foods Safely

- Train employees to inspect deliveries properly and plan ahead for shipments.
- Schedule deliveries during off-peak hours and, if possible, only receive one delivery at a time.
- Check the ambient temperature inside the delivery truck.
- Inspect deliveries immediately: check the temperature of the goods, expiration dates, and verify any required government inspection, certification stamps or tags.
- Randomly sample items and reject any goods that do not meet your standards.
- Label all items before storage with a delivery date or the use-by date to ensure proper stock rotation.
- Move the items immediately into proper storage conditions.
- Correct any mistakes immediately.

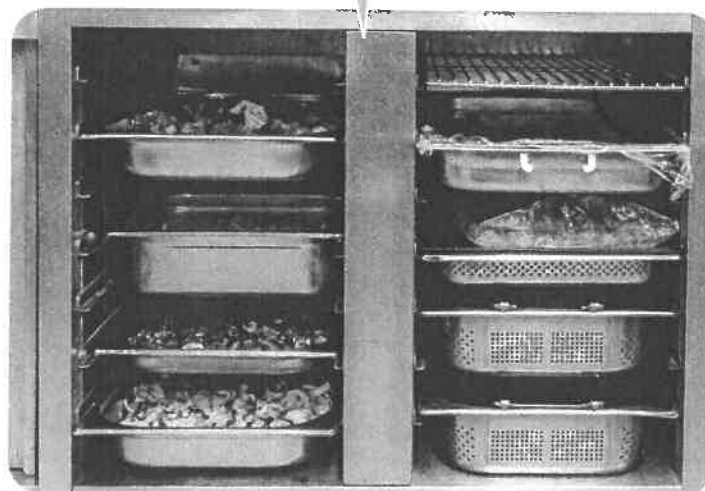
### USDA Freezer Storage Chart (0°F)

**Note:** Freezer storage is for quality only. Frozen foods remain safe indefinitely.

ITEM	MONTHS
Bacon and sausage	1 to 2
Casseroles	2 to 3
Egg whites or egg substitutes	12
Frozen dinners and entrées	3 to 4
Gravy, meat or poultry	2 to 3
Ham, hot dogs and lunch meats	1 to 2
Meat, uncooked roasts	4 to 12
Meat, uncooked steaks or chops	4 to 12
Meat, uncooked ground	3 to 4
Meat, cooked	2 to 3
Poultry, uncooked whole	12
Poultry, uncooked parts	9
Poultry, uncooked giblets	3 to 4
Poultry, cooked	4
Soups and stews	2 to 3
Wild game, uncooked	8 to 12

### Cooler Storage

Raw poultry and meats must be stored separately or below ready to eat, cooked foods to avoid cross-contamination and potential foodborne illness.



## Cuts and Scrapes

For simple wounds, follow these guidelines to avoid infection:

### Stop the bleeding

Apply gentle, continuous pressure for 20-30 minutes with a clean cloth or bandage. If the blood spurts or continues to flow after continuous pressure, seek medical assistance.

### Clean the wound

To reduce the risk of infection or tetanus, rinse out the wound with clear water, and remove any debris with tweezers cleaned with alcohol. If debris remains, seek medical assistance. Soap can irritate the wound itself, but it may be used on a washcloth to clean around the wound. Hydrogen peroxide and iodine are not necessary.

### Apply antibiotic

Apply an antibiotic cream or ointment to keep the surface moist. This will discourage infection and help the wound heal more efficiently. Stop using the ointment if a rash appears.

### Cover the wound

Bandaging the wound will help keep bacteria out and keep it clean. After the wound has healed enough to make infection unlikely, exposing it to air will speed the healing time.

### Change the dressing

Be sure to change the dressing daily or whenever it becomes dirty.

### Get stitches for deep wounds

Stitches are usually required for gaping or jagged-edged wounds, wounds that are more than ¼ inch deep, and wounds that have fat or muscle protruding.

### Watch for signs of infection

Seek medical assistance if the wound is not healing or has redness, increasing pain, drainage, warmth, or swelling.

### Get a tetanus shot

If the wound is deep or dirty and your last tetanus shot was more than 5 years ago, you may need a tetanus shot booster within 48 hours. Doctors recommend a tetanus shot every 10 years.

## First-Aid Kits

A well-stocked and easy-to-find first-aid kit can help you respond effectively to common injuries and emergencies.

Service professionals offer different first-aid stations for different work environments.

First-aid kits can be customized to your needs and can vary throughout the year. For example, summer staples might include electrolyte tablets for heat relief, and winter staples might include decongestant tablets.



## Burns

### First-degree burns

The least serious are burns when only the outer layer of skin is burned. Usually the skin is red and sometimes pain and swelling will occur. Treat as a minor burn, unless it involves a large portion of the body or a major joint.



### Second-degree burns

When the first layer of skin has been burned through to the second layer of skin. Usually the skin is intensely red and splotchy and will produce severe pain and swelling. If the burn is no larger than 3 inches in diameter, treat as a minor burn. If the burn involves a larger portion of the body or a major joint, seek medical assistance immediately.

### To treat minor burns:

#### Cool the burn

To reduce swelling, hold the burned area under cold running water for at least 5 minutes or until pain subsides.

#### Cover the burn with a sterile gauze bandage

Without putting pressure on the area, wrap gauze loosely to keep air off the burn, reduce pain, and protect blistered skin.

#### Take an over-the-counter pain reliever

For example, aspirin, ibuprofen (Advil, Motrin, etc.), naproxen (Aleve) or acetaminophen (Tylenol, etc.). Never give aspirin to children or teenagers.

- Do not use ice which can cause frostbite and further damage skin.
- Do not apply butter or ointments to the burn which may prevent proper healing.
- Do not break blisters as broken blisters are vulnerable to infection.

### For major burns: Call 911

Follow these steps until emergency medical assistance arrives.

#### Do not remove burnt clothing that is stuck to the skin

However, make sure the victim is no longer in contact with smoldering materials or exposed to heat or smoke.

#### Do not immerse severe burns in cold water

This could cause shock.

#### Check for signs of circulation

If there is no breathing, coughing, or movement, begin cardiopulmonary resuscitation (CPR).

#### Elevate the burned body part(s)

If possible, raise above heart level.

#### Loosely cover the burn area

Use cool, moist, and sterile bandages or towels.



Download FREE First Aid Red Cross Mobile App. Get instant access to information on handling the most common first aid emergencies: [redcross.org/get-help/prepare-for-emergencies/mobile-apps](http://redcross.org/get-help/prepare-for-emergencies/mobile-apps)

## ***Food Allergies***

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Managing food allergies in schools can be challenging. Education, communication, and cooperation are the keys to preventing allergic reactions in schools. Because food allergies could result in potentially life threatening anaphylaxis, it is important school food service employees understand their role. *(See Food Allergies)*

Diet Prescription forms are sent to the Food and Nutrition Services office and an Alert will be entered in the point of sale system. Each time the student comes through the cafeteria line, an alert symbol appears on the account. The cashier must check the student's tray to be sure he/she does not have an item they are allergic to.

Understanding ingredients and labels is a must for food service employees. Never assume a product does not contain nuts, for example. In addition to checking labels, elementary schools have nutrition facts already prepared for the cycle menu weeks. Keep this information at the cashier station in order to quickly verify ingredients or allergens. Keep a list of students with allergies available to cross reference when preparing field trip lunches. Your help is vital in the lives of children with food allergies.

## FOOD ALLERGIES

### What is a Food Allergy?

A food allergy is a specific type of adverse food reaction involving the immune system. The body produces an allergic antibody to a food. Once a specific food is ingested and binds with the antibody, an allergic response ensues. A food allergy should not be confused with food intolerance. Food intolerance refers to an abnormal response to a food or additive, but it differs from an allergy in that it does not involve the immune system. One main difference is that food allergies can result in an immediate, life-threatening response.

### Signs and Symptoms

Symptoms of a food allergy usually develop within about an hour after eating the offending food. The most common signs and symptoms of a food allergy include:

- Hives, itching, or skin rash
- Swelling of the lips, face, tongue and throat, or other parts of the body
- Wheezing, nasal congestion, or trouble breathing
- Abdominal pain, diarrhea, nausea, or vomiting
- Dizziness, lightheadedness, or fainting

In a severe allergic reaction to food – called anaphylaxis – you may have more extreme versions of the above reactions. Or you may experience life-threatening signs and symptoms such as:

- Swelling of the throat and air passages that makes it difficult to breathe
- Shock, with a severe drop in blood pressure
- Rapid, irregular pulse
- Loss of consciousness

If you encounter a customer experiencing a food allergic reaction, seek medical help immediately. Even if an epinephrine has already been administered, call 911 or the local emergency number. Also, be sure to complete an incident report.

### Preventing Allergic Reactions

When customers say they have a food allergy, train employees to follow these steps to help prevent an allergic reaction:

- Describe dishes in detail
- Identify ingredients
- Suggest menu items
- Avoid cross-contamination during food prep
  - Wash hands and change gloves before prep
  - Sanitize all cookware, utensils, and equipment
  - Use separate cookware and equipment when prep-ping and cooking food

### Major Food Allergens

FALCPA, a comprehensive food labeling law, has been in effect since January 1, 2006. Under FALCPA, food labels are required to state clearly whether the food contains a major food allergen. The following foods are defined as major food allergens and account for 90% of all food allergies in the United States:


- Milk
- Eggs
- Peanuts
- Tree nuts such as almonds, walnuts, and pecans
- Soy
- Wheat
- Fish
- Shellfish such as crab, lobster, and shrimp

For more information about food allergies, and to download the poster shown below, visit [www.foodallergy.org/food-allergy-awareness-poster](http://www.foodallergy.org/food-allergy-awareness-poster).


## FOOD ALLERGIES: KEEP YOUR GUESTS SAFE

EVERY 3 MINUTES A FOOD ALLERGY REACTION SENDS SOMEONE TO THE EMERGENCY ROOM.


THE "TOP EIGHT" COMMON FOOD ALLERGENS:



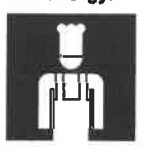
**Food allergies are serious. AN ALLERGIC REACTION TO FOOD CAN CAUSE DEATH. When you are serving a person with a food allergy:**




**AVOID CROSS-CONTACT FROM THE START.**  
Clean the dining area with clean soap and water and a clean towel between each guest.




**MAKE SURE YOU UNDERSTAND THE ALLERGY.**  
Write down the guest's allergy to record the conversation. If you have questions, ask the guest.




**TAKE ALL FOOD ALLERGY REQUESTS SERIOUSLY. Refer the allergy to the chef, manager or person in charge.**



**USE ONLY FRESH INGREDIENTS, INCLUDING COOKING OIL.**



**GET IT THERE SAFELY.**  
Double check with the chef to make sure you have the right meal. Don't let anyone add garnishes. Carry the special meal to the table separately.



**CHECK WITH THE GUEST TO MAKE SURE THEY ARE SATISFIED WITH THEIR MEAL.**

**AVOID CROSS-CONTACT! All food equipment that is used in the handling and processing of allergy-safe foods must be properly cleaned and sanitized before use.**

**CALL 911 AT THE FIRST SIGN OF A REACTION!**

Provided courtesy of:  
Food Allergy Research & Education (FARE) • [www.foodallergy.org](http://www.foodallergy.org)  
AND MenuTrinfo • [www.MenuTrinfo.com](http://www.MenuTrinfo.com) • (888) 787-6368  
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**FARE**  
Food Allergy Research & Education

**MenuTrinfo**  
Making Menus Matter

## Prevent Cross-Contact

Keep diners with food allergies safe. Even a tiny amount of an allergen can cause a severe and potentially life-threatening allergic reaction.

CROSS-CONTACT	CROSS-CONTAMINATION
Occurs when an allergen is unintentionally transferred from one food to another	Occurs when microorganisms like bacteria contaminate food
Can cause food allergy reactions	Can cause foodborne illnesses
Proper cooking does NOT reduce or eliminate the chances of a food allergy reaction	Proper cooking may reduce or eliminate the chances of foodborne illness

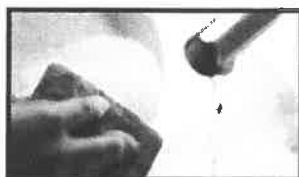
-  Always wash hands and change gloves between preparing different menu items
-  Clean and sanitize surfaces between every menu item: countertops, cutting boards, flat top grills, etc.
-  Always use clean kitchen tools for food preparation: pots, baking sheets, utensils, cutting boards, etc.
-  Prepare meals on top of barriers like cutting boards, foil, deli paper, etc.
-  Remember: If a mistake is made, you must start over and remake the allergy-friendly meal

## Sources of Cross-Contact

Cross-contact occurs when an allergen is unintentionally transferred from one food to another. Even a tiny amount of an allergen can cause a severe and potentially life-threatening reaction.

SOURCE OF CROSS-CONTACT	EXAMPLE:
Hands	<ul style="list-style-type: none"> <li>Handling shrimp and then preparing a salad</li> <li>Touching almonds and then making pasta</li> </ul>
Utensils, cutting boards, baking sheets, pots & pans	<ul style="list-style-type: none"> <li>Using the same spatula to flip a hamburger after a cheeseburger</li> <li>Slicing cheese and then vegetables on the same cutting board</li> </ul>
Preparation and cooking surfaces	<ul style="list-style-type: none"> <li>Preparing different kinds of sandwiches on the same countertop</li> <li>Cooking fish and chicken on the same flat top grill</li> </ul>
Steam, splatter, flour dust and crumbs	<ul style="list-style-type: none"> <li>Steam from cooking fish or shellfish touches nearby foods</li> <li>Baking flour from pancake mix splatters onto bacon</li> </ul>
Refrigerators, freezers and storage areas	<ul style="list-style-type: none"> <li>Ranch dressing drips onto a vinaigrette stored on a lower shelf</li> <li>Milk leaks onto margarine stored on the same shelf</li> </ul>
Deep fryers and cooking oils	<ul style="list-style-type: none"> <li>Making french fries in a deep fryer after chicken tenders</li> <li>Reusing cooking oil to sauté green beans after sautéing fish</li> </ul>
Condiments, nut butters and jelly/jams	<ul style="list-style-type: none"> <li>Dipping a knife used to spread peanut butter into a jelly jar</li> <li>Touching the tip of a squeeze ketchup bottle to a breaded chicken breast</li> </ul>
Shortcuts	<ul style="list-style-type: none"> <li>Picking croutons off a salad</li> <li>Scraping eggs off a plate</li> </ul>

## Proper Cleaning to Remove Allergens



Wash with warm, soapy water



Rinse with clean water



Dry with a fresh cloth

For each new item,  
use clean:

Hands  
Latex-Free Gloves

Utensils  
Surfaces

Oil and Water  
Pots/Pans/Baking Sheets

[www.foodallergy.org](http://www.foodallergy.org)

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## *What Is A Reimbursable Meal?*

A reimbursable meal is the federal formula that determines whether a school district will receive money as reimbursement for the meals served to students. This does not include adult or second meals, a la carte or student visitor meals. In order to receive reimbursement, the USDA guidelines and “Offer vs. Serve” rules must be followed by cashiers. Lunch and Breakfast rules are different.

## *How to Recognize a Reimbursable Lunch*

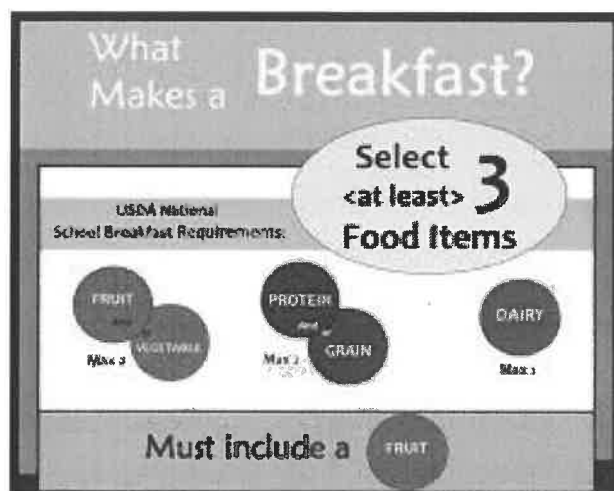


Five components must be offered to students for Lunch. To be counted as a reimbursable meal, students must select three of the five components and one of the components must be a fruit or vegetable.

Components represent servings from the food groups Fruit, Vegetables, Grains, Protein and Milk. A food item on the menu may contain one, two or three components. For example, a cheeseburger contains grain (bun) and protein (burger) and counts as two components. A southwest salad contains vegetables (lettuce, tomatoes), protein (cheese and taco meat) and grain (tortilla chips). In this example, the southwest salad counts as three components and is a reimbursable meal by itself.

It's important to remember that although students must select at least three components, they are entitled and should be encouraged to select all five components offered.

## How to Recognize a Reimbursable Breakfast



Three components must be offered to students for Breakfast in the form of four items. Two ½ cup servings of fruit, milk and grain/protein.

Breakfast is different than lunch because cashiers are not counting components. Students must select three menu items to be considered reimbursable.

For example, four items are offered on the menu: a blueberry muffin, peach cup, juice and milk. Students must select three of these items.

Cashiers must count three menu items on the tray to be considered a reimbursable meal.

## Final Rule-Meal Patterns

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – Jan. 2012

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 <sup>a</sup>	Grades 6-8 <sup>a</sup>	Grades 9-12 <sup>a</sup>	Grades K-5	Grades 6-8	Grades 9-12
<b>Meal Pattern</b>	<b>Amount of Food<sup>b</sup> Per Week (Minimum Per Day)</b>					
Fruits (cups) <sup>c,d</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>c,d</sup>	0	0	0	3½ (¾)	3½ (¾)	5 (1)
Dark green	0	0	0	½	½	½
Red/Orange <sup>d</sup>	0	0	0	½	½	1½
Beans/Peas (Legumes) <sup>f</sup>	0	0	0	½	½	½
Starchy <sup>g</sup>	0	0	0	½	½	½
Other <sup>g</sup>	0	0	0	½	½	½
Additional Veg to Reach Total <sup>h</sup>	0	0	0	1	1	1½
Grains (oz eq) <sup>i</sup>	7-10 (1) <sup>j</sup>	8-10 (1) <sup>j</sup>	9-10 (1) <sup>j</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 <sup>k</sup>	0 <sup>k</sup>	0 <sup>k</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>l</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>						
Min-max calories (kcal) <sup>m,n</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>n,o</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>n,p</sup>	< 430	< 470	< 500	< 640	< 710	< 740
Trans fat <sup>n,q</sup>	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

[Link to USDA Meal Pattern Nutrition Standards](http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals)

<http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

# **Transfer Procedures**

**Job and Position Posting:** Generally, positions will be posted in the Robinson Administration Center and on the website. In some instances, vacancies may only be communicated within an individual building and an intra-building change in assignment will be made accordingly. Such instances will be determined on a vacancy by vacancy basis following discussion by the Supervisor of Food & Nutrition Services or designee with Human Resources. An employee will have five (5) working days from the date of posting to submit an application. Jobs are also posted externally on the district website and electronic job boards and generally remain open until filled.

## **How to Apply:**

To apply for any posted Cedar Falls School District job opening, go to our website, [www.cfschools.org](http://www.cfschools.org), click on the EMPLOYMENT tab. Review the page of information and at the bottom of the page, click on the link “Current Job Openings.” It will bring up a page that has all of the openings listed.

If you would like to see the entire posting for a particular job opening, click “view”. Press the red “Apply” button for the job posting that you are interested in. This will take you to the [www.teachiowa.gov](http://www.teachiowa.gov) website and you can then begin to complete the application. By indicating that you are current employee of Cedar Falls School District and that you wish to apply internally for positions, it will allow you to submit a more condensed internal version of the application. If you have an application on TeachIowa already, you can simply update it and then click “Finish and Submit.”

While the District will consider the preferences, interests and needs of individual employees when making decisions about assignments, the primary factors will be the needs of students as well as the effective operation and delivery of the educational program. Employee assignments may be changed within buildings or between buildings, on either a temporary or ongoing basis.

When considering internal applicants for a vacancy, the Supervisor of Food & Nutrition Services or designee will work with Human Resources to decide which individuals, if any, will be granted an interview. They will also determine whether to consider external applicants for interview at the same time before making the hiring decision. Selection for interview and/or job placement will be based on experience, review of relevant work performance, conduct and other applicable information.

While broad job duties are the same, each position assignment has unique aspects to it. Learning the requirements of a specific position and becoming proficient takes time. As a result, newly hired employees or current employees who have been in their current assignment for less than twelve (12) work weeks will generally not be allowed to apply for a lateral transfer to a vacancy in another building. This restriction does not apply if the vacancy is in a higher or lower job classification than that currently applicable to the employee.

## **Evaluation Procedures**

**Evaluation Schedule:** Each employee shall be evaluated toward the end of their first school year of employment and at least once every three years thereafter.

**Evaluation Conference:** A conference shall be held between the manager (or other designated evaluator) and the employee to discuss performance, conduct and other relevant factors. At his or her discretion, the manager may ask and consider input from multiple sources in order to make an evaluation. The evaluation will be documented and the evaluator and employee shall sign the evaluation document, with the signature by the employee indicating that he or she has been made aware of the contents of the document. The employee's signature shall not necessarily indicate agreement with the contents. The employee will be given a copy and the original will be sent to Human Resources and placed on file.

**Responses:** Any employee may file a written response to his or her evaluation; the written response is to be attached to the original copy on file in the Human Resources Office. This response must be completed and filed with Human Resources Department no later than ten (10) calendar days after the conference with the evaluator.

**Evaluation Review:** Evaluation documents will be reviewed in various situations including, but not limited to: when employees apply for jobs; position transfers; when performance problems arise and/or incidents of misconduct occur, when denial of a negotiated wage increase is being considered, when disciplinary action is proposed.

# ***US Department of Agriculture Civil Rights Regulations: Non-Discrimination Statement***



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for  
Civil Rights 1400 Independence  
Avenue, SW Washington, D.C.  
20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## ***Job Descriptions***

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Food and Nutrition Services is a department employing workers in various classifications. The following pages are current job descriptions and are intended to give the employee an overview of their general duties and responsibilities. Keep in mind that the job descriptions are not all-inclusive and other duties may be assigned.

## **JOB DESCRIPTION**

**TITLE:** Food Service Program Secretary/Accounting Clerk  
**DEPARTMENT:** Food and Nutrition Services  
**REPORTS TO:** Food Service Supervisor

### **SUMMARY:**

Work cooperatively in compiling data and reports for Director of Food and Nutrition Services, assist department employees with POS software, manage free and reduced eligibility records, invoice for catering services and submit Federal reimbursement claims. Process and prepare purchase orders and accounts payables. Processes free and reduced price meal applications.

### **QUALIFICATIONS:**

- Excellent computer skills including Excel, Word, and Microsoft Suite of applications
- Bookkeeping skills essential to maintain accurate records and files
- Willingness to learn new tasks in a fast paced changing environment with many interruptions in an open office environment
- Ability to maintain confidentiality
- Ability to self-organize work for maximum efficiency; good time management skills
- Willing to follow Federal, State and district policies and procedures related to the position
- Effective communication skills both oral and written

### **RESPONSIBILITIES INCLUDE, (BUT ARE NOT LIMITED TO):** *Other duties may be assigned*

- Process all food service invoices by preparing them for approval and distribution to the business office
- Maintain food nutrition analysis software with up to date product information??
- Order and track uniforms for food service personnel
- Update Food Service Employee Manual with input from Managers and Food Service Supervisor
- Prepare monthly Federal / State reimbursement claim
- Responsible for maintenance, storage and destruction of all child nutrition records and files
- Maintain confidentiality of Free and Reduced information
- Prepares appropriate documentation and reports
- Assist employees with point of sale questions and troubleshoot problems
- Responsible for receiving and calculating contracted facility information and billing??
- Complete and track rebate information to manufacturers
- Processes free and reduced applications and performs Direct Certification match.
- Manage online meal software

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE**

High School Diploma or GED

Accounting Experience, Degree preferred

**LANGUAGE SKILLS**

- Ability to read and comprehend instructions, printed and email correspondence
- Ability to write correspondence and email accurately
- Ability to effectively present information in one-on-one and small group situations to customers and employees
- Ability to effectively communicate in spoken English

**MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply and divide numbers accurately and to perform these operations using units of money, weight and volume.

**REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to problem solve effectively

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and continuously required to work with a computer. The employee will occasionally lift files and bend at the knee to retrieve files. The employee continuously uses hand strength to operate the phone, keyboard, office equipment and adding machine. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Food Service Program Secretary/Accounting Clerk  
03/01/2020

## Job Description

**TITLE:** Food Service Manager  
**LOCATION:** Food and Nutrition Services, Cedar Falls Community Schools  
**REPORTS TO:** Director of Food and Nutrition Services

### QUALIFICATIONS:

- Supervisory experience required.
- Two (2) years of experience in school food service management.
- Knowledge of computers, inventory and point of sale software
- Experience with scheduling staff and ordering food and supplies.
- ServSafe® certification required.

**SUMMARY:** Primarily responsible for oversight of high volume food service operations at Cedar Falls Community Schools including satellite production and delivery. Establishes efficient teams and provides hands on leadership. Ensures high quality menus are produced while following HACCP plan and substitution policy. Provides direction and routinely follows up for compliance. Develops efficient satellite forecasting, ordering, picking and delivery process. Responsible for ordering all food and supplies and completing required reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Responsible for the supervision and management of the food service operation including satellite production and delivery.
- Attends required meetings and participates in professional development.
- Provides on the job training and creates work/cleaning schedules for employees. Performs annual performance evaluation of employees.
- Accurately completes production records and submits all reports in a timely fashion. Uses data efficiently to forecast and order.
- Coaches employees and provides corrective action plans.
- Practices and ensures a helpful and pleasant attitude. Uses professional demeanor when dealing with conflict.
- Meets with students and staff for feedback, suggestions and preferences.
- Positively promotes the child nutrition program and communicates well with parents, students, staff and the community.
- Practices and enforces personal hygiene, dress code, HACCP and safety standards throughout the operation.
- Masters operation of commercial food service equipment and provides training on safe use and operation.
- Communicates well with employees including department and district updates and program regulatory changes. Frequently conducts "five minute" meetings.
- Places all approved food and beverage orders and maintains inventory levels according to procedures.
- Directs the preparation of food according to standardized recipes ensuring high quality taste, appearance and display.
- Continuously monitors and works to improve productivity.
- Directs the preparation of food assuring high quality, taste, appearance and display. Ensures planned menus are followed.
- Carries out all responsibilities of the position in accordance with Board and Department policies and in compliance with USDA regulations.

### LANGUAGE SKILLS:

- Ability to write reports, business correspondence, etc.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to market Child Nutrition Program to students, staff and community.
- Possesses excellent oral and written communications skills and interpersonal relationship skills.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations and in the preparation of financial reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, maintenance staff, and business contacts from outside of the District.
- Must be knowledgeable of the National School Lunch Program, School Breakfast Program, After School Snack Program and Summer Food Service Federal Guidelines.
- Ability to establish and maintain effective working relationships.

**REASONING ABILITY:**

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks and set long and short-term goals.
- Ability to perform duties with awareness of all district requirements and School Board policies.
- Ability to promote harmonious working-relationships with students, staff, parents and the community.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 50 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

Food Service Manager

3/1/2020

## Job Description

**POSITION TITLE:** Classified Head I  
**DEPARTMENT:** Food and Nutrition Services  
**REPORTS TO:** Food Service Manager

**SUMMARY:** Serves as team leader and responsible for directing all food preparation of the team. Responsible for forecasting production using data history and for accurate completion of the daily production record. Provides Manager with grocery and supply order needs. Performs on site preparation, cooking and serving of meals. Maintains kitchen area in a safe and sanitary condition, practices excellent customer service and is responsible for understanding federal and state procedures for claiming meals, including operation of the point of sale system. Provides instruction and training to other food service employees. Maintains professional demeanor and coaches team members as needed to improve productivity and quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Reports to work on time and is not absent frequently
- Directs the production of the team's menu responsibilities and ensures work is completed in an efficient and safe manner producing high quality results
- Reads and understands how to follow recipes and adjust yield amounts
- Follows established rules and policies
- Cashier, serve or cook during meal service as directed by the Manager
- Prepares food according to food safety plan and manufacturer's instructions
- Trains other staff on equipment, weights and measure and/or point of sale system
- Sets up and displays serving line in an attractive and efficient manner
- Washes pots, pans, utensils and other equipment as directed. Establishes cleaning schedule for the team.
- Maintains health, safety and sanitation standards for staff, students and equipment at all times. Required to obtain ServSafe® certification.
- Responsible for understanding the basic principles by which the School Breakfast and Lunch Programs are operated and keeps up to date on current issues and trends by attending mandatory meetings
- Responsible to ensure that meals are ready to serve at the time(s) established by the building.
- Develops excellent organizational skills.
- Responsible for maintaining a professional and courteous attitude with fellow employees, building staff and students.
- Practices exceptional customer service, including marketing and promotions
- Accurately completes forecast for menu items and submits data on time
- Accurately completes daily production records.
- Ensure proper amounts of food are sent to satellite schools.
- Assist with testing and product development
- Maintain freezers and storage areas in an orderly manner.
- Thaw and cool foods in compliance with proper sanitation guidelines.
- Ensure proper food temperatures and documentation are kept. Calibrate thermometers as necessary.
- Perform such other duties as assigned by manager.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION/EXPERIENCE

- High School Diploma or GED
- Ability to become ServSafe® certified

**LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short printed correspondence and email correspondence
- Ability to write simple correspondence and email
- Ability to effectively present information in one-on-one and small group situations to customers and employees
- Ability to effectively communicate in spoken English

**MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply and divide numbers accurately.
- Ability to perform these operations using units of money, weight and volume.

**REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions
- Ability to problem solve effectively

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 50 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

Classified Head I

3/1/2020

## Job Description

**POSITION TITLE:** Classification II Food Worker

**DEPARTMENT:** Food and Nutrition Services

**REPORTS TO:** Food Service Manager

**SUMMARY:** Assists in any area of food preparation and service in the school kitchen and cafeteria. Maintains kitchen and dining area in a safe and sanitary condition, practices excellent customer service and is responsible for understanding federal and state procedures for claiming meals, including operation of the point of sale system. Will cashier, serve or operate dish room.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Reports to work on time and is not absent frequently
- Follows all established rules and policies
- Prepares food according to food safety plan
- Serves or cashiers as directed
- Sets up and displays serving line in an attractive, clean and efficient manner
- During meal service, may be assigned as server, cashier or dishroom operator.
- Maintains health, safety and sanitation standards for staff, students and equipment at all times.
- Responsible for understanding the basic principles by which the School Breakfast and Lunch Programs are operated and keeps up to date on current issues.
- Responsible to ensure that meals are ready to serve at the time(s) established by the building administrator.
- Responsible for maintaining a professional and courteous attitude with fellow employees, building staff and students.
- Practices exceptional customer service, including participating in marketing and nutrition education promotions
- Accurately completes HACCP logs.
- Accurately assists in the completion of daily production records.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION/EXPERIENCE

High School Diploma or GED

Attend ServSafe Training Class

### LANGUAGE SKILLS

- Ability to read and comprehend simple instructions, short printed correspondence and email correspondence
- Ability to write simple correspondence and email
- Ability to effectively present information in one-on-one and small group situations to customers and employees
- Ability to effectively communicate in spoken English

### MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide numbers accurately and to perform these operations using units of money, weight and volume.

**REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions
- Ability to problem solve effectively

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Classification II Food Worker  
03-01-2020

## TEMPERATURE GUIDELINES

### Calibrating Metal Stem Thermometers

Check the accuracy of your thermometer frequently to ensure accuracy, following the manufacturer's recommendations. Many food thermometers have a calibration nut under the dial that can be adjusted. Check the package for instructions.

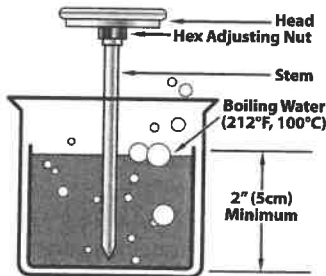
#### Ice-point method

- Insert sensing area into a cup of ice slush
- Allow indicator to stabilize
- Adjust calibration nut to 32°F or 0°C



#### Boiling-point method

- Immerse the thermometer stem into a minimum of 2 inches of boiling water
- Avoid touching stem to the sides or bottom of the container
- Adjust calibration nut to 212°F or 100°C



### Thermometer Guidelines

- Keep thermometers and storage cases clean.
- To clean, use single-use alcohol wipes or an approved sanitizer.
- Measure the internal temperature by placing the stem or probe in the center or thickest part of the food, between the fold of flexible packaged food, or between packages of food.
- Allow time for the thermometer to register and record the temperature.



### Reheating Food

Reheat previously cooked, potentially hazardous food to an internal temperature of 165°F for at least 15 seconds, all within 2 hours.

### Cooling Food

Food must be cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F or lower in the next 4 hours.

#### Cooling Methods

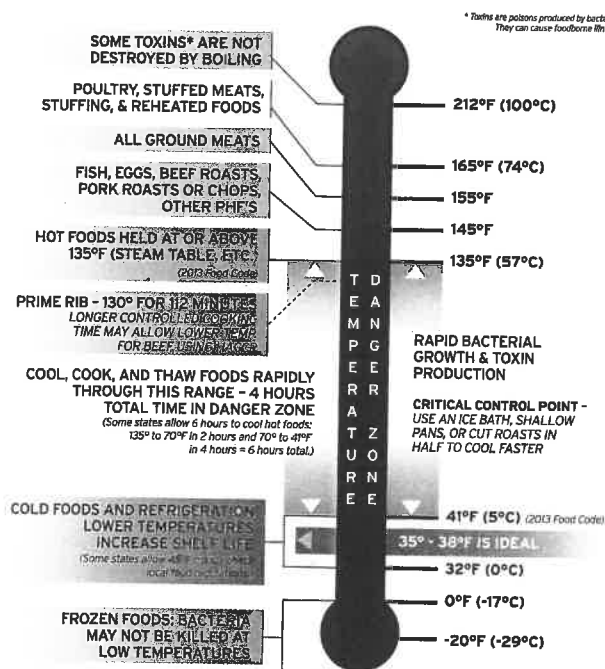
- Divide large food items into smaller portions.
- Place food in ice-water baths and stir regularly.
- Place food in a blast chiller or tumble chiller.
- Use ice paddles for stirring.

#### Microwave Cooking

- Cover food to prevent splattering and drying.
- Cook food to 165°F and stir halfway through.
- Let stand 2 minutes after cooking.

### Internal Cooking Temperatures

Food must be cooked to the correct temperature to destroy harmful microorganisms. See examples of common food items and the various minimum internal cooking temperatures below.

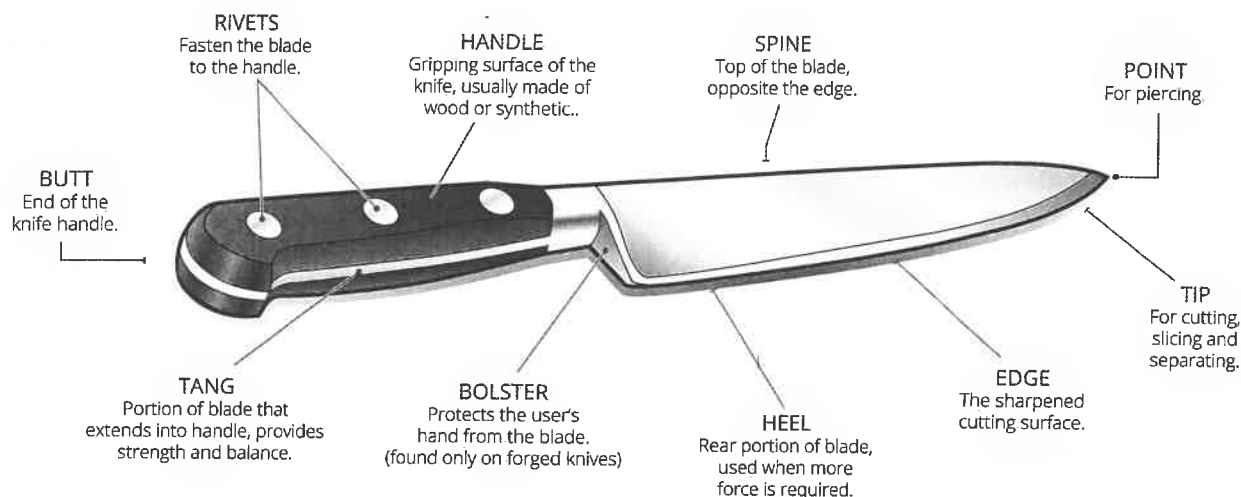


### Food Storage Temperatures

Coolers and freezers should be regularly maintained and equipped with thermometers to make sure that the temperature remains within a safe range. In general, refrigerators should be kept between 36° and 40°F, but quality is better served if certain foods can be stored at specific temperatures. Remember that the front of the cooling unit will be the warmest, the back the coldest.

## KNIFE SKILLS

### Knife Parts and Functions



### Commonly Used Knife Cuts (Shown actual size)

<b>Brunoise</b>	$\frac{1}{8}" \times \frac{1}{8}" \times \frac{1}{8}"$		
<b>Medium Dice</b>	$\frac{1}{3}" \times \frac{1}{3}" \times \frac{1}{3}"$		
<b>Large Dice</b>	$\frac{3}{4}" \times \frac{3}{4}" \times \frac{3}{4}"$		
<b>Fine Julienne</b>	$\frac{1}{16}" \times \frac{1}{16}" \times 1"$ $\frac{1}{16}" \times \frac{1}{16}" \times 2"$		
<b>Julienne</b>	$\frac{1}{8}" \times \frac{1}{8}" \times 1"$ $\frac{1}{8}" \times \frac{1}{8}" \times 2"$		
<b>Battonnet</b>	$\frac{1}{4}" \times \frac{1}{4}" \times 2"$		
<b>Paysanne</b>	$\frac{1}{2}" \times \frac{1}{2}" \times \frac{1}{8}"$		

### Safety Rules for Kitchen Cutlery

1. Always use a sharp knife. A sharp knife is safer than a dull knife because it requires less pressure while cutting.
2. Use the correct size and type of knife for the job.
  - **French knife** - basic chopping and dicing
  - **Boning knife** - removing bones from meats and poultry
  - **Slicer** - slicing meats, poultry and breads
  - **Paring knife** - peeling fruits and vegetables
3. Hold the knife firmly in your hand and cut away from your body. Always use a cutting board.

4. Always place knives on flat surfaces away from the edge of the table with the blade facing away from you. Never cover a knife with towels or other materials; keep it in sight of everyone.

5. Do not grab blindly for a knife: reach deliberately for the handle. If a knife falls off the table, do not grab for it.
6. When handing another person a knife, point the handle toward them.





## APPROXIMATE METRIC EQUIVALENTS

<b>VOLUME (ml = milliliter)</b>	
<b>U.S.</b>	<b>METRIC</b>
¼ tsp.	1 ml.
½ tsp.	2.5 ml.
¾ tsp.	4 ml.
1 tsp.	5 ml.
1 ¼ tsp.	6 ml.
1 ½ tsp.	7.5 ml.
1 ¾ tsp.	8.5 ml.
2 tsp.	10 ml.
1 tbsp.	15 ml.
2 tbsp.	30 ml.
¼ cup	59 ml.
⅓ cup	79 ml.
½ cup	118 ml.
⅔ cup	158 ml.
¾ cup	178 ml.
1 cup	237 ml.
1 ½ cups	355 ml.
2 cups; 1 pint	473 ml.
3 cups	710 ml.
4 cups; 1 qt.	950 ml.
1.06 qt.	1 liter
4 qt (1 gal.)	3.8 liters

<b>WEIGHT</b>	
<b>U.S.</b>	<b>METRIC</b>
.035 oz.	1 gram
¼ oz.	7 grams
½ oz.	14 grams
¾ oz.	21 grams
1 oz.	28 grams
1 ½ oz.	42.5 grams
2 oz.	57 grams
3 oz.	85 grams
4 oz.	113 grams
5 oz.	142 grams
6 oz.	170 grams
7 oz.	198 grams
8 oz.	227 grams
16 oz. (1 lb.)	454 grams
24 oz. (1 ½ lb.)	675 grams
2 lb.	900 grams
2.2 lb.	1 kilogram

**Convert ounces to grams:**  
Multiply ounces by 28.35

**Convert grams to ounces:**  
Multiply grams by 0.035



## METRIC CONVERSIONS

0.1 meter	1 decimeter
0.01 meter	1 centimeter
1000 meters	1 kilometer

Change units of different magnitudes by shifting the decimal point.



## COMMON PREFIXES

<b>Mega</b>	1,000,000
<b>Kilo</b>	1,000
<b>Deca</b>	10
<b>Deci</b>	0.1 (tenth)
<b>Centi</b>	0.01 (hundredth)
<b>Milli</b>	0.001 (thousandth)
<b>Micro</b>	0.000001 (millionth)



## SHEET TRAY CUTTING YIELDS

<b>W" x L"</b>	<b>CUTS W x L</b>	<b># PIECES</b>	<b>CUT SIZE</b>
4.5 x 2	4 x 13	52	9.0 sq. in.
2.5 x 2.6	7 x 10	70	6.5 sq. in.
3 x 2	6 x 13	78	6.0 sq. in.
2.25 x 2	8 x 13	104	4.5 sq. in.
2 x 2	9 x 13	117	4.0 sq. in.

A Full Sheet Tray is 18" x 26" (46 x 66 cm)

A Half Size is 13" x 18" (33 x 46 cm)



## SCOOP/DIPPER EQUIVALENTS

<b>SCOOP SIZE</b>	<b>MEASURE</b>	<b>SCOOPS/GALLON</b>	<b>WEIGHT</b>	<b>SUGGESTED USE</b>
<b>No. 6</b>	10 tbsp.	16	6 oz.	Entrée salads
<b>No. 8</b>	8 tbsp.	22	4-5 oz.	Entrées
<b>No. 10</b>	6 tbsp.	24	3-4 oz.	Desserts, meat patties
<b>No. 12</b>	5 tbsp.	26	2 ½ - 3 oz.	Croquettes, vegetables, muffins
<b>No. 16</b>	4 tbsp.	35	2 - 2 ¼ oz.	Muffins, desserts, croquettes
<b>No. 20</b>	3 ⅓ tbsp.	42	1 ¾ - 2 oz.	Cupcakes, sauces, sandwiches
<b>No. 24</b>	2 ⅔ tbsp.	51	1 ½ - 1 ¾ oz.	Cream puffs
<b>No. 30</b>	2 ⅓ tbsp.	62	1 - 1 ½ oz.	Large drop cookies
<b>No. 40</b>	1 ½ tbsp.	70	¾ oz.	Drop cookies
<b>No. 60</b>	1 tbsp.	½ oz.	-	Small drop cookies, garnishes
<b>No. 100</b>	Scant 2 tsp.	-	-	Tea cookies

# MEASUREMENTS / CONVERSIONS



## U.S. MEASUREMENT EQUIVALENTS

CAPACITY	VOLUME		
pinch/dash	1/16 tsp.		
1/2 tsp.	30 drops		
1 tsp.	1/3 tbsp.		
3 tsp.	1 tbsp.		
1/2 tbsp.	1 1/2 tsp.		
1 tbsp.	3 tsp.	1/2 fl. oz.	
2 tbsp.	1/8 cup	1 fl. oz.	
3 tbsp.	1 1/2 fl. oz.	1 jigger	
jigger	1 1/2 fl. oz.	3 tbsp.	
4 tbsp.	1/4 cup	2 fl. oz.	
8 tbsp.	1/2 cup	4 fl. oz.	
12 tbsp.	3/4 cup	6 fl. oz.	
16 tbsp.	1 cup	8 fl. oz.	1/2 pint
1/8 cup	2 tbsp.	1 fl. oz.	
1/4 cup	4 tbsp.	2 fl. oz.	
1/3 cup	5 tbsp. + 1 tsp.		
3/8 cup	1/4 cup + 2 tbsp.		
1/2 cup	8 tbsp.	4 fl. oz.	
2/3 cup	10 tbsp. + 2 tsp.		
5/8 cup	1/2 cup + 2 tbsp.		
3/4 cup	12 tbsp.	6 fl. oz.	
7/8 cup	3/4 cup + 2 tbsp.		
1 cup	16 tbsp.	1/2 pint	8 fl. oz.
2 cups	1 pint	16 fl. oz.	
3 cups	1 1/2 pints	24 fl. oz.	
4 cups	1 qt.	32 fl. oz.	
8 cups	2 qt.	64 fl. oz.	
1 pint	2 cups	16 fl. oz.	
2 pints	1 qt.	32 fl. oz.	
1 qt.	2 pints	4 cups	32 fl. oz.
4 quarts	1 gal	8 pints	
1 gal.	4 qts.	8 pints	16 cups
			128 fl. oz.
8 qt.	1 peck		
4 pecks	1 bushel		



## LIQUID EQUIVALENTS

CUPS/SPOONS	LIQUID OUNCES	MILLILITERS
1 tsp.	1/6 oz.	5 ml.
1 tbsp.	1/2 oz.	15 ml.
4 tbsp.	2 oz.	59 ml.
5 tbsp.	2 2/3 oz.	79 ml.
1/2 cup	4 oz.	119 ml.
2/3 cup	5 1/3 oz.	157 ml.
3/4 cup	6 oz.	178 ml.
1 cup	8 oz.	1/4 liter
2 cups	1 pint	1/2 liter
4 cups	1 qt.	1 liter
4 qt.	1 gal.	3.97 liters



## LADLE EQUIVALENTS

MEASURE	WEIGHT	SUGGESTED USES
1/8 cup	1 oz.	Sauces, salad dressings
1/4 cup	2 oz.	Gravies, sauces
1/2 cup	4 oz.	Stews, creamed dishes
3/4 cup	6 oz.	Stews, creamed dishes, soup
1 cup	8 oz.	Soup



## RECIPE ABBREVIATIONS

tsp.	teaspoon	pt.	pint
c.	cup	pk.	peck
qt.	quart	oz.	ounce(s)
gal.	gallon	sq.	square
bu.	bushel	hr.	hour(s)
lb.	pound(s)	doz.	dozen
min.	minute(s)	No.	number
mod.	moderate	EP	edible portion
tbsp.	tablespoon	AP	as purchased



## TEMPERATURE

### Convert Celsius to Fahrenheit:

Multiply by 1.8 then add 32 [°C x 1.8 + 32 = °F]

### Convert Fahrenheit to Celsius:

Subtract 32 then divide by 1.8 [°F - 32 ÷ 1.8 = °C]

# Glove Use:

## BEST PRACTICES FOR FOOD SAFETY

Renee Greiner, RDN, LD, Dietitian, Martin Bros.

Glove use is essential, now more than ever, when it comes to handling food and preventing the spread of viruses. However, gloves alone do not provide a superpower of protection against any pathogen or micro-organism since they are often misused or substituted for good handwashing.

**Here are some reasons why gloves, combined with proper handwashing, are important in food safety:**

In 2005, the Food and Drug Administration (FDA) Food Code established no bare-hand contact with ready-to-eat foods for food handlers. This was questioned in the past, but not required. The Centers for Disease Control and Prevention (CDC) noted that persistent viruses such as norovirus can live on hands even with handwashing and it can incubate for 12-48 hours prior to showing any symptoms, which means a food handler could spread a virus without realizing they are sick. Barriers between food and hands are necessary to help prevent this and other pathogens.

### HANDWASHING

Proper handwashing must be continuously monitored in an operation to help prevent the spread of any pathogens and maintain good hygiene for staff.

This includes using water, soap with good mechanical friction for 20 seconds, rinse and dry with paper towels or an air dryer to ensure hands are dry.

Encouraging staff in a Team Huddle of why and when to wash their hands is beneficial to keep it on the forefront of staff's minds.

Assigning a staff member to be the Hygiene Hero can help monitor good handwashing use and reward those who are caught displaying good hand hygiene.

### SINGLE-USE GLOVES

Single-use gloves were created for many purposes, and in foodservice we utilize different gloves for various tasks.

Poly gloves are not heat resistant so their main purpose would be for ready-to-eat items such as sandwiches, breads, fruits, salad bar items, etc.



Vinyl, synthetic, nitrile or latex gloves are heat resistant and can be used for related tasks.

When using any of these gloves, hands should be washed before and after wearing them. In addition, a fresh set of gloves should be used when changing tasks, if the glove tears or you're performing the same task every four hours.

Having a variety of gloves and sizes for various tasks will help manage costs as well as lessen risk for injury or glove tearing with the right-sized glove for the task at hand.

### CROSS-CONTAMINATION / CROSS-CONTACT

A false sense of security can be given to someone wearing gloves though. For example, after donning gloves, someone may think they can touch or complete any task without a second thought because they have gloves on.

Cross-contamination can happen quickly without even realizing it. Wearing gloves while handling raw chicken is acceptable until one pans the chicken and then puts it back in the cooler until it is time to bake. Without changing gloves and proper handwashing, any surface touched is now contaminated.

Second, cross-contact must be prevented when managing food allergies. If sandwiches are being prepared with gloved hands, wheat bread is acceptable until those same gloved hands pull out the gluten-free bread to prepare another sandwich for someone with an allergy.

Planning a workflow process with necessary hand washing and glove changes will keep sanitation and lessen risk for cross-contamination and cross-contact.

### 3-Compartment Sinks

#### Preparation

1. Start with thoroughly cleaned and sanitized sink compartments.
2. Wash with detergent and hot (110°F) water in the first sink.
3. Rinse with clean, hot water in the middle sink.
4. Sanitize with warm (80° - 100°F) solution in the third sink, making sure to test sanitizer strength often.
5. Air dry all dishes, utensils, and equipment.

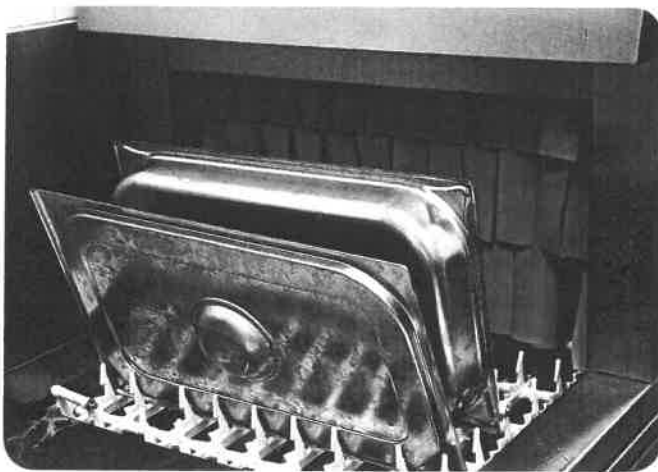
**Note:** When using any chemical, follow the label directions carefully.



#### Commercial Dishwasher

1. Pre-rinse and/or scrape food from the dishes and utensils.
2. Follow directions carefully for the dishwasher unit.
3. Air dry all dishes, utensils, and equipment.

**Note:** When using hot water rinse machines, the wash water temperature must be at least 165°F and the temperature of the rinse must be at least 180°F. When using chemical spray-rinse machines, the wash water temperature must be at least 120°F and the temperature of the rinse must be at least 75°F. Use test strips to determine if the machine is working and sanitizing properly.



#### Sanitizers

Using hot, soapy water is sufficient for cleaning food-contact surfaces, cutting boards, utensils, etc. Periodically, kitchen sanitizers can be used for added protection against bacteria. Sanitizers help kill bacteria, so that bacteria doesn't spread to food. Be sure to store wiping cloths in sanitizing solution.

#### Two Classes of Sanitizer:

1. Sanitizer of Non-Food Contact Surfaces
2. Sanitizing Rinses for Previously Cleaned Food-Contact Surfaces

#### Disinfectants

In comparison, disinfectants come in a variety of categories and are also agents that help eliminate undesirable microorganisms from inanimate environmental surfaces. Because these surfaces are inanimate, they are considered contaminated, not infected. Measurement of disinfectant performance varies by product type (spray, dilution product, impregnated wipe, etc.) Unlike the sanitizers for food-contact surfaces, products that are termed disinfectants are usually not intended for use in association with food-contact surfaces.

**Note:** Read and follow label directions to determine how to use the product effectively. Sanitizers and disinfectants must remain in contact with a surface for a specified period of time in order to kill organisms.

## PRODUCE STORAGE

### Storage Location

	ROOM TEMPERATURE 50°-80°F	COUNTER (FOR RIPENING), THEN COOLER		COOLER		
Fruit	bananas limes plantain watermelons	avocados kiwifruit mangos nectarines papaya	peaches pears persimmons plums pluots	apples all cut fruit all herbs except basil apricots Asian pears blackberries	blueberries cantaloupes cherries figs grapefruit grapes	lemons mandarins oranges pineapple raspberries strawberries
Vegetables	basil bulk garlic dry onions hard squash jicama potatoes pumpkins sweet potatoes tomatoes	<i>vegetables do not ripen after harvest</i>		all cut vegetables artichokes asparagus beans beets broccoli cabbage cauliflower celery corn cucumbers	eggplant endive ginger green onions greens: kale, collards, etc. leafy vegetables leeks lettuce mushrooms	napa peas peeled garlic/shallots peppers radishes spinach sprouts yellow squash zucchini

- Store garlic, onions, potatoes, and sweet potatoes in a well-ventilated area.
- Cucumbers, eggplant, and peppers can be kept in the cooler for 1 to 3 days if they are used soon after removal.
- Watermelons and tomatoes lose their flavor when refrigerated.
- Separate fruits from vegetables to minimize the detrimental effects of ethylene produced by fruits.
- Make sure the bag you store the veggies in has some holes punctured to allow for good air flow.
- Pack vegetables loosely in the refrigerator. The closer they are, the quicker they will rot.
- Soft herbs and mushrooms should not be washed until right before they are used.
- Protect potatoes from light to avoid greening.

### Produce Storage Temperatures

<b>32°F to 36°F</b>	Apples Asparagus Berries Bok Choy Broccoli Brussels Sprouts	Cabbage Carrots Cauliflower Celery Corn Grapes	Herbs Kale Kiwifruit Lettuce Mushrooms Napa	Green Onions Green Peas Peaches Pears Plums Radishes
<b>42°F to 45°F</b>	Avocados Green Beans Cantaloupes	Cucumbers Eggplant Honeydew Melons	Okra Peppers Pineapples	Plums Squash Zucchini
<b>58°F to 65°F</b>	Bananas (never refrigerate) Basil	Garlic Onions	Potatoes Tomatoes	Watermelons (may be chilled at 40°F 24 hours before serving)



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## Food Storage & Dry Storage

- ☐ Temperature of dry storage area is between 50°F and 70°F or state public health department requirement.
- ☐ All food and paper supplies are stored 6 to 8 inches off the floor.
- ☐ All food is labeled with name and date received.
- ☐ Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- ☐ The FIFO (First In, First Out) method of inventory management is used.
- ☐ There are no bulging or leaking canned goods.
- ☐ Food is protected from contamination.
- ☐ All food surfaces are clean.
- ☐ Chemicals are clearly labeled and stored away from food and food-related supplies.
- ☐ There is a regular cleaning schedule for all food surfaces.
- ☐ Food is stored in original container or a food grade container.



## Utensils & Equipment

- ☐ All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.
- ☐ Small equipment and utensils are washed, sanitized, and air-dried.
- ☐ Work surfaces and utensils are clean.
- ☐ Work surfaces are cleaned and sanitized between uses.
- ☐ Thermometers are cleaned and sanitized after each use.
- ☐ Thermometers are calibrated on a routine basis.
- ☐ Can opener is clean.
- ☐ Drawers and racks are clean.
- ☐ Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.

## Large Equipment

- ☐ Food slicer is clean.
- ☐ Food slicer is broken down, cleaned, and sanitized before and after every use.
- ☐ Boxes, containers, and recyclables are removed from site.
- ☐ Loading dock and area around dumpsters are clean and odor-free.
- ☐ Exhaust hood and filters are clean.

## Garbage Storage & Disposal

- ☐ Kitchen garbage cans are clean and kept covered.
- ☐ Garbage cans are emptied as necessary.
- ☐ Boxes and containers are removed from site.
- ☐ Loading dock and area around dumpster are clean.
- ☐ Dumpsters are clean.

## Pest Control

- ☐ No evidence of pests is present.
- ☐ Outside doors have screens, are well-sealed, and are equipped with a self-closing device.
- ☐ There is a regular schedule of pest control by a licensed pest control operator.

Keep pests out by cleaning often, and on a regular schedule.

Keep doors and windows closed or screened and cover small holes.

Cover garbage cans with lids that fit well and remove garbage often. Keep areas around the garbage containers clear of trash and litter.

If pests become a problem, a licensed pest control service must be contacted to control the problem. Pesticides are poisons that kill rodents and insects, but they can also poison humans. Only use sprays that are approved by the health authority for use in commercial food establishments.

# **Dress Code Requirements**

[Updated: 10/20/2022]

**Department Policy:** *employees are expected to dress according to the dress code as a condition of employment.*

## **DISTRICT RESPONSIBILITY**

The district will provide 4 shirts at the start of initial employment or as soon as supplies are available, and 2 new shirts every other year. Additional shirts may be purchased by the employee at personal expense. The district provided shirts remain property of the district and must be returned upon separation from employment. Kitchen Managers will check employees daily to make sure the dress code is being followed.

## **EMPLOYEE RESPONSIBILITY**

The employee will provide pants, any long-sleeved shirt worn under the District provided shirt, hairnet, beard net and footwear. Hairnets, beard nets, and shoes may be any color.

### **PERSONAL HYGIENE**

1. Basic personal hygiene rules apply:

Daily bathing

Clean hair

Clean uniform

Meticulous hand washing

### **SHIRTS**

1. Only the District provided shirt may be worn.
2. Plain black long-sleeved turtlenecks or T-shirts may be worn under the provided shirt if the employee is cold. Sweaters, sweatshirts, or jackets are not to be worn over the provided shirt while working except while in the freezer, refrigerator or working outside.
3. There should not be any inappropriate advertisements or language on the apparel. Any reference to tobacco, alcohol, drugs, obscene or profane content, or content which causes a disruption to the workplace or educational process is prohibited.
4. "Spirit" shirts and "Superhero" shirts and other approved nutrition shirts may be worn on Fridays only, or otherwise specified by the Nutrition Services Director.

### **PANTS**

1. All employees must wear black pants. No fleece, nylon, spandex pants, or leggings. No denim except black is allowed with the exception of Fridays or otherwise specified by the Nutrition Services Director.
2. Pants must be free of holes, tears, or excessive wear.
3. During times of very hot weather staff may wear loose fitting walking shorts or capris. Shorts must be no shorter than 2" above the knee. No spandex or knit shorts.
4. Undergarments must be worn. Pants must be worn in a fashion to cover undergarments.

## **SHOES/SOCKS**

1. To ensure safety, all employees who work in Nutrition Services must wear appropriate footwear. Leather or synthetic leather closed toe, closed heel, rubber soled, non-slip shoes must be worn at all times.
2. Socks of any color must be worn.

## **NAILS**

1. Fingernails- short ¼" or less, no clear nail polish, no colored nail polish. Artificial nails are not allowed. Nails must be free of any dirt or debris.
2. Cover or bandage any wounds, burns, rashes or skin conditions.

## **HAIR**

1. Hair must be clean, neat, out of the face.
2. Employees must wear a hairnet while working or in the kitchen.
3. Beards and mustaches must be neat and trimmed; a beard net must be worn while working or in the kitchen.

## **ACCESSORIES**

1. No bracelets, watches, lapel pins/buttons may be worn. The only ring that may be worn is a plain wedding band containing no stones.
2. No gum chewing is allowed in the kitchen.
3. Daytime make-up only.

## **GLOVES**

1. Disposable gloves must be worn whenever handling foods, even if that food will be cooked.
2. Hands must be washed between changing gloves. Gloves must be worn when serving food.
3. Gloves are not a substitute for hand washing. Gloves must be changed when they become soiled, torn, or in-between tasks.

## **CATERED EVENTS**

The District provided shirt and black dress pants must be worn to all catered events. All other regular dress code expectations apply.

## **NON-STUDENT CONTACT WORK DAYS**

When working in a kitchen regular uniform is required. Exceptions will be made by the director when necessary, if working with products that will stain or damage the uniform.

## **INSERVICE AND OTHER NON-STUDENT CONTACT DAYS OUTSIDE OF THE KITCHEN**

Employees will be informed about appropriate attire or deviations from the standard dress code, for non-student non-catering work days.

## **GENERAL GUIDELINES**

1. If an employee reports to work in clothing that does not meet the dress code, he/she will be given the opportunity to correct the violation on unpaid time and will be expected to report back to their assignment. Repeated and or willful failure to comply with the dress code will result in disciplinary action, up to and including termination of employment.
2. All clothing, including but not limited to coats, shirts, hats, shoes, and pants need to be clean and in good condition. Apparel must be free of rips and/or stains must not be faded or "grayed".
3. Hats may be worn outdoors but must be removed when entering a district facility or building.
4. Clothing should fit properly and be appropriate for job assignment and weather conditions.
5. There should not be any inappropriate advertisements or language on the apparel. Any reference to tobacco, alcohol, drugs, obscene or profane content, or content which causes a disruption to the workplace or educational process is prohibited.

## **NEWLY HIRED STAFF**

Newly hired staff must follow Nutrition Staff dress guidelines with the following exceptions:

1. Either short sleeved or long-sleeved shirts, preferably plain black, may be worn until CFHS Nutrition Services provided shirts become available. There should not be any inappropriate advertisements or language on the apparel. Any reference to tobacco, alcohol, drugs, obscene or profane content, or content which causes a disruption to the workplace or educational process is prohibited.
2. The employee is expected to meet all dress code expectations regarding shirts as soon as District provided shirts are available.
3. During the first pay period, long pants free of rips and stains are acceptable until black pants can be purchased. Sweatpants or athletic pants are not acceptable. For newly hired staff, pant requirements begin after the first paycheck is received.

I have read, understand and I will comply with the Nutrition Services Dress Code.

Employee Signature:

Date: