

Enterprise City Schools Child Nutrition Employee Handbook



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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [Complaint Filing](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Enterprise City Board of Education CNP Employee Handbook

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PROGRAM OVERVIEW

ECS Child Nutrition Program participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) which are federally assisted meal programs. The NSLP allows schools to receive money and foods from the U.S. Department of Agriculture (USDA). To receive these benefits, schools must serve meals meeting federal requirements regarding components, nutrients, and portion size. A complete meal which meets federal requirements is referred to as a "reimbursable meal". **Students must be provided access to all required meal components and quantities. This means the first and last student receiving a reimbursable meal must have the same food choices.**

- The meal pattern for lunches consists of five food components:
- Fruits
- Vegetables
- Grains
- Meat/Meat Alternate
- Milk

Under Offer versus Serve (see section "Offer versus Serve") for lunch, all students, at any grade level, must select:

- At least 3 of 5 food components **AND**
- One of the choices selected must be at least a ½ cup serving of fruit or vegetable.
- The meal pattern for breakfast consists of three food components:
 - Fruits
 - Grains
 - Milk

Under Offer versus Serve (see section "Offer versus Serve") for breakfast, at least 4 food items must be offered. All students, at any grade level, must select

- At least three food items
- For grains (or meat/meat alternate offered for this component) and milk, the student must select the daily minimum required amount; and
- One of the choices selected must be at least a ½ cup serving of fruit or vegetable.

Adult and Visitor meals offered on the serving line follow the same requirements but are not considered reimbursable meals. Adult and Visitor meals are priced to cover the cost of the meal. Child Nutrition employees receive one (1) meal free of charge daily.

OFFER vs SERVE (OVS)

Offer versus Serve (OVS) is a provision in the NSLP and SBP that allows students to decline some of the food offered. The goals of OVS are to reduce food waste while permitting students to decline foods they do not intend to eat. Students who take 3, 4, or 5 food components for lunch or 3 or more food items for breakfast pay the meal price.

The goal of ECS Child Nutrition is to educate the students on healthy food choices and portion size.

ECS has a district policy that no outside food products can be brought into the cafeteria in the original boxes, or bags; for example, McDonald's or Subway bags or Little Caesars pizza boxes. Items that are rewrapped or placed in a non-identifiable container have been acceptable. Carbonated beverages in the original containers are also prohibited. It is permissible if they are placed in a thermos or other container.

CHARGE POLICY

In order to better serve our community, ECS Child Nutrition allows students to charge reimbursable breakfast and lunch meals. All employees are expected to follow the Charge Policy as stated.

All grade levels

- Charge limit of \$25.00 for reimbursable breakfast and lunch meals only.
- No a la carte items are allowed to be charged.
- No a la carte purchase (account or cash) if account has a negative balance.
- Manager will send charge letter to student's family when a negative balance is reached weekly
- Parent or Guardian may request a refund in writing for the remaining money on their student's account if they are withdrawing or graduating from ECS.

Adults and visitors are not allowed to charge. Purchases must be paid for at time of service. Every ECS employee has an account set-up in the Point of Sale (POS) system. Encourage district employees to deposit money in their account.

EMPLOYMENT

- ECS personnel will be employed on an hourly basis. **Employees are hired to work for the school district wherever needed and not for one specific school.** Thus, assignments may be changed anytime the Director or designee deems advisable.
- New employees will be trained and evaluated during the first 90 days of employment. The evaluation will serve to help the manager and employee to determine training needs.
- Only authorized personnel are allowed in the kitchen during preparation and serving. This means ECS employees, maintenance and custodial personnel as necessary and authorized delivery service personnel.
- No visitors, including off-duty personnel, will be allowed in kitchens during hours of operation and assigned work days.
- No employees' children or other children are allowed in the kitchens unless cleared by ECS Administration (ex: student "field trip" of kitchen).
- Upon termination of employment, all uniforms, aprons, ID badges, card keys, and parking stickers must be returned before final payroll checks can be released.

TRAINING

All ECS Employees will be required to complete the following training each year

- Civil Rights Training
- Erin's Law
- Jason Flatt Act
- Code of Alabama (1975) §26-14-3 Child abuse or neglect
- Code of Alabama (1975) §16-28B-8(11) Harassment Training
- Anaphylaxis Training
- Managing Diabetes in the School Setting, Tier I and II
- McKinney-Vento Act
- Technology Acceptable Use Agreement
- All Professional Development announced during the year

MONEY HANDLING

All money handling procedures will be followed in accordance with ECS Board Policy. Managers are to verify all currency and checks counted and recorded. Cashiers will not verify cash amounts of another cashier unless the person is acting in the role of Manager or Assistant Manager for the day. Staff will only sign/verify money they have personally counted. Staff is prohibited from using personal funds to "balance" for the day. Deposits must be counted by the manager or assistant manager in the presence of another CNP employee or designee. Designee must then recount the money in the presence of the manager or assistant manager. Deposits must be signed by both employees and the deposit must be made at the bank that day before 2:00 pm. Failure to follow all money handling procedures will result in disciplinary action up to and including recommendation for termination.

CHAIN OF COMMAND

Each employee of the ECS Child Nutrition should follow the chain of command when discussing problems or situations arising in the kitchen.

- All kitchen staff, including substitutes, assigned to a particular campus should approach the cafeteria Manager first when discussing work-related problems. Should an issue not be resolved at the manager level, an appointment with the CNP Director should be requested.
- The cafeteria Manager will report to the CNP Director first when discussing work-related problems. Should an issue not be resolved at the Director level an appointment with the Assistant Superintendent should be requested.
- The Director will report to the Assistant Superintendent or designee when discussing work-related problems.
- ECS Child Nutrition office staff will report to the CNP Director when discussing work-related problems.

HOURS OF EMPLOYMENT

Hours of employment are determined by the needs of each individual school and can be changed at any time during the course of the school year, as necessary. All changes will be approved and implemented by the ECS Child Nutrition Director or designee. Any request for a decrease in hours must be submitted in writing by the employee to the ECS Child Nutrition Director or designee.

ADDITIONAL TIME

For the purposes of ECS Child Nutrition, additional time (comp time) is defined as any time outside and above an employee's scheduled shift. **All additional time (comp time) must be approved in advance by the Director.**

Employees may not clock in more than 5 minutes prior to scheduled start time and must clock out no more than 2 minutes after end of shift unless additional time has been approved. ECS employees needing to report late or leave prior to end of shift must discuss with the manager as soon as possible to make up the time and must use available personal leave for any discrepancy. Substitutes are paid for actual time worked and do not accrue paid leave.

WORK SCHEDULE POLICY

ECS Managers are responsible for creating daily work schedules for their team to follow. The work schedules are subject to approval by the Director for ECS Child Nutrition. The work schedule should include the following:

- Detailed description of prep duties, including timeframe to be completed
- Serving duties, including in-between duties
- Clean-up
- Cashier and any additional duties as necessary

Each employee could be assigned any duty at any time.

WORK ATTENDANCE - AN ESSENTIAL JOB FUNCTION

Punctual, regular attendance is an essential job function of every job and position. Employees are expected to report to work when scheduled, and are to remain at work each working day.

EMPLOYEE ABSENCE REQUIREMENTS

Each employee must have their Manager's personal contact number and kitchen phone number in the event an absence is necessary. The employee must report the absence, by speaking directly to the kitchen manager and may not leave a voicemail message or speak to another employee, district employee or campus office staff. You must contact your manager at least 2 hours prior to shift start time to report your absence for the day. You can notify your manager via text message only with manager's permission. The manager will reply to confirm receipt of text message. If employee does not receive a reply, employee must call Manager.

- On the day of the absence, the employee must call the Manager by 2:00 p.m. to update the Manager if they will be able to return to work on the following day. Should an employee fail to notify their Manager and a substitute is assigned, the employee will be reassigned to another campus as a substitute for the day. School assignment for the day will be at the discretion of ECS Director and based solely on need. Failure to report to an assigned campus will result in disciplinary action.
- All advanced employee absence from duty requests for personal leave must be submitted through the appropriate system five (5) days prior to requested absence.
- Kitchen Staff will record leave through Role Call
- Managers and office staff will record leave hours through Role Call
- The immediate supervisor will approve or deny the request in accordance with district policy of Discretionary Personal Leave.
- ECS personnel are not to report for work with elevated temperature, sneezing and/or coughing due to colds, severe rash, diarrhea, or any other communicable diseases. The ECS Manager has the authority to send any employee displaying any of the above symptoms to the school nurse to be assessed.

EMPLOYEE HEALTH POLICY

- Attached (MUST BE SIGNED)

MANAGER ABSENCE REQUIREMENTS

- **Advanced absence notice procedure.** Notify the Assistant Manager of your absence to make arrangements for him/ her to assume your place, including exchange of keys for the school if necessary.
- **Unscheduled absences.** The Manager must call the Director immediately. Do not leave a message, email or text. You must contact your Director by 5:00 a.m. **The manager must contact the assistant manager and additional staff to open and prepare breakfast and give any information needed for the daily operation.**
- Managers must contact their Director by 2:00 p.m. to let the Child Nutrition department know whether or not they will return to work the following day.

- In cases of prolonged absence due to sickness or injury, daily call procedures may be amended on the authorization of employee's Director. An absence of three (3) consecutive days without notifying the designated department will justify immediate termination.
- Failing to follow absence reporting procedures will result in disciplinary actions up to and including the recommendation for termination. Managers failing to document employees who do not follow all absence procedures will receive disciplinary action.

EMPLOYEE LEAVE

Child Nutrition employees will adhere to the ECS Board Policy 5.10 for all employee leave and the ECS Employee Handbook.

Copy provided on-line at enterpriseschools.net

TIME SYSTEM

Every employee is responsible for properly clocking in and out each day through the appropriate system.

- Kitchen Staff – Time and Attendance System
- Managers, Office Staff – Time and Attendance System
- Substitutes sign in on sign in form at each school
- Employees may not clock another employee in or out. Clocking in/out for another employee is considered a falsification of time documentation and is subject to disciplinary action up to and including termination.

FOOD AND BREAKS

Every CNP employee is entitled to receive one (1) meal free of charge daily. All other ECS employees are required to purchase meals and a la carte items.

Free meal:

- Breakfast or lunch with milk, tea or one (1) bottled water.
- Additional menu items, a la carte, and snack items are an additional charge.
- Manager or designee must ring up each employee using the correct ID number.
- Meals must be rung up prior to consumption.
- The meal must be eaten on campus and may not be carried out of the building.
- Any food purchased by employees may not be removed from the campus. (Note: ECS office staff, on occasion, may bring food out of the building to transport to other schools or ECS buildings)
- Any food brought from home must be stored in a separate, designated area for employee food.
- No eating or drinking is allowed in the kitchen or serving lines while food is being prepared and served.
- No chewing gum during work day.
- Employees may bring an approved cup or container:
- Cups must have a lid and straw or be a "sip" type cup such as a travel mug.
- Open drink containers are not acceptable.
- Bottles with twist top lids and cans are not allowed
- Full-time employees (6 hours or more a day) may have a 30 minute break for lunch, during a designated time set forth by the Manager.

SAFETY

Please reference applicable section of ECS Board Policy section 4.1 and 4.2.
Copy provided on-line at enterpriseschools.net

REPORTING INJURY IN THE WORKPLACE

- **All employees MUST** report any and all accidents or injuries to the ECS Manager, **immediately.**
- **Manager MUST** report all accidents or injuries to the Director **immediately.**
- **Director MUST** report all accidents or injuries to the Assistant Superintendent or the designee.
- **THE INJURED EMPLOYEE MUST REPORT TO THE NURSE ASSIGNED TO THAT LOCATION AND HAVE THE INJURY EXAMINED.** The manager will complete an accident report and the employee will sign it. This form will then be forwarded to the CNP Office and the HR Department.
- Any employee who fails to immediately report an injury will receive written documentation for failing to follow the procedure for reporting injury in the workplace.
- It is the employee's responsibility to provide their manager and the Human Resources department with a copy of the work status report upon receipt from their doctor. Decisions to return will be reviewed on an individual basis, based on information provided by the physician.
- Any employee that is unable to report to work due to injury or illness is prohibited from attending any ECS event including meetings, training, and/or celebrations.

HACCP

ECS staff will be responsible for following all HACCP standard operating procedures (SOPs) contained in the HACCP manual.

SERVSAFE®

All CNP employees are required to obtain/maintain ServSafe® certification.

CHEMICAL USAGE/MSDS

The Right to Know Law entitles you access to information about the chemicals you work with at your facility. MSDS sheets give detailed descriptions of all the products used. These sheets are posted in a specific location close to where all the products are stored.

MAINTAINING A PROFESSIONAL APPEARANCE

- Name badges are required by the district and are to be worn daily.
- No lanyards are allowed when working in the kitchen.
- Name badge may be in pocket or under shirt but must be on person at all times.
- Name badges must be visible when employee is outside of kitchen area.
- The ECS employees will maintain a neat and professional appearance at all times.
- Hair should be clean and neatly combed. Dyed hair should be natural color, no rainbow colors are allowed. Long hair (for both men and women) should be pulled up and secured above the collar. Beards must be covered. Moustaches must be short and neatly trimmed.

- Uniforms will be issued to each employee prior to the first day of work. Uniforms are to be worn during service only. All employees are required to wear the uniform except on Spirit days.
- T-shirts are to be worn under your uniform if needed. The T-shirt must be either short or long sleeved. Long sleeved t-shirts must be worn above the elbow. No bare midriffs allowed and cleavage must be covered.
- No hoodies, jackets or sweaters may be worn during prep or service.
- Uniforms must be clean, free of wrinkles and stains, and should fit properly. Uniforms are to be worn only when on duty. Uniforms must not be faded, torn or damaged.
- Pants must be 100% cotton or 65% Poly/35% Cotton blend. No knits, spandex, jeggings, leggings, or jeans allowed. (Exception: Jeans may be worn on scheduled Spirit Days.) The length of the pants must reach the top of the shoe
- Fingernails must be short, clean and neatly filed. Fingernail polishes of any kind or false nails are not permitted. Nails are too long if you can look at the palm of your hand and see your nails over the ends of your fingers.
- No false eye lashes or extensions are allowed.
- Shoes are to be black or white all leather or manmade leather non-skid work shoes. No canvas shoes, flip flops, house-shoes, sandals or boots shall be worn. **Shoes must cover the entire foot.** No open heel, open toe, or Mary Janes.
- The district will furnish aprons for cooking. These should always be clean and free of spoilage
- All employees must report ready to work at their scheduled time and must be dressed in the appropriate uniform prior to reporting to work each day.
- All employees may carry a small purse or handbag to be stored in a locker for their personal items.

HEAD COVERINGS AND JEWELRY

- All ECS employees may wear the approved head covering approved by the CNP Director
- ECS will issue approved head coverings as part of your uniform. Lost or misplaced hats may be purchased from CNP office, as available.
- Either a hat or hairnet must be worn at all times. Hair extending beyond the top of the collar on men and women must be restrained off the collar in a braid or a bun. Beards must be covered. **All hair must be covered and restrained at all times.**
- Only stud earrings may be worn. Stud earrings must have a secure back. The stud part of the earring may be no larger than pea size. No loops or dangling earrings allowed.
- Necklaces may be worn. The chain of the necklace must be long enough to be concealed under the uniform. Should the employee bend over and the necklace fall loose from the uniform, the necklace chain is not long enough. No chokers are allowed.
- Rings: Wedding rings/bands are permitted at the risk of the employee. ECS is not responsible for damage or loss of personal property.
- Watches: Banded watches are allowed (buckle or stretch bands). No jewelry type watches are permitted. No bracelets or wristbands allowed.
- Piercings (Facial/Body): The only visible piercings allowed are the ears. The earring must be kept to a maximum of three (3) per ear.

- Tongue rings/studs are not acceptable.
- No ear gauging is allowed.
- Lapel Pins: Two (2) lapel pins are allowed. The pins must be child nutrition related. The pins may be worn on the lapel or a badge holder.

CUSTOMER SERVICE

All employees are expected to act professional at all times. Treat all students, staff and coworkers with respect. *Remember to greet each child with a warm smile to brighten his/her day!!* Courtesy shall be extended to staff, faculty, and co-workers. Reasonable requests from administrators and teachers will be cheerfully met.

CONFIDENTIALITY

Children's free and reduced price meal eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) is strictly confidential. The information you may see as a cashier or working as a lead or manager cannot be disclosed to anyone. Unauthorized disclosures of eligibility information will lead to a recommendation to the Board of Education to terminate your employment status

PHONE USE

- ECS employees are not allowed to carry cell phones on their person during work hours.
- Cell phones are to be secured in a locker, purse or car. Individual emergency situations will be handled on a case by case basis by the manger or Director.
- Employees may check cell phones during break time.

FOOD TRANSPORT POLICY

- Managers involved in the transfer/transport of food must follow department transfer procedures regarding the use of forms and record-keeping (refer to HACCP SOP for product transfer).
- This policy is in place to protect employees, product, and the integrity of the department.
- Failure to follow the transfer policy will result in disciplinary action up to and including recommendation for termination.

TRAVEL POLICY

When traveling from your cafeteria to a CNP meeting, transferring food, or completing an approved work-related task as an extension of your shift, the employee will not clock out. The employee will clock out at the end of the meeting or approved task.

TOBACCO

State law prohibits smoking or using tobacco products on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a

fine are displayed in prominent places in all school buildings. Other prohibited tobacco products are as follows: smokeless products, electronic cigarettes, and any other electronic vaporizing device. Employees could be terminated for violation of tobacco use policy.

RADIOS

- Radios are allowed during preparation time and during cleaning at the end of lunch. The choice of music must represent everyone's taste or one voted station for the day. Any music, radio or CD played in the kitchen may not have foul language or parental advisories.
- Music during service is allowed for planned and communicated special events/promotions that will be established by ECS Administration.
- At no time should the volume be so loud that employees are not able to hear instructions from the manager or employees are unable to carry on conversation at normal level.
- No radios or CD's are to be played during meal service.
- Volume should not be able to be heard beyond preparation area or by customers unless approved by Director for a unique occasion.
- No personal electronic devices that you carry on your body (i.e. iPod, MP3, smartphones) are allowed. No ear buds or Bluetooth devices are allowed.

Failure to follow the above policy or should we receive any complaints regarding radio use, the privilege will be removed from that kitchen or possibly all kitchens depending on the Director's decision.

EVALUATIONS

Child Nutrition employees will adhere to the ECS Board Policy 5.8.2 and 5.8.3 for evaluations, with the structure cycle as follows:

- All new employees will be evaluated 3 times a year until they reach their 4th year of employment.
- All employees who have been employed 4 years or more will be evaluated twice a year, unless otherwise specified different by ECS CNP Director or designee.

Enterprise City Board of Education

CNP Employee Handbook

Notice of Receipt

I have read and understand the procedures found in the Enterprise City Board of Education Policy Manual, Employee Handbook, CNP Employee Handbook and the CNP HACCP plan that are available online and in the cafeteria office. I understand I am responsible for following all policies and procedures contained in these documents.

I understand the CNP Employee Handbook serves as guidance for Child Nutrition Program employees only. Any information found in this handbook is superseded by the Enterprise City Schools Employee Handbook and the Enterprise City School Board Policy.

Name (print) _____

Signature _____

Date _____

APPENDIX

- 1. 3.9.1 ECS Board Policy- Deposits**
- 2. 5.10 – 5.13 ECS Board Policy and Handbook– Employee Leave**
- 3. Form 2 Foodservice Employee Reporting Agreement (Alabama Department of Public Health)**
- 4. 4.1 -4.2 ECS Board Policy – Security and Safety at School**
- 5. 5.8.2 – 5.8.3 ECS Board Policy – Employee Evaluations**