

CEDAR FALLS COMMUNITY SCHOOL DISTRICT

CEDAR FALLS, IOWA



SCHOOL FOOD SERVICE

EMPLOYEE HANDBOOK

REVISED MARCH 23, 2018

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Policies and procedures in this handbook will be updated and revised as necessary on an ongoing basis.

Cedar Falls Community Schools

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Daniel E. Conrad, Secondary Education
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Douglas J. Netzer, Business Affairs
Adrian P. Taitel, Ed.D., S.P.H.R., Human Resources

Educating each student to be a lifelong learner and a caring, responsible citizen

**ADMINISTRATIVE STATEMENT
of the
CEDAR FALLS COMMUNITY SCHOOL DISTRICT
on
EQUAL EMPLOYMENT OPPORTUNITY
and
AFFIRMATIVE ACTION**

The Cedar Falls Community School District has been, and will continue to be, an equal opportunity employer (Policy 401.2). To assure full implementation of this policy, we will assure that:

- A. Persons are recruited, hired and promoted for all jobs without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, or disability. Placement decisions are based solely on an individual's qualifications for the position being filled.
- B. Other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs and district sponsored programs and activities are administered without regard race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, or disability.
- C. The Cedar Falls Schools will not discriminate against any individual because of physical or mental disability or because of disabled veteran status.

It is our policy to take affirmative action in the employment of qualified minorities, females, disabled individuals, and Vietnam era and disabled veterans. This will include all employment practices. Reasonable accommodation will be provided whenever possible in our effort to advance employment opportunities for persons with disabilities.

This district has a strong commitment to equal opportunity and affirmative action. We expect your continued support in attaining this objective of equal opportunity and achieving our affirmative action goals.

January 21, 1991
December 1995 – revised
April 2008 – revised
August 2008 – revised
August 2009 – revised



Superintendent of Schools

FOOD SERVICE SUPERVISOR

VICKY ECKER
553-2460 or 553-2451

DIR, BUSINESS AFFAIRS

DOUG NEFZGER
553-3000

SENIOR HIGH MANAGER

RACHELLE COMPTON
553-2536

PEET JUNIOR HIGH MANAGER

KIM CRAIG
553-2756

HOLMES JUNIOR HIGH MANAGER

SARAH SCHUMACHER
553-2674
553-2537

BAKERY MANAGER

BRANDI DEVENNEY
553-2455
553-2752

SCHOOL NAMES, ADDRESSES, AND PHONE NUMBERS

SENIOR HIGH

OFFICE
KITCHEN

1015 DIVISION STREET

553-2500
553-2536 or 553-2537

PEET JUNIOR HIGH

OFFICE
KITCHEN

525 EAST SEERLEY BOULEVARD

553-2710
553-2756 or 553-2752

HOLMES JUNIOR HIGH

OFFICE
KITCHEN

505 HOLMES DRIVE

553-2650
553-2674

ALDRICH ELEMENTARY

OFFICE

2526 ASHWORTH DR

553-3000 (DISTRICT NUMBER)

CEDAR HEIGHTS ELEMENTARY

OFFICE

2417 RAINBOW DRIVE

553-2855

HANSEN ELEMENTARY

OFFICE

616 HOLMES DRIVE

553-2775

LINCOLN ELEMENTARY

OFFICE

321 EIGHTH STREET

553-2950

NORTH CEDAR ELEMENTARY

OFFICE

2419 FERN AVENUE

553-2810

ORCHARD HILL ELEMENTARY

OFFICE

3909 ROWND STREET

553-2465

RIVER HILLS SCHOOL

OFFICE

2700 GRAND BLVD.

268-7775

SOUTHDALE ELEMENTARY

OFFICE

627 ORCHARD DRIVE

553-2900

MISSION STATEMENT

February 1996

The Cedar Falls Community School District
Food Service Program: *Serving Our
Customers A Wide Selection of Well Balanced,
Tasteful and Cost Effective Meals With Healthy
Lifestyle Information.*

STATEMENT OF GUIDING PRINCIPLES

Board Policy (400)

It is the policy of the Board of Education of the Cedar Falls Community School District to provide an educational program of the highest standard possible and feasible, and to fulfill the mission statement of the District. Success in attaining these goals is dependent in large measure upon the competency of the employees of the District. Therefore, it shall be the policy of the Board of Education to recruit, select and retain employees who exhibit the highest standards of professionalism and competency.

Each member of the District's staff provides an important service for the students, whether teaching or assisting in the classroom, working in the office, preparing meals, maintaining facilities, transporting students, or performing other duties. Each employee has an impact on the school environment by his/her dedication to work and his/her actions, verbal and nonverbal. Each employee shall be expected to be a positive role model for the students. All District personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment.

It is the policy of the Board of Education to delegate to the superintendent or designee and the superintendent or designee's administrative staff decisions regarding personnel matters, except as may be specifically limited by Board of Education policy or by law.

The Board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit; the provisions of the master contract regarding such topics shall prevail. All employees of the District shall be governed by the policies of the Board of Education and by administrative procedures, rules and directives. Persons employed by another organization to perform services for the District shall not be granted salary or benefits by the District, but shall be subject to other District policies and administrative procedures, rules and directives while performing services for the District.

The Board of Education reserves discretion, which may be delegated to administrative personnel, to determine the number of positions and employees, the qualifications for and the duties of each position in the District, and the required standards of performance of employees.

Date of Adoption:
September 8, 2008

Date of Revision:
April 22, 2013
August 8, 2016
September 11, 2017

PUBLIC RELATIONS

Last reviewed: March 23, 2018

Employees are encouraged to take an active interest in our food service program and the School Nutrition Association, in order to keep up with the new changes taking place in school food service.

We need to show everyone with whom we come into contact that we have a great program. Always have a positive attitude when speaking of it.

Improve our relations with other school personnel so they also see our program is important to each child in school.

Be sincere in what you say and the service you render and others will be cooperative.

Customer focus should be reflected in all that we do and say.

Be congenial in all of your contacts with the students, school employees and our patrons.

CO-WORKER RELATIONS

Last reviewed: March 23, 2018

Accept personal responsibility for your actions and words, not the actions and words of others.

Treat all co-workers with respect at all times.

Promote and maintain while working, a positive, helpful attitude, with positive comments, and actions toward co-workers.

Avoid at all times arguing, gossiping, yelling, finger pointing, whispering about someone, whining, threats, "walking the kitchen", demeaning or degrading statements, or any other comments or actions which contribute to creating a negative, hostile working environment.

Employee Attire, Personal Hygiene, and Grooming

Revision Date: March 23, 2018

Attire

A uniform allowance, if any, is provided subject to the terms of the AFSCME Agreement. Currently, each employee will receive an annual uniform allowance of \$150.00 gross per contract year. The allowance will be paid in two equal payments of \$75.00 gross on or about September 30 and January 31. Two (2) short sleeve uniform tops will be provided by food service. These tops are the uniform of food service and are to be worn during working hours. Employees may purchase additional tops at cost.

Employee uniform shirts, pants, and shoes must be clean. All uniforms must be laundered daily and unwrinkled. Uniform pants can be white or black. All shoes must be mostly white or black with black or white shoe strings. It is recommended that each employee, when choosing footwear, consider the rigors of the job and appropriate care that needs to be given to the employee's feet. With that in mind, it is recommended that shoes be worn that are of high quality, provide good arch and back support, and contain a slip-resistant sole. If an employee is unsure if shoes meet

requirements, it is recommended employee discuss with manager prior to purchasing shoes or wearing to work.

Employees may wear long sleeve or short sleeve shirts under their uniform shirt. They must be white or red.

Do not wear a sweater while serving food. At other times a white or red cardigan/jacket may be worn over uniforms. Sweat shirts are not permitted.

Managers' uniforms are to consist of black pants and mostly black shoes or white pants and mostly white shoes. Only black polos and black smocks are allowed. Shirts worn underneath the polo can be red, white, or black.

Employees must wear uniforms and shoes while on duty with no exceptions, subject to management direction.

Uniforms are not to be worn outside of work.

Uniform tops are the property of food service and are to be returned when they are no longer usable or you are no longer employed by Cedar Falls Food Service. Alterations of shirts need the approval of management.

No sweat pants, no jeans except for white or black, no tight-fitting pants such as stirrups, leggings, yoga pants, exercise pants or spandex allowed. No colored undergarments or thongs are to be worn with white pants.

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, with socks to match shoe color. No spandex or knit shorts.

The manager has the discretion to send employees home to change clothes on unpaid time. Repeated violations of clothing guidelines may result in disciplinary action.

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

Hygiene

All food production personnel will maintain good personal hygiene practices to protect against foodborne illness.

All employees in school foodservice must:

Grooming

1. Arrive on work site clean – bathe and wash hair daily and use deodorant.
2. Wear clean, appropriate clothing – white pants, uniform top, clean white shoes or black pants, uniform top, clean black shoes.
3. Maintain short, clean, polish free fingernails. No artificial nails are permitted in the food production area.
4. Wash hands when entering the facility, between each task, and after sneezing or coughing.
5. Wash hands for 20 seconds with soap and warm water.
6. Aprons must not be worn during service other than designated meals. On those days a clean white plastic apron may be worn.
7. A light mist of perfume may be used, just don't overdo it.

Hair Restraints

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

Jewelry

1. Refrain from wearing jewelry in the food production area. The following rules must be followed.
2. Only one ring and a watch are permitted.
3. No necklaces or bracelets are permitted. A medical alert necklace may be worn.
4. No earrings other than one small set of studs permitted. No clip earrings.
5. If visible body piercing, jewelry must be a stud, no hoops allowed.
6. One program related pin is permitted.

Illness

1. Report any flu-like symptoms, such as diarrhea, fever, and/or vomiting to kitchen manager. Employees will be sent home.
2. If an employee is sick for 3 consecutive days, a doctor's excuse will be required upon return to work.

Cuts, Abrasions, and Burns

1. Cover all cuts, abrasions, or burns that have broken the skin with an aseptic bandage.
2. Cover bandages on hands with plastic gloves and finger cots as appropriate.
3. Inform manager of all wounds.

Smoking, eating, and gum chewing

1. No smoking on premises or grounds.
2. Eat and drink in designated areas only.
3. No eating in food preparation or storage areas.
4. No chewing gum or eating candy in food production or storage areas.

The unit manager will inspect employees when they report to work to be sure they are following hygiene requirements and follow-up as necessary.

A RESPONSIBLE FOOD SERVICE EMPLOYEE

Last reviewed: March 23, 2018

1. Makes good use of time by arranging work conveniently so work can be done efficiently.
2. Learns to work quickly and efficiently.
3. Helps others when they are in need and assists in directing the work of subs and new employees.
4. Cooperates with others to make our program run smoothly.
5. Is always punctual and ready for work.
6. Knows how to do all jobs; not just one's own.
7. Learns to prepare food a day ahead whenever necessary.

8. Makes constructive suggestions but abides by decisions when they are made.
9. Presents oneself as a well-groomed employee.
10. Serves food attractively and in a sanitary manner.
11. Asks, "Is my work clean and orderly?"

EQUAL EMPLOYMENT OPPORTUNITY

Board Policy (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 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 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 director of human resources is the alleged perpetrator, the director of secondary education 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.

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

EMPLOYEES AT WILL

Board Policy (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 of Education 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 re-employed each school year.

Date of Adoption: September 8, 2008

Date of Revision: June 10, 2013

August 8, 2016

EMPLOYEE HEALTH: PHYSICAL & MENTAL HEALTH EXAMINATIONS: VACCINES

Board Policy (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.

Date of Adoption: March 1, 1976

Date of Revision: May 8, 1989

November 11, 1996

November 25, 2002

July 17, 2006

September 22, 2008

May 13, 2013

August 8, 2016

September 11, 2017

DRUG AND ALCOHOL-FREE WORKPLACE

Board Policy (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, school-approved 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.

Federal Grant Employees

Prohibition

In addition, no employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use, on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act and as further defined by federal regulation.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. This includes, but is not limited to, any building or any school premises, any school-owned or approved vehicle used to transport students to and from school or school activities, off school property during any school-sponsored or approved activity, event, or function, where students are under the jurisdiction of the District where work on a federal grant is performed.

Reporting

As a condition of employment on any federal grant, each employee who is engaged in performance of a federal grant shall agree to abide by this policy and shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.

Sanctions

An employee who violates the terms of this policy may be suspended or discharged, at the discretion of the District and in accordance with law.

Notification

The superintendent or designee shall give a copy of this policy to each employee engaged in the performance of federal grants. The superintendent or designee shall also notify the granting agency within ten days after receiving notice of a conviction.

Programs

The superintendent or designee shall also establish a drug-free awareness program to inform employees of this policy, possible sanctions for violation of this policy, of the dangers of drug abuse in the workplace, and of any available drug counseling, rehabilitation and employee-assistance programs.

No Limitations

This policy is not intended to limit the rights of the District to discipline, including discharging, any employee who engages in an illegal act involving alcohol or drugs away from school when such violation adversely affects the employee's ability to perform his/her duties. Further, the section on a drug-free workplace under federal grant programs shall not limit the District's authority to prohibit other alcohol and drug-related behavior as set forth in this policy.

Date of Adoption: June 11, 1990

Date of Revision: May 10, 1999
November 25, 2002
September 22, 2008
May 13, 2013
December 8, 2014
August 8, 2016

**DRUG AND ALCOHOL TESTING PROGRAM FOR INDIVIDUALS NOT
REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE (CDL)**

Board Policy (402.12.3)

Statement of Policy

In order to foster an appropriate environment for the education of students and to protect the health and safety of employees, it is the policy of the Cedar Falls Community School District that the following conduct is prohibited: the use, sale, offering for sale, distribution, manufacturing, or possession of illegal drugs, controlled substances, imitation controlled substances or counterfeit controlled substances in the workplace;

- (1) any improper use of "legal" or physician-prescribed drugs in the workplace,
- (2) the use, sale, offering for sale, or possession of alcoholic liquor (beer, wine, or alcohol) in the workplace, and
- (3) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs in the workplace.

Application

The portion of this policy which pertain to testing (Sections C through M) apply to all individuals who are not required to possess a commercial driver's license in order to perform the duties of their position, with the exception of Section E, Pre-employment Testing, which shall not apply to substitute employees, temporary or seasonal employees.

Unless otherwise specified, this policy applies to all District employees, including part-time employees.

This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on District premises and will not be permitted to conduct business if found to be in violation of this policy.

Testing Provisions

The District will conduct drug testing when the District makes an offer of employment to individuals who are not required to possess a commercial driver's license in order to perform the duties of their position.

The District may conduct drug and alcohol testing of individuals who are not required to possess a commercial driver's license in order to perform the duties of their position under the following circumstances:

- Where there is reasonable suspicion of the use of illegal drugs, controlled substances or alcohol,
- When investigating certain workplace accidents, and/or injuries, and
- During or after rehabilitation.

Definitions

- (1) As used in this policy, the term "controlled substance" means any substance specified in Schedule I, II, III, IV, or V of the federal Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12, and any substance defined as a "controlled substance" by federal or state law.
- (2) Workplace is defined as the site for the performance of work done in the capacity as an employee. This includes school District facilities, other school premises or school District vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school-approved 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 District or where the employee is engaged in school business.
- (3) Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. The term "alcohol" may include, but is not limited to, beer, wine, liquor, other alcoholic beverages, and medicines containing alcohol (unless the packaging seal is unbroken).

Pre-Employment Testing

Applicants for employment will undergo drug testing as part of the physical requirements prior to commencement of their duties for employment. The testing will be conducted at a laboratory or testing facility approved under rules adopted by the Department of Health and specified by the District. If the test of an individual results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances, the applicant will not be eligible for employment.

Reasonable Suspicion Testing

Any employee who is reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will be suspended from their job duties pending an investigation and verification of their condition. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will not be permitted to drive a motor vehicle after they have been suspended. If the employee has driven a motor vehicle to work, the employee must either make arrangements with another individual to drive their vehicle or must make arrangements for alternative transportation.

Employees may be subject to testing when the superintendent or designee has reason to believe that an employee is using or has used alcohol or other drugs in violation of the District's written

policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

- Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the District.
- Evidence that the employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the District's premises or while operating the District's vehicle, machinery, or equipment.

Reasonable suspicion testing will only be required during, just before, or just after the period of the day when the employee is engaged in work functions.

Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee produces an alcohol concentration result of less than 0.04 and/or Medical Review Officer (MRO) verified negative test result for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee leads to an MRO-verified positive test result for the use of controlled substances or an alcohol concentration of 0.04 or greater, then the period of suspension will be without pay and further disciplinary action may be taken up to and including termination of employment.

Post-Injury Testing

Employees may be subject to testing if they have suffered a work-related injury for which a report could be required under Iowa Code Chapter 85, Workers Compensation. Iowa Code Section 85.16(2) provides that worker's compensation benefits will not be allowed for an injury which was caused by the employee's intoxication, if the intoxication was a substantial factor in causing the injury. In determining whether an employee will be required to submit to a post-injury drug test, the District will apply the standards set forth in Part F of this policy ("Reasonable Suspicion Testing").

The employee is permitted to obtain necessary medical attention following an accident, to leave the scene of an accident for the period necessary to obtain necessary emergency medical care, but the employee will be subject to post-injury testing and must remain readily available for testing or the employee will be deemed to have refused to submit to testing.

Alcohol tests will be administered as soon as practicable, but no later than eight hours after the injury. Tests for illegal drugs or controlled substances will be administered as soon as practicable, but no later than 32 hours after the injury.

Rehabilitation

Employees who have tested positive on a drug or alcohol test and whose employment has not been terminated will be subject to testing during, and after completion of, drug or alcohol rehabilitation. The number, type, and frequency of follow-up tests will be as directed by the substance abuse professional and, unless otherwise recommended, will consist of at least six tests in the first 12 months following the employee's return to duty.

Cooperation Required

Any individual who refuses to submit to an alcohol or controlled substance test, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be subject to disciplinary action. The phrase "refuses to submit to an alcohol or controlled substance test" means that the individual:

- Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing, or
- Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing, or
- Engages in conduct that clearly obstructs the testing process.

All employees are encouraged to make use of available resources for treatment of substance abuse problems. Under certain circumstances, employees may be referred for treatment for substance abuse. An employee will be subject to disciplinary action for:

- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Testing will be conducted in a manner to assure the highest degree of accuracy and reliability by using techniques and laboratory facilities which meet the requirements of the Iowa Department of Health.

Confirmatory Testing

If the result of the initial test for alcohol is positive or if the result of the initial test is positive for the presence of a controlled substance, a confirmatory test must be performed. The confirmatory test will use a different chemical process than was used in the initial screen for drugs or alcohol. The confirmatory drug or alcohol test will be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

Employee Requested Testing

If a confirmed positive drug or alcohol test for a current employee is reported to the District by the Medical Review Officer (MRO), the District will notify the employee in writing by certified mail, return receipt requested, of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the District for reimbursement of expenses

concerning the test. The fee charged an employee will be an amount that represents the costs associated with conducting the second confirmatory test, which will be consistent with the District's cost for conducting the initial confirmatory test on an employee's sample.

If the employee, in person or by certified mail, return receipt requested, requests a second confirmatory test, identifies an approved laboratory to conduct the test, and pays the District the fee for the test within seven days from the date the District mails by certified mail, return receipt requested, the written notice to the employee of the employee's right to request a test, a second confirmatory test will be conducted at the laboratory chosen by the employee. The results of the second confirmatory test will be reported to the medical review officer who reviewed the initial confirmatory test results and the medical review officer will review the results and issue a report to the District on whether the results of the second confirmatory test confirmed the initial confirmatory test as to the presence of a specific drug or alcohol. If the results of the second test do not confirm the results of the initial confirmatory test, the District will reimburse the employee for the fee paid by the employee for the second test and the initial confirmatory test will not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

If a confirmed positive drug or alcohol test for a prospective employee is reported to the District by the medical review officer, the District will notify the prospective employee in writing of the results of the test, of the name and address of the medical review officer who made the report, and of the opportunity for the prospective employee to request records.

Consequences for Violations

Post Offer/Pre Employment:

If the test of an individual who is applicant for employment results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or alcohol, the applicant will not be eligible for employment.

Employees:

Disciplinary action, including termination of employment, may be taken against employees for any of the following reasons:

- A violation of any provision of Board of Education Policy.
- If the test of the employee results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of 0.04 or greater.
- A failure or refusal to submit to testing.
- Engages in conduct that clearly obstructs the testing process.
- A failure or refusal to submit to an evaluation.
- A failure or refusal to undergo treatment recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
- Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Payment for Evaluation and Treatment

The District's responsibility for the cost of any evaluation, treatment, or counseling will be limited to the benefits provided by the District's health insurance plan for such evaluation, treatment, or counseling.

Date of Adoption: December 8, 2014

Date of Revision: August 8, 2016

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

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.

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.

HARASSMENT

Board Policy (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 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 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.

Date of Adoption: August 13, 2007

Date of Revision: September 8, 2008

June 10, 2013

August 8, 2016

VIOLENCE IN THE WORKPLACE

Board Policy (402.13)

Cedar Falls Community School District is committed to providing a safe, professional work environment that is free of violence, either by employees against other employees or by third parties against employees. Work place violence may include, but is not limited to, the following when such conduct is committed on school district property, at a school district activity or event, or in connection with a school district activity or event:

- offensive and/or unlawful touching by one person against another,
- threats of bodily harm to another,
- causing physical harm or injury to another,
- use of abusive language, threatening, or intimidating comments,
- possession of unauthorized firearms or weapons,
- conduct detrimental to school personnel, which may cause undue disruption of work or be perceived as endangering the safety of persons or property,
- stalking, or
- causing or encouraging another to commit conduct as listed above.

Such conduct will be subject to disciplinary action, up to and including termination of employment. Employees, who believe they have been subjected to violence in the work place, as defined in this policy, should immediately terminate all contact and communication with the offending party, inform their immediate supervisor and file a written complaint with the Director of Human Resources. Allegations of work place violence shall be investigated, documented and, if substantiated, disciplinary action shall be taken. Initiating legitimate complaints under this policy shall not cause any negative impact on the complainant, nor shall it affect their employment, compensation or work assignments.

Date of Adoption: February 26, 1996

Date of Revision: November 25, 2002

September 22, 2008

May 13, 2013

August 8, 2016

DISHONESTY

Board Policy (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.

Date of Adoption: July 22, 2013

Date of Revision: August 8, 2016

**NOTIFICATION OF ARREST, CRIMINAL CHARGES, CHILD OR DEPENDENT
ADULT ABUSE COMPLAINTS**

Board Policy (401.18)

Child or Dependent Adult Abuse Complaints

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees are arrested, have any criminal charges filed against them, receive a disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resource Department. Notification of the Human Resource Department should occur within five business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate District vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees will be responsible for the payment of a fine, penalty, or ticket incurred while operating a District vehicle. Other employees need not report such traffic tickets.

Employees must notify the Human Resource Department of any child or dependent adult abuse complaints filed against them. Employees must notify the Human Resource Department regarding the findings in any complaint against them alleging child or dependent adult abuse. The Human Resource Department should be notified of any complaints and findings within five business days of notification to employee.

Information relating to arrests, criminal charges and abuse complaints shall be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the District as required by this policy may be subject to disciplinary action up to and including termination.

Date of Adoption: June 8, 2015

Date of Revision: August 8, 2016

DISCIPLINE AND DISCHARGE

Board Policy (401.12)

Expected Behavior

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance or the performance of others.

Sanctions

The superintendent or designee may impose disciplinary sanctions for circumstance which include, but are not limited to, breach of expected behavior, failure to meet performance expectations, failure of an employee to return to work on the specified date following a leave of absence or vacation, failure to communicate in a timely manner an inability to return to work on the specified date following a leave of absence or vacation, or failure to provide a legitimate reason for failing to return on the specified date following a leave of absence or vacation, insubordination, neglect of duties, abusive or offensive language, dishonesty, or failure to comply

with Board of Education policy. Insubordination includes, but is not limited to, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or representative of the District, failure or refusal to carry out work assignments, or the use of abusive language toward a supervisor. Neglect of duties includes, but is not limited to, failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions, failure to follow the proper procedures or policies of the District, working on personal jobs or carrying on secondary employment on District time, or negligence in the operation of or care of any equipment or vehicle which results in either damage to the equipment or vehicle or results in injury to the employee or others.

Disciplinary sanctions which may be imposed include: verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, disciplinary suspensions not to exceed ten work days (with or without pay), and/or termination of employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation, reassignment or suspension may be imposed without first imposing a warning or an employee may be discharged without first applying any of these sanctions.

Procedures

Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the employee complaint procedures of Code No. 401.4. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

Suspensions Pending Action

An employee may be suspended by the superintendent or designee pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph.

Discharge

The Board of Education may terminate the contract of a licensed teacher or administrator in accordance with applicable provisions of Chapter 279 of the Code of Iowa. Sanctions specified in this policy need not be first utilized. The Board of Education may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

The superintendent or designee may terminate the employment of a classified employee, licensed employee not covered by the provisions of Chapter 279 of the Code of Iowa, supervisor or coordinator immediately for any reason. Such an employee may appeal the action utilizing the employee complaint procedures of Code No. 401.4.

Date of Adoption: February 13, 1989

Date of Revision: November 11, 1996
November 25, 2002

September 8, 2008
June 10, 2013
August 8, 2016

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**.

HOURS AND LEAVES OF ABSENCE

Last reviewed: March 23, 2018

When am I expected to report for work?

Employees are not to be in work area or clock in more than five minutes before starting time. Employees who arrive before that time may not be in the kitchen prep area. After clocking in, the employee must be ready to work with hairnet on and coat put away. If an employee clocks in more than five minutes ahead of time, the manager may edit their time.

The building manager will designate when the employee may take a break.

What should I do if I do not feel well enough to report to work?

In case of illness, the employee shall personally call the building manager and shall call before 7:00 a.m. Employee must speak to a manager. Employees should put an absence in AESOP by 5:30 a.m., when feasible. Otherwise, please ask your manager to put it in for you. If s/he does

not answer, leave a message including your phone number, asking him/her to call back. A manager will not approve a request until a conversation has occurred.

What about my privacy? What information can a manager require me to share with them?

Federal health information privacy rules do not prevent or prohibit your employer, including your manager, from asking you for information to administer sick leave, worker's compensation, wellness program or health insurance. You need to decide what information you will share but realize without enough specific information your manager will be unable to make a fact-based decision on whether to approve or deny your sick leave request. Managers are required to treat information you share as confidential personnel information.

Can I be required to provide a "doctor's note"?

Yes. The Board has provided delegated authority to supervisors and managers to request a physician's certificate for purposes of determining eligibility to receive pay during absence if this should be deemed necessary.

Is a manager required to approve sick leave because it is in the AFSCME collective bargaining agreement?

No. Your manager has the authority to approve or deny a "request" for any kind of leave, but they must do so based on the facts in each situation and the available information at the time.

What should I do if I need to see a doctor?

If it is not an emergency, you should schedule the appointment for a time which falls outside your normal work schedule.

Can I change my work schedule for a regularly scheduled appointment?

Employees will not be allowed to leave early from work or report late to work due to regularly scheduled appointments. In cases of emergency appointments, permission to attend may be requested from your manager.

What if the only times the doctor has available fall within my work schedule?

When possible, there should be no more than one individual on leave per building, including pay deduct leave, for any given day. This does not include extended sick leave absences. The prime factor in the granting of leave under the provision shall be that of maintaining the operational efficiency of the food service programs.

You should talk to your manager and see if she can identify times and days which would be possible for you to take the leave. If you schedule for a date when another employee already has an approved leave, you may be asked to reschedule and your leave request could be denied. Failure to report to work on the date for which your leave request was denied could result in disciplinary action.

What if I need to have surgery or some other medical procedure performed?

If your doctor indicates the need is urgent or it is an emergency, then you should follow the doctor's direction. For other cases, a procedure may be beneficial to a patient but does not have to be performed, or does not have to be performed at a particular time, these are considered "elective" procedures. As indicated in the AFSCME collective bargaining agreement elective procedures should be deferred to a date when students are not attending school. If you request sick leave for an elective procedure you may be asked to provide a medical certification explaining the need for the procedure to occur while school is in session. You will have to authorize your doctor to release enough details so the need is clearly communicated.

Are all medical procedures and visits covered by sick leave?

The following circumstances, including but not limited to, cosmetic treatment, Lasik surgery, orthodontic consultation or treatment, dental visits, periodic physicals and preventative health checkups, etc., do not qualify for paid sick leave.

What is the procedure on days of inclement weather?

The Superintendent makes the decision to close school. S/he, in turn, makes phone calls to the media and initiates the Superintendent electronic notification system. Employees will receive a message through that system. The employee is responsible for having at least one phone number in the system. They are also responsible to listen to news broadcasts. If the employee is still unsure, they should call their manager just before leaving home. If they are unable to reach them, call the supervisor or any central service phone number. If they have been called and been told to come in and upon arrival of work receive notice of closing, they will be offered two hours work at the manager's discretion.

If I have used all applicable paid leave, can I take a "pay deduct"?

The Food Service Manager in coordination with the program supervisor may grant temporary leaves of absence without pay (pay deduct) to employees who request one but who are not covered by any other provisions for the proposed absence.

What are the consequences for an employee with poor attendance?

Unexcused absences in excess of three (3) consecutive working days shall constitute a voluntary resignation by the employee. Failure to report to work without having received the necessary approval for the absence may be grounds for dismissal. Employees with a record of absence, both approved and/or unapproved, which interferes with the effective operation of the student service program, may be subject to discipline up to and including termination of employment.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employer's spouse, child, or parent who has a qualifying serious health condition;
- For the employer's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

WORKING SKILLS

Last reviewed: March 23, 2018

1. Use short, simple motions.
2. Eliminate any unnecessary movements.
3. Work with both hands. Reduce the time one hand holds the work, while the other hand is used for the task.
4. Perform work in a rhythmic way, using smooth, continuous, and curved motions. These types of movements conserve energy.
5. Use equipment to do work whenever possible.
6. Use the correct size of equipment.
7. Learn to operate all attachments for efficient use of time.
8. Keep equipment in top condition.
9. Weigh and measure ingredients using the largest appropriate size. Ex: Measure one quart instead of four cups. Measure one tablespoon instead of three teaspoons.
10. Use standardized recipe and procedures.
11. Work at a steady pace. Working too rapidly can lead to decrease in productivity.
12. Plan for rest periods. Working without breaks can lead to a decrease in productivity.
13. Practice good health habits.
14. Maintain good posture. If body alignment is off balance, fatigue will result.
15. Use mobile equipment and ask for help with heavy or bulky loads.

Maintaining food safety is critical. Potentially Hazardous Foods (foods of animal origin, plant origin which have been heated, raw seeds, melons, garlic and oil and some synthetic ingredients) need to have food temperature tracked and recorded every 2 hours. All foods that have been held in the danger zone of 41° - 135° for 4 hours must be disposed of. Follow standard operating procedures for handling all foods.

ELECTRONIC COMMUNICATION SYSTEMS

Board Policy (403.7.1)

No Privacy Expectation

All of the District's automated and technology systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of

an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials.

Computers Owned by the District

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer. All software must be installed by the information technology department. Individual employees shall not download software, including screen savers. All software installed on District computers must be installed in the District's software inventory. The information technology department will catalog software and file all licensing agreements.
- Passwords need to be kept secure in a discreet location.

E-mail Usage Policy

Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Unauthorized use of another user's name/account to access e-mail or the Internet is prohibited.

Internet Usage

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. Employees are expected to access only educationally appropriate sites. The District has the ability and reserves the right to review records of use of the Internet.

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

Inappropriate Uses of Internet and/or E-mail

The District prohibits the inappropriate uses of the Internet (including e-mail), including, but not limited to, the following:

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that improperly disparage the products or services of other

entities.

- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, accessing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server or gain unauthorized access to another's systems or materials.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access and other use of the District's information technology systems may be monitored at any time, without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

Date of Adoption: April 9, 2001

Dates of Revision: November 25, 2002

October 13, 2008

September 23, 2013

August 8, 2016

EMPLOYEE USE OF SOCIAL MEDIA

Board Policy (403.7.2)

The Cedar Falls Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including text, audio, video, images, podcasts, social networking websites including, but not limited to Facebook, Twitter, Instagram and similar sites now or in the future, and personal web pages or blogs, and electronic messaging, are subject to the normal requirements of legal

and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

District / Professional Use of Social Media

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties shall be honest about his or her identity, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- An employee must identify himself or herself and position held with the District. Never create an alias or be anonymous.
- The “cfschools.org” address attached to an employee’s name and/or email implies that he/she is acting on behalf of the District and, as such, employees are expected to conduct themselves in a professional manner.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District’s system is subject to being monitored or inspected at any time.
- Employees must comply with District policy on Use of Information Resources.
- Absent parent permission, staff members may not share, send, or post pictures, text messages, e-mails or other material that personally identifies District students. Employees may not use images of students, e-mails, or other personally-identifiable student information for personal gain, profit, or any other non-school related purpose.
- Staff members shall not submit or post confidential information about the District, its students, alumni, or employees; one must assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- By their very nature, social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, staff must set and maintain social networking privacy settings at the most restrictive level.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if a post was deleted; staff must assume that a message or image which is posted or communicated can never be completely deleted.

Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees when that speech in certain circumstances, such as the personal use of social media, interferes with the employee’s ability to perform his or her duties or affects the District’s ability to efficiently provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their

position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If an employee is participating on a social networking website, web page, and/or blog for personal use, the employee may identify himself or herself as an employee of the District. However, the employee must state that he/she is expressing personal opinions, not those of the District.
- If identifying oneself as a District employee, remember that one's actions will reflect not only on you, but also on the District.
- Staff shall never pretend to be someone else and submit or post information concerning the District.
- Staff shall not use the District's school logos or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website, or other personal web page to any District website or material.
- If submitting or posting information or comments that are not related to the District, a staff member's activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- While an individual does not have control of what others may submit or post on social networking websites; staff members must be aware that conduct in one's private life may affect one's professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to your status with the District.
- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any social networking website. This includes becoming "friends" on such sites. Employees should refrain from engaging in social interaction with current students enrolled in the District through personal pages on social networking websites and other personal web pages or electronic messaging.
 - Employees may use professional web pages that are created through the District and used solely for school-related purposes. Notify parents of intentions to use this media to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships must be followed.
- Staff members shall not provide personal contact information to students currently enrolled in the District. Only provide an official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, participating on any personal social media, regardless of whether such participation is through District or personal equipment shall be limited to professional purposes.

Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he/she should consult his or her supervisor.

Date of Adoption: October 14, 2013

Date of Revision: August 8, 2016

PERSONAL COMMUNICATIONS

Board Policy (403.8)

The Board of Education recognizes the need of its employees to send and receive personal communications during working hours from time to time. Phone calls related to the educational program will be paid for by the District.

Personal communications should be kept to the absolute minimum. Employees are expected to exercise discretion in making and receiving personal communications during working hours. Personal communications should occur during the employee's lunch, break or preparation time.

No personal communications shall be billed to the District.

Date of Adoption: October 13, 2008

Date of Revision: May 13, 2013

August 8, 2016

STANDARDIZED RECIPES

Last reviewed: March 23, 2018

Food preparation will be done with the use of Harris School Solutions standardized recipes. These recipes provide a consistent product and produce a consistent amount which helps in the elimination of leftovers. Recommendations for recipe changes should be made to the managers. Portion control is absolutely necessary to provide proper nutrients and control food costs. Use correct serving size and correct scoops.

CHEAT SHEET

Last reviewed: March 23, 2018

Food Base Menu Planning System with Offer vs. Serve implemented.

Breakfast requires the offering of ½ cup fruit/vegetable or juice, 8 oz. milk, and 2 servings of bread or 2 servings of meat/meat alternate or one bread and one meat. Of those four food groups offered, three must be served.

Lunch requires offering servings of meat or meat alternative, milk, bread, fruit and vegetable. All five food groups must be offered and three of the five must be served. One of the three must be a

fruit or a vegetable. There are additional requirements. See the attachment at the back of the book.

Some foods are combination foods in that they offer more than one food group. Example-pizza offers at least one serving of bread, 2 oz. meat/meat alternate and 1/8 cup vegetable.

Time and temperature are critical to serving safe food. Cold foods should be kept colder than 41⁰ and hot foods should be kept warmer than 135⁰. Temperatures should be recorded every 2 hours. Food falling into the danger zone of 41⁰ and 135⁰ for more than 4 hours must be disposed of.

Hot foods must be cooled to 70⁰ within 2 hours and 41⁰ in 4 more hours. Put product in small pans to cool quickly.

Ready to Eat foods (RTE) must be heated to a minimum of 135⁰ Combination foods like chili or sloppy Joe must be heated to 165⁰. Leftovers must be heated to 165⁰

Food storage—chemicals are never stored near food or paper products used for food service. All bottles must be labeled. Foods in a cooler are always stored with RTE foods on top and raw foods stored with the food needing the lowest “cooked to” temperature food above the highest “cooked to” temperature. Example—lettuces on top, RTE chicken patties next with raw ground beef on the bottom.

Allergens—some are wheat, milk, soy, egg, fish/shellfish, peanuts and tree nuts.

Scoops are numbered based on a quart. Example –There are 8 one half cup servings in a quart. A half cup scoop is numbered 8. There are 16 quarter cup servings in a quart. A quarter cup scoop is numbered 16 etc.

3 tsp. = 1 Tbsp. 4 c. = 1 qt. 4 qt. = 1 gal.

SENIORITY

Last reviewed: March 23, 2018

See ASFME contract for more information on seniority.

NOTICE OF VACANCIES

Last reviewed: March 23, 2018

See AFSME contract for more information on vacancy posting.

FOOD SERVICE CLASSIFICATIONS

Last reviewed date: March 23, 2018

See AFSME contract for more information on classifications.

TRAINING

Last reviewed: March 23, 2018

1. A mandatory workshop will be held for all food service employees before school begins and as scheduled by management.
2. New employees will attend a food safety class comparable to ServSafe. These employees are required to participate in all mandatory training sessions, and to pass all state and federally required certification tests. Exam fees for state and federally required tests will be paid by the District for one (1) administration of the test. Employees, who fail a test, will be solely responsible for all fees required to re-take the test. Employees who failed the first exam for certification must retake the test the following month.

MISCELLANEOUS INFORMATION

Last reviewed: March 23, 2018

Our school meal program uses the Food Based Menu planning system. All school meals must meet USDA guidelines. A chart is attached at the back of this handbook.

Our school program also uses the option of "Offer vs Serve". This means that all lunches must be served 3 out of 5 full servings of foods and breakfast must be served 3 out of 4 full servings of food. One serving must include ½ c. fruit or vegetable at lunch.

1. Never handle food unnecessarily.
2. Do not chew gum or eat candy. Cough drops are acceptable, if necessary.
3. Keep your hands away from your face at all times.
4. Do not serve food which is not up to district standards. Report low quality food items to your manager.
5. It is our policy that plastic gloves are to be used at all times when handling or serving ready to eat food. Ready to eat (RTE) food is food that is edible without any additional preparation. Change gloves as often as necessary.
6. One milk or fruit juice a day will be free to employees for break or lunch. Employees are to get their food for breaks after they check out for break, not before.
7. All ala carte items will be purchased at regular ala carte prices except leftovers designated by the manager. Pre-made salads and subs may be purchased for the adult meal price, unless designated as leftover food by the manager.
8. There is absolutely no unnecessary tasting of food and no tasting of food at the serving counters.
9. Unless food sampling is required for production reasons, food should be eaten only at coffee and lunch break periods.
10. If an employee chooses to bring his/her lunch from home; the following guidelines should be taken into consideration:

- A. Food should be brought in generic containers. Ex: No containers with restaurant names such as McDonald's or Godfather's.
 - B. Food service coolers, freezers, and dry storage are to be used for school food service items only.
 - C. Empty pop cans or bottles along with all other waste materials should be taken care of appropriately.
11. In order to maintain sanitation standards and work efficiency, family members of an employee will be allowed in the kitchen for emergency reasons only. All visitors must wear hair restraints and wash hands.
 12. No pop cans or open beverage containers will be allowed in the kitchen. Employees may drink from a closed beverage container if the beverage container is handled to prevent contamination. Containers must go under the counter.
 13. Personal items are not allowed in the kitchen production area. For example: no purses, bags, gifts, magazines, catalogs, etc.
 14. All keys are to be turned in at the end of the school year.
 15. Procedures for SNA Iowa Convention Attendance
 - a. Only those employees who are SNA Members will be reimbursed for expenses. SNA Membership must be established at least two (2) months prior to convention date.
 - b. The District will provide transportation via school vehicle. SNA Members only will use this means of transportation.
 - c. Only Food Service managers, secretaries and supervisor may attend the convention.
 - d. Any person canceling for non-emergency reasons after registration for conference or motel has been paid will be billed for any charges not refunded to the district.
 - e. If the convention is held locally, the District will pay for a three day registration and a meal allowance of \$30.00 per day including tips.
 - f. If the convention is held in Cedar Rapids, the District will pay for a three day registration, meal allowance of \$30.00 per day including tips. Reimbursement shall be made for actual expenses of parking, telephone, taxes, etc.
 - g. If the convention is held in a location farther away than Cedar Rapids, the District will pay for lodging in addition to everything stated in 6b. Lodging accommodations will be made to minimize the overall cost of the trip.
 - h. Receipts are required.

JOB TITLE: Food Service Program Secretary/Accounting Clerk

REPORTS TO: Food Service Supervisor

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: May 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required

Skills

FUNCTION: Work under the direction of the Food Service Supervisor

Knowledge

1. Computer skills consisting of Microsoft Office, spreadsheets and database.
2. Basic math.
3. Written and spoken English.
4. Child Nutrition programs.
5. Typing

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral direction effectively.
3. Ability to work at a fast pace with accurate results.

4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Perform primary receptionist duties for food service. These duties would include answering telephone calls, greeting vendors, and other members of the public.
2. Prepare all food service related correspondence as needed.
3. Prepare monthly menus for printing and distribution.
Prepare and file Monthly State Claim for Meal Reimbursement.
4. Prepare all food service purchase orders and enter them into the management information system.
5. Maintain account supply and inventory records for the food service warehouse including equipment.
6. Process all food service invoices by preparing them for approval and distributing them to the business office.
7. Maintain the food nutrition analysis software with up to date product information.
8. Responsible for ordering uniforms for food service personnel.
9. Responsible for general filing for food service.
10. Responsible for e-mail order changes and completions from business office for food service department.
11. Prepare annual requisitions for food service for printed forms, general instructional supply, towels, paper, equipment, emergency buckets, first aid supplies, and media supplies.
12. Update HACCP Booklet and FS Employee Manual annually with input from Managers and Food Service Supervisor.
13. Place orders for food and supplies from Central Services and from vendors.

14. Track and fill in coupons for rebates and free product offers.
16. Answer questions from parents and building secretaries and bookkeepers regarding the Harris School Solutions and RevTrak.
17. Database Administrator for Harris School Solutions System
18. Coordinate the Free and Reduced Meals program for the District.
19. Take and write up minutes of the weekly Manager Meetings.
20. Update bread, milk, and paper supplies bids annually & submit to business office after getting Food Service Supervisor's approval.
21. Responsible for all other duties as assigned by the Food Service Supervisor.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- May be exposed to sun, rain, wind, snow
- May be exposed to extreme heat or cold
- May be exposed to confined spaces
- May be exposed to heights of more than 6 feet
- May be exposed to dust and dirt
- May be exposed to chemically treated fluids

7. Employee Vision:

- a. Near Vision Not essential Minimal vision 20-40 20-20
- b. Far Vision Not essential Minimal vision 20-40 20-20
- c. Visual Depth Not essential Minimal depth perception
- Moderate Accurate
- d. Visual Color Discrimination Not essential Minimal Requires discriminating red, green & white Accurate

8. Employee Endurance Capacity Required Each Day:

- Not essential Light energy required Moderate energy required
- Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

JOB TITLE: Food Service Secretary I

REPORTS TO: Food Service Supervisor

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: May 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required

Skills

FUNCTION: Work under the direction of the Food Service Supervisor

Knowledge

1. Computer skills consisting of Microsoft Office, spreadsheets and database.
2. Basic math.
3. Written and spoken English.
4. Child Nutrition programs.
5. Typing

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral direction effectively.
3. Ability to work at a fast pace with accurate results.

4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Perform primary receptionist duties for food service. These duties would include answering telephone calls, greeting vendors, and other members of the public.
2. Prepare food service related correspondence as needed.
3. Maintain account supply and inventory records for the food service production kitchen.
4. Responsible for general filing for production kitchen.
5. Deliver food to schools when necessary.
6. Prepare, print and complete daily production reports.
7. Responsible for all other duties as assigned by the Food Service Supervisor.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

- e. Climb Ladder Frequently Occasionally Not at all
- f. Kneel Frequently Occasionally Not at all
- g. Twist Frequently Occasionally Not at all
- h. Push/Pull Frequently Occasionally Not at all
- i. Use both hands Frequently Occasionally Not at all

5. Lifting:
- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
- May be exposed to sun, rain, wind, snow
 - May be exposed to extreme heat or cold
 - May be exposed to confined spaces
 - May be exposed to heights of more than 6 feet
 - May be exposed to dust and dirt
 - May be exposed to chemically treated fluids
7. Employee Vision:
- a. Near Vision Not essential Minimal vision 20-40 20-20
 - b. Far Vision Not essential Minimal vision 20-40 20-20
 - c. Visual Depth Not essential Minimal depth perception
 - Moderate Accurate
 - d. Visual Color Discrimination Not essential Minimal Requires discriminating red, green & white Accurate
8. Employee Endurance Capacity Required Each Day:
- Not essential Light energy required Moderate energy required
 - Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as

assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

JOB TITLE: **Food Service Manager**

REPORTS TO: Supervisor of Food Service Program

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: June 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required: Institutional Food Service Preferred

Skills: Leadership, communication, organizational, math, computer, cooking skills

FUNCTION: Under the administrative approval of the supervisor of food service, the food service managers shall supervise all work in the assigned kitchens. Specific duties are:

Knowledge

1. Knowledge of Child Nutrition Program requirements.
2. Possess working knowledge of the principles and preparation of quantity food preparation.
3. Possess basic computer skills, including spreadsheet use.
4. Possess knowledge of basic mathematics and measuring conversions.
5. Possess knowledge of safety and health regulations.

Licenses, Certifications, Bonding, and or Testing Required

1. Maintain active membership in School Nutrition Association and certification through that program, including ServSafe certification.
2. Valid driver's license.

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Monitor food production and service to assure that planned menus are being followed.
2. Learn and use Harris School Solutions database.
3. Prepare daily work schedule with menus, recipes, and portions specified.
4. Project level of participation on a daily basis..
6. Plan, coordinate and monitor special diet menus for students requiring changed menu.
7. Monitor use of leftover food.

8. Monitor food production and service to assure compliance with time and temperature guidelines and sanitation regulations.
9. Assist with food preparation.
10. Receive and sign for food and supplies as delivered. Check quantity and quality of items received. Record times and temperatures. Advise the supervisor of food service concerning the condition of items received.
11. Calibrate thermometers as needed.
12. Supervise and assure proper storage of all food and supplies. Record times and temperatures. Report any abnormalities.
13. Inventory food, supplies, and commodities by established system. Enforce date stamping procedure.
14. Possess good skills in use of food service equipment. Ensure that equipment is properly used and cared for. Request repair of equipment and replacement as needed.
15. Keep appropriate operational records as required by the supervisor of food service.
16. Schedule personnel, maintaining the proper ratio of meals per labor hour.
17. Provide instruction to employees.
18. Audit employee's time cards.
19. Provide on-the-job training in equipment use and care, food production, sanitation, storage, record keeping and human relations.
20. Conduct staff meetings at school level.
21. Participate in hiring, disciplining, and evaluating of food service personnel.
22. Visit satellite schools to observe and evaluate food service procedures.

23. Deliver and pickup food and supplies as necessary.
24. Carry out nutrition education activities as requested by the supervisor of food service.
25. Assist in the planning and production of special functions involving child nutrition facilities.
26. Attend regularly scheduled manager meetings.
27. Attend meetings, workshops, and conferences for improvement of job competencies. Complete all educational courses as arranged by supervisor.
28. Assume responsibilities for the supervisor of food service for the individual preparation center in the supervisor's absence.
29. Promote good public relations.
30. Maintain clean body and clothing at all times.
31. Communicate to others directions for after hour's emergencies, including method for employees to communicate absence or personal emergencies.
32. Perform such other duties as may be assigned by the supervisor of food service.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No
4. Employee may need to:
- | | | | |
|-------------------|--|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| e. Climb Ladder | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| f. Kneel | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| g. Twist | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| h. Push/Pull | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| i. Use both hands | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
 Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
 May be exposed to sun, rain, wind, snow
 May be exposed to extreme heat or cold
 May be exposed to confined spaces
 May be exposed to heights of more than 6 feet
 May be exposed to dust and dirt
 May be exposed to chemically treated fluids
7. Employee Vision:
a. Near Vision Not essential Minimal vision 20-40 20-20
b. Far Vision Not essential Minimal vision 20-40 20-20
c. Visual Depth Not essential Minimal depth perception
 Moderate Accurate
d. Visual Color Discrimination Not essential Minimal Requires discriminating red, green & white Accurate

8. Employee Endurance Capacity Required Each Day:
 Not essential Light energy required Moderate energy required
 Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

JOB TITLE: **Assistant Manager**

REPORTS TO: Manager

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: June 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required: Institutional Food Service Preferred

Skills: Leadership, communication, math, computer, cooking skills

FUNCTION: Direct, assist, and supervise under the direction of the manager at the High School, Holmes, and the Bakery.

Under the administrative approval of food service, the food service assistant manager shall supervise all work in the assigned kitchen. Specific duties are:

Knowledge

1. Knowledge of Child Nutrition Program requirements.
2. Possess working knowledge of the principles and preparation of quantity food preparation.
3. Possess basic computer skills, including spreadsheet use.
4. Possess knowledge of basic mathematics and measuring conversions.
5. Possess knowledge of safety and health regulations.

Licenses, Certifications, Bonding, and or Testing Required

1. Maintain active membership in School Nutrition Association and certification through that program, including ServSafe certification.
2. Valid driver's license.

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Works closely with the manager in all phases of managing the kitchen by assisting the manager in work schedules, calculating the amounts required in menus, doing time sheets and ordering items for the program.
2. Assist the manager with recipe calculations, projecting daily participation, special diets, use of leftover food, and time and temperature guidelines.
3. Learn and use Harris School Solutions database.
4. Assist with food preparation.
5. Assist with receipt and storage of food and supplies. Check quantity and quality of items received. Advise the manager concerning the condition of items received. Record times and temperatures according to guidelines.
6. Assist with inventory of food, supplies, and commodities by established system. Enforce date stamping procedure.
7. Possess good skills in use of food service equipment. Ensure that equipment is properly used and cared for. Request repair of equipment and replacement as needed.

8. Keep appropriate operational records as required by the manager and supervisor of food service.
9. Schedule personnel, maintaining the proper ratio of meals per labor hour.
10. Provide instruction to employees.
11. Provide on-the-job training in equipment use and care, food production, sanitation, storage, record keeping and human relations.
12. Calibrate thermometers as necessary.
13. Conduct staff meetings at school level.
14. Participate in hiring, disciplining and evaluating food service personnel.
15. Visit satellite schools to observe and evaluation food service procedures.
16. Carry out nutrition education activities as requested by the manager and supervisor of food service.
17. Assist in the planning and production of special functions involving the child nutrition facilities.
18. Attend regularly scheduled manager meetings.
19. Attend meetings, workshops, and conferences for improvement of job competencies. Complete all educational courses as arranged by supervisor.
20. Assume responsibilities for the manager of food service for the individual preparation center in the manager's absence.
21. Promote good public relations.
22. Maintain clean body and clothing at all times.
23. Communicate to others: directions for after-hours emergencies, including the method for employees to communicate absences or personal emergencies.
23. Supervise and coordinate the operation at Holmes Junior High or Bakery as assigned.
24. Perform other duties as assigned.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
 - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
 - May be exposed to sun, rain, wind, snow
 - May be exposed to extreme heat or cold
 - May be exposed to confined spaces
 - May be exposed to heights of more than 6 feet
 - May be exposed to dust and dirt
 - May be exposed to chemically treated fluids

7. Employee Vision:
- a. Near Vision Not essential Minimal vision 20-40 20-20
 - b. Far Vision Not essential Minimal vision 20-40 20-20
 - c. Visual Depth Not essential Minimal depth perception
 Moderate Accurate
 - d. Visual Color Discrimination Not essential Minimal Requires
discriminating red, green & white Accurate
8. Employee Endurance Capacity Required Each Day:
- Not essential Light energy required Moderate energy required
 - Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

JOB TITLE: **Department Head I**

CLASSIFICATION: I

REPORTS TO: Manager

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: May 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required: Institutional Food Service Preferred

Skills: Communication, math, basic computer, cooking skills

FUNCTION: Work under the supervision of the manager or assistant manager and perform such duties as assigned.

Knowledge

1. Knowledge of Child Nutrition Program Requirement.
2. Possess working knowledge of preparation of food.
3. Possess knowledge of basic mathematics and measuring conversions.
4. Possess knowledge of safety and health regulations.

Licenses, Certifications, Bonding, and or Testing Required

1. New employees must complete educational courses including ServSafe as arranged by the manager.
2. Valid driver's license.

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Ability to provide instruction to a few people.
2. Assist in putting away delivered foods and supplies.
3. Maintain clean body and clothing at all times.
4. Prepare foods for special diets according to the manager's direction.
5. Ensure that equipment is properly used and cared for.
6. Prepare food items by using appropriate methods and standardized recipes.
7. Ensure proper amounts of food sent to satellite schools.
8. Recognize properly prepared food items by sight, taste, and smell.
9. Inform manager of food and supplies needed for department.
10. Assist with setting up serving areas and dispensing food.
11. If the need arises, go to satellite schools to serve food, record amounts of food used and clean up serving areas.
12. Assist with cleaning lunchroom and serving area after use.
13. Perform cleaning duties as assigned by the manager.

14. Drive delivery truck to various schools if need arises. Deliver and pickup food and supplies in an emergency.
15. Assume responsibilities for the assigned department.
16. Assist with recipe testing and product development.
17. Keep daily records of all food and non-food supplies used in assigned department for inventory records.
18. Maintain accurate food production records for the assigned department.
19. Prepare and serve food for outside activities.
20. Compute food requirements for meals.
21. Maintain freezers and storage areas in an orderly manner.
22. Thaw and cool foods in compliance with proper sanitation guidelines.
23. Ensure proper food temperatures and documentation are kept. Calibrate thermometers as necessary.
24. In addition to assigned meal preparation, assist with food preparation in all areas of the kitchen.
25. Basic computer skills.
26. Perform such other duties as assigned by manager.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:
- | | | | |
|-------------------|--|--|-------------------------------------|
| a. Bend | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| e. Climb Ladder | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| f. Kneel | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| g. Twist | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| h. Push/Pull | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| i. Use both hands | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
- May be exposed to sun, rain, wind, snow
- May be exposed to extreme heat or cold
- May be exposed to confined spaces
- May be exposed to heights of more than 6 feet
- May be exposed to dust and dirt
- May be exposed to chemically treated fluids
7. Employee Vision:
- | | | | | |
|--------------------------------|--|---|---|--------------------------------|
| a. Near Vision | <input type="checkbox"/> Not essential | <input type="checkbox"/> Minimal vision | <input checked="" type="checkbox"/> 20-40 | <input type="checkbox"/> 20-20 |
| b. Far Vision | <input type="checkbox"/> Not essential | <input type="checkbox"/> Minimal vision | <input checked="" type="checkbox"/> 20-40 | <input type="checkbox"/> 20-20 |
| c. Visual Depth | <input type="checkbox"/> Not essential | <input type="checkbox"/> Minimal depth perception | | |
| | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Accurate | | |
| d. Visual Color Discrimination | <input type="checkbox"/> Not essential | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> | |
| | Requires discriminating red, green & white | <input type="checkbox"/> Accurate | | |
8. Employee Endurance Capacity Required Each Day:
- Not essential Light energy required Moderate energy required
- Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

JOB TITLE: **Classification II Food Worker**

CLASSIFICATION: II

REPORTS TO: Manager

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

DATE REVISED: May 2016

Qualifications

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience Required

Skills: Math, computer, cooking skills

FUNCTION: Work under the supervision of the manager and perform such duties as assigned.

Knowledge

1. Knowledge of Child Nutrition Program Requirement.
2. Possess working knowledge of preparation of food.
3. Possess knowledge of basic mathematics and measuring conversions.
4. Possess knowledge of safety and health regulations.

Licenses, Certifications, Bonding, and or Testing Required

1. New employees must complete educational courses including ServSafe as arranged by the manager.
2. Valid driver's license.

Ability

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

Essential Functions

1. Under direction of the manager or department head, assist with the duties of the department.
2. Assist in putting away foods and supplies.
3. Maintain clean body and clothing at all times.
4. Prepare food for special diets according to manager's direction or department head's direction.
5. Possess good skills in the use of food service equipment.
6. Prepare food under the direction of the manager or department head using appropriate methods and standardized recipes.
7. Assist in sending the correct amount of food to satellite schools.
8. Recognize properly prepared food by sight, taste, and smell.
9. Assist manager or department head in ensuring that needed food and supplies are ordered.
10. Assist with setting up serving areas and dispensing foods.
11. If need arises, go to satellite schools to serve food, record amounts of food used and clean up serving areas.
12. Assist with cleaning lunchroom and serving area after use.

13. Perform cleaning duties as assigned by manager.
14. Drive delivery truck as assigned. Deliver and pickup food and supplies in an emergency.
15. Assume responsibility for department head in their absence.
16. Assist manager or department head with recipe testing and product development.
17. Assist manager or department head with record keeping of all food and non food supplies used in the department for inventory records.
18. Assist manager or department head with maintaining accurate food production records for the department.
19. Prepare and serve food for outside activities.
20. Ensure all food requirements are met for meals.
21. Assist department head in maintaining freezer and storage areas in an orderly manner.
22. Thaw and cool foods in compliance with proper sanitation guidelines.
23. Assist manager or department head in ensuring proper food temperatures and documentation is kept. Calibrate thermometers as necessary.
24. In addition to assigned meal preparation, assist with food preparation in all areas of the kitchen.
25. Follow prescribed procedures for money collection and card sales.
26. Practice good driver safety.
27. Pick up foods and supplies and deliver to assigned building.
28. Assist in packing trays, utensils, and supplies for use at satellite schools.
29. Basic computer skills.
30. Perform point of sale duties – including basic knowledge of computers, knowledge of point of sale screen, and food service rules at the point of sale.

31. Learn as many student names as possible and inform manager of any misuse of ID or problems at the point of sale.
32. Use proper chemicals and water temperature when operating dish machine.
33. Record time and temperature on dish machine.
34. Ensure all food requirements are met for meals.
35. Perform such other duties as assigned by the manager.

Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing & Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
 Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
 May be exposed to sun, rain, wind, snow
 May be exposed to extreme heat or cold
 May be exposed to confined spaces
 May be exposed to heights of more than 6 feet
 May be exposed to dust and dirt
 May be exposed to chemically treated fluids
7. Employee Vision:
a. Near Vision Not essential Minimal vision 20-40 20-20
b. Far Vision Not essential Minimal vision 20-40 20-20
c. Visual Depth Not essential Minimal depth perception
 Moderate Accurate
d. Visual Color Discrimination Not essential Minimal Requires discriminating red, green & white Accurate
8. Employee Endurance Capacity Required Each Day:
 Not essential Light energy required Moderate energy required
 Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

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

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^b Per Week (Minimum Per Day)					
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/Orange ^f	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{g,s}	0	0	0	½	½	¾
Additional Veg to Reach Total ^h	0	0	0	1	1	1½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,p}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^gThis category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast

FACTORS INVOLVED IN MENU PLANNING

Nutritional Requirements – Refer to the chart on the previous page

Student Preferences

Food Cost

Eye appeal – pleasant color combination

Contrast in food texture

Can the meal be prepared with present equipment?

Will the food fit into available transport units and truck?

Have government commodities been utilized?

Is there enough room on the tray for the food?

Can the meal be served with 4 hands plus a pick up item at the elementary schools?

Seasonal variables – Examples

Ice cream does not transport well in warm months

Some fresh produce is available only during certain months

Is there enough labor to prepare the meal?

Does the following day's meal require advance preparation?

Production variables – Examples

No cake on Mondays

No tacos on Tuesdays

Does the bakery have enough pans and transport units?

Was the entrée planned for appropriate meat thawing time?

Consideration for production variables among production kitchens

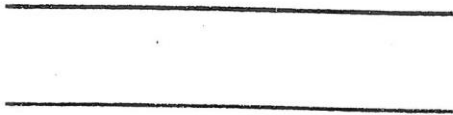
Can leftovers from Friday be saved until Monday?

Is there enough room on the serving table at the elementary schools?

Is it possible to do the production for both elementary and secondary schools?

FOOD TEMPERATURE GUIDE

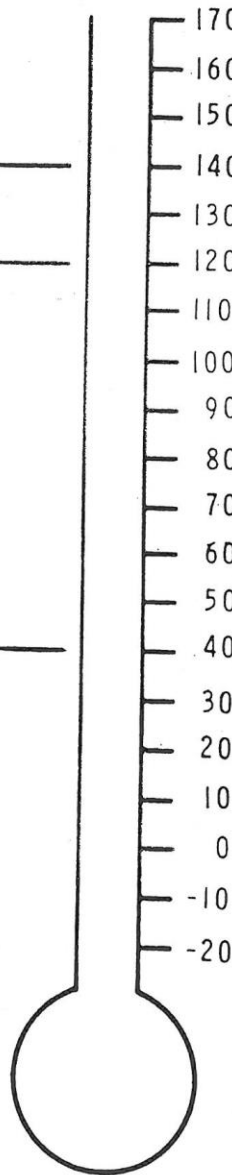
When serving hot foods,
keep temperature
ABOVE 141 degrees F.



DANGER ZONE
Most bacteria, including
food-poising type,
will grow rapidly in
the temperature range
between 45 degrees &
120 degrees F.



Refrigerate prepared foods
at 40 degrees F. or below
to prevent bacterial growth
and retard food spoilage.



Some bacterial
growth may occur between
120 & 140 degrees.

Store frozen foods at
0 degrees F. or below.

PORTION CONTROL

General Information A-20

The recipes are standardized to yield a certain number of servings of the size specified in the recipe. To obtain that number of servings, follow the specified serving size as closely as possible. Scoops, ladles, or spoons of standard sizes help in serving equal-size portions.

Ladles

The following sizes of ladles will help in obtaining equal-size servings of soups, sauces, creamed foods, and other similar foods. Perforated ladles are available for accurate portioning of foods that need draining.

Ladle Size	Approximate Measure
1 oz	1/8 cup
2 oz	1/4 cup
4 oz	1/2 cup
6 oz	3/4 cup
8 oz	1 cup

Scoop (or Dish) Number

The number of the scoop or disher indicates the number of level scoopfuls it takes to make 1 quart. The following tables give an approximate measure for each scoop:

Scoop or Dish Number	Approximate Measure
6	2/3 cup
8	1/2 cup
10	3/8 cup
12	1/3 cup
16	1/4 cup
20	3 1/3 Tbsp
24	2 2/3 Tbsp
30	2 Tbsp
40	1 2/3 Tbsp
50	3 3/4 tsp
60	3 1/4 tsp
70	2 3/4 tsp
100	2 tsp

GENERAL EQUIVALENTS

16 tablespoons	equals	1 cup
1 cup (standard measure)	equals	1/2 pint (8 fluid ounces)
2 cups	equals	1 pint
16 ounces	equals	1 pound
3 quarts (dry)	equals	1 peck
4 pecks	equals	1 bushel
32 ounces	equals	1 fluid quart
128 ounces	equals	1 fluid gallon
1 No. 10 can	equals	13 cups
1 pound margarine/butter	equals	2 cups
1 pound flour	equals	4 cups
1 teaspoon	equals	60 drops
1 pinch (few grains)	equals	1/16 teaspoon
3 teaspoons	equals	1 tablespoon
1 jigger	equals	1 1/2 ounce
2 pints	equals	1 quart
4 quarts	equals	1 gallon
16 ounces (liquid)	equals	1 pound or 1 pint (liquid)
8 ounces (liquid)	equals	1 cup (liquid)
1 ounce	equals	2 tablespoons (approx.)

CONTENTS OF STANDARD CANS

Can Number	Weight	Volume (Cups)
1	10-11 oz.	1.25
300	15 oz.	1.75
303	1 lb.	2
1 Tall	1 lb.	2
2	1 lb. 3 oz.	2.5
2.5	1 lb. 13 oz.	3.5
3	1 qt. 13 oz.	3.5
5	3 lbs.	5.75
10	6 lbs. 8 oz.	12-13

MEASUREMENTS

$$\frac{1}{4} = .25$$

$$\frac{1}{2} = .50$$

$$\frac{3}{4} = .75$$

$$\frac{1}{5} = .20$$

$$\frac{2}{5} = .40$$

$$\frac{3}{5} = .60$$

$$\frac{4}{5} = .80$$

$$\frac{1}{3} = .333$$

$$\frac{2}{3} = .666$$

#10 can = 12 cups of liquid

1 cup = 8 oz.

$\frac{1}{2}$ cup = 4 oz.

$\frac{1}{4}$ cup = 2 oz.

$\frac{1}{3}$ cup = approximately 2 $\frac{1}{2}$ oz.

$\frac{1}{8}$ cup = 1 oz.

1 cup = 16 T (tablespoons)

$\frac{1}{8}$ cup = 2 T

$\frac{1}{2}$ cup = 8 T

$\frac{1}{4}$ cup = 4 T

$\frac{1}{3}$ cup = 5 $\frac{1}{3}$ T

$\frac{2}{3}$ cup = 10 $\frac{2}{3}$ T

$\frac{3}{4}$ cup = 12 T