



This Employee Handbook provides employees with information regarding Cypress-Fairbanks Independent School District (CFISD) Nutrition Services policies, procedures, ethics, expectations, and standards; however, this Handbook should not be considered all-inclusive. Everyone is expected to do their share to create and maintain a pleasant and safe environment that is conducive to reaching our department goals.

### **Vision Statement**

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The Nutrition Services Department will proudly support the vision of the district by providing quality service that exceeds the needs of all our customers.

### **Value Statement**

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- We believe all students should have access to meals that will furnish the nourishment required for optimal growth, development, and academic success.
- We believe open lines of communication should be maintained between the Nutrition Services department and the students, parents, staff, and community.
- We believe financial responsibility should continue to be practiced by the Nutrition Services department.
- We believe the Nutrition Services department should provide support for the established nutrition education curriculum in the district.
- We believe the Nutrition Services department should support the district (activities) by providing Nutrition Services for special events.
- We believe the Nutrition Services department should provide and support professional growth and training opportunities.

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# Personnel Guidelines

## **Employee Standards of Conduct**

To make the CFISD Nutrition Services Department a safe and pleasant place to work, every employee is expected to observe certain standards of conduct, which have been established in the best interest of our employees, our students, visitors, and the school district.

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district.

Because these rules are essential to our most important function - high quality service to our students - and the efficient operation of our business, the provisions of this section will be promptly and uniformly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

As a CFISD Nutrition Services Department Employee you are expected to:

1. Set a good example. Staff members who follow the rules and are professional have more credibility with their students.
2. Provide a friendly greeting and a smile help make a great first impression. Be friendly. A smile goes a long way, and it is contagious.
3. Always present a positive image. Maintain a neat and clean appearance while at work. Dress in clean uniform daily and wear your nametag. Nametag must be visible.
4. Make the student's nutritional needs your #1 priority. Focus on safe food handling.
5. Respect confidentiality.
6. Provide friendly and courteous service to students, school staff, coworkers, and visitors at all times. Staff members should not lose their temper, avoid arguing, and respond appropriately to students and staff. Use appropriate language and tone of voice. (Abusive or rude language shall not be permitted in the Nutrition Services unit or serving area.)
7. Be congenial with others and help where needed. Conduct yourself in a business-like manner in public and in work areas.
8. Limit personal phone calls to emergency calls only. (Employees are not allowed to use or carry cell phones.)
9. Not chew gum in Nutrition Services units.
10. Not smoke or use tobacco products while on CFISD Property. Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. [See DH and GKA (LEGAL)]. Employees who violate this policy will be subject to disciplinary action, which may include a written reprimand, suspension with pay, or termination of employment as circumstances warrant.
11. Not to use, possess, or be under the influence of alcoholic beverages and/or illegal drugs while on the job or school district property.
12. Be prepared to work every day. Get enough rest; leave emotions at home.
13. Be enthusiastic. It's contagious. When the staff member enjoys the job, students enjoy the experience.
14. NOT BE A SCREAMER, it may get a person's attention, but it is not professional, courteous, or customer oriented.
15. Give the customer your attention – "Catch a student doing something right" and positively reinforce.
16. Never touch a child in anger. Any physical contact can be easily misinterpreted.
17. No nuts/peanuts/cashews/chocolate covered nuts of any kind in units or while working.

## **Customer Service**

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The customer is our #1 priority. As a public school system our students are our most important customers, but other people we come in contact with every day are also our customers. These include:

- Fellow Employees- The people we work with every day in the kitchen, in the units, or in the school and the rest of the Cypress –Fairbanks Independent School District. We need to treat our co-workers with the same respect and courtesy we would expect for ourselves. We are a team of education employees first. Working together will help all of us care for our most important customers, the students.
- Visitors- Visitors including parents and delivery personnel often need help from employees to find their way or to get through the serving line.

## **Good Communication is Essential for Success**

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- Always maintain the confidentiality of student information. Casual conversation of student information may be overheard by anyone and is in violation of Federal Child Nutrition Program Policy.
- Use appropriate speech, tone of voice, and body language when communicating with customers. Be direct, but don't promise more than you can deliver. Give clear concise information in a businesslike manner.
- Never use profanity or argue with a student or a fellow employee.
- Listen! - Everyone we come in contact with has a message. Try to get the most important points of the conversation and summarize what you have heard to make sure you are communicating with the other person.

## **The Student is Our Top Priority**

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The student receiving the meal deserves the best service possible. Exceeding a student's expectation will always win them over.

## **We are a TEAM**

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*(Together Everyone Achieves More)* Look out for other team members and help out when needed. We, as a team, will see each other more than our own family. Only by working together can we achieve our goals.

## **Customers Want**

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### **1. Your respect**

Our customers come from a variety of backgrounds. Respect them and their customs. We don't know what they may be going through so be receptive to their demeanor and treat them as you would like to be treated.

### **2. A friendly reception**

Service that is friendly, warm and caring can help make a lunch break something to look forward to. *Nothing shows friendliness better than a smile!*

### **3. To be appreciated**

Customers and their families need to know that their business is appreciated. We wouldn't be here long if all of our students brought food from other restaurants to eat.

### **4. Honesty**

Customers need to be able to trust you and our organization. Don't promise more than you can deliver. Always get help if you are in a situation you feel you cannot handle.

### **5. Your attention**

Customers do not want to be ignored or feel like their requests are a bother to you. They deserve prompt attention and proper consideration.

## **General Information**

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1. Schedules are posted at least one week in advance. An employee desiring to take discretionary personal leave must obtain written approval from his or her manager or supervisor five days prior to the date of use except in extenuating circumstances. Supervisors and managers may deny any request for the use of discretionary personal leave which would disrupt the district's ability to provide services and/or have an adverse effect on the students in the district. Personally speak to your manager to request your personal time.
2. You are expected to report to work on a daily basis. Be sure you read and understand the attendance policy. All CFISD staff members are expected to report to work when scheduled. Failing to report to work in a reliable and regular manner is in violation of the Working Agreement and may give cause for immediate termination.
3. You are expected to check in with your manager when you arrive at work. The manager on duty needs to know who is here and when.
4. You are expected to be ready for your daily assignment at the posted start time on the schedule. That means in uniform and ready to work. Clocking in early or clocking out late is not allowed without manager's approval.
5. Your work assignments may change during the day. If someone is absent, you may be asked to do other jobs. Be flexible.
6. You may not change your work assignment or scheduled hours unless you clear it with your manager or supervisor in advance.
7. Eating and drinking is not allowed in the food preparation areas. The only exception to this is a CFISD provided cup with a straw and a lid. No food or drinks can be taken out of the kitchen for personal use.

## **Maintain a Safe Environment**

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- Food safety is your responsibility. Foods must be handled properly at all times before they are served to students or customers.
- Fire, Electrical, and Chemical safety rules must be followed at all times.
- Report any problems! Do not put yourself or others in danger by ignoring a dangerous situation.

## **The CFISD Employee Handbook and Working Agreement**

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All district hourly wage employees shall be expected to adhere to the Standards of Conduct set out in the Working Agreement and the CFISD Employee Handbook.

## **CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT WORKING AGREEMENT FOR HOURLY EMPLOYEES**

**Since service to our district is largely dependent upon the conduct of our employees, employees are expected to conform to certain standards of conduct. Employees are required to:**

1. read the Employee Handbook and abide by standards, policies, and procedures defined or referenced in that Handbook.
2. follow all local, state and federal laws, district policies, procedures, administrative directives, rules and regulations.
3. practice reliable and regular attendance. Employees are expected to report to work on time daily and are required to contact their immediate supervisors prior to the beginning of work in accordance with the department's guidelines if they are going to be absent.
4. accept assignments to perform regular duties at any facility owned or operated by the district for the purpose of conducting its regular business. Employees may be assigned as substitutes on a temporary or permanent basis as dictated by the needs of the district.

**Acts which constitute a breach of the Working Agreement and may give cause for immediate termination include but are not limited to the following:**

1. refusing to do tasks assigned by the supervisor or employee in charge of assigned projects.
2. refusing to accept an assignment to a designated facility. This refusal will be interpreted as a resignation on the part of the employee.
3. willfully falsifying job-related records such as absence from duty reports, time cards, time sheets, medical / production / maintenance reports, accident reports, employment applications, and operating logs. This includes but is not limited to punching another employee's time card or signing his/her time sheet. Employees are directed to not begin working prior to swiping in the time clock/logging time on time sheet or continue working after swiping out/logging out on time sheet.
4. using, possessing, the condition of being under the influence of, refusal to consent to testing, or testing positive for alcoholic beverages or using, possessing, selling, or testing positive for illegal drugs while on the job or on school district property.
5. sleeping on the job or willfully hiding to avoid doing assigned tasks. This includes but is not limited to loitering, neglecting assigned duties, being indifferent to the job, and disrupting other employees.
6. failing to attend work in a reliable and regular manner. Employees are in violation of this agreement if any one or more of the following occur:
  - A. unreliable and/or irregular attendance;
  - B. absence without communication (more than three consecutive days);
  - C. absence in excess of accumulated sick leave days;
  - D. excessive undocumented absences;
  - E. frequent late arrivals (six late arrivals equal one tardy);
  - F. excessive tardies (six annually or during evaluation cycle);
  - G. giving a false reason for absence(s).
7. leaving work without the immediate supervisor's approval.
8. violating district/department policy, procedures, and/or guidelines.
9. stealing or theft of district or personal property.
10. violating safety procedures/practices in the workplace/department, including failure to wear personal protective equipment/gear.
11. having a cumulative score of less than satisfactory on an evaluation. The district reserves the right to evaluate any employee at any time based on documented poor job performance.
12. causing damage to district tools, products, and equipment willfully or as a result of carelessness, negligence, or inefficient performance of duty.
13. engaging in sexual harassment or harassment motivated by race, color, religion, national origin, disability, gender, or age directed towards students or district employees.
14. engaging in acts of racial prejudice or discrimination.
15. soliciting and/or unauthorized distributing of literature on school district property.



16. failing to report to supervisory personnel known acts of theft, or other unlawful acts, or failing to report demands or requests by others to participate in such acts, and failing to cooperate in an investigation.
17. using district time or materials to perform tasks which promote personal gain for self or others.
18. failing to report to the immediate supervisor an arrest for any felony or any offense involving moral turpitude within three calendar days of the event.
19. failing to report any conviction, deferred adjudication, or other adverse adjudication, including a plea of *nolo contendere*, of any crime other than a minor traffic offense within three calendar days of the event.
20. failing to abide by local, state and federal laws, district policies, procedures, administrative directives, rules and regulations.
21. having overall poor performance of assigned duties and/or unacceptable performance.
22. fighting or other physical/verbal altercation.
23. for good cause.

I understand that this agreement serves only as notice of conduct which may lead to disciplinary action including termination and is not a contract of employment creating a property interest in my employment.

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PRINTED NAME

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SIGNATURE DATE

## **Dress Code**

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All school employees reflect the standards of the Cypress-Fairbanks Independent School District. Nutrition Services employees are expected to dress as stated in their position's dress code at all times. All Nutrition Services staff members are responsible for providing and maintaining their clothing, head covering, and footwear.

Dress and appearance should be appropriate for the school environment and reflect the professional standards we uphold. Staff members are required to be neat, clean and well-groomed at all times. Deodorant and daily baths are a must. A clean, fresh uniform shall be worn daily. Uniforms are to be kept clean and free of wrinkles. Shoes are to be maintained clean and polished. Any school issued items may not be altered in any fashion. Uniforms should not be tight fitting. Torn clothing is not permitted.

Appropriate attire should be worn to any work related functions.

Name badges must be worn and visible at all times while on district property and while on the clock. If the identification badge is lost or destroyed, the employee will contact his/her department supervisor within three business days to get a replacement. There will be a \$10.00 replacement fee for all lost badges. An ID badge will be replaced at no cost to the employee if the badge is mutilated/damaged; however, the employee should present the damaged badge at the time of request for a new badge.

A campus identification badge may not be substituted for the official ID badge. There will be no defacing of, deletions/additions to, or ornamentation added to the official badge.

In order to reduce tripping, slipping and falling when working in certain positions, appropriate slip resistant shoes must be worn at all times. Soles should either state "slip resistant" or documentation from the manufacturer must be presented that specifies the shoe is slip resistant. Shoes must be closed in at the heel and toe covering the entire foot. If mesh/canvas must be water-resistant. Absolutely no sandals, slides, flip flops, mary janes, or mules.

Fingernails must be short (not beyond the end of the finger), clean and well groomed. Nail polish is not permitted for all Nutrition Services Workers, Back up Managers, Assistant Managers, Managers, General Managers, Food Production Workers, and Food Production Leads. Nothing on hands or wrists, including forearms.

Anyone who has a question about the appropriateness of an item should discuss the specific issue with their manager or supervisor before wearing them.

The approved Dress Code for the various areas is specified on the following pages.

## **Drivers and Warehouse**

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- CFISD Nutrition Services issued shirt. Shirt must not be modified in appearance or composition.
- Blue denim jeans. Jean legs must be full leg length. Jeans can have no rips or tears and hems must be neat with no frays.
- Blue or blue denim shorts are allowed June 7 through August 15. Shorts can have no rips or tears and hems must be neat with no frays.
- CFISD cap.
- Slip-resistant leather steel-toe shoes with socks. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleaned and polished.
- CFISD photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- Only wedding band and wristwatch may be worn. CFISD issued pins may also be worn if secured properly.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical contaminant. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Vending Driver:**

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- CFISD Nutrition Services issued shirt. Shirt must not be modified in appearance or composition. Only top button of shirt can be left unbuttoned.
- School issued shirts, TASN shirts; CFSFSA shirts are approved for use on school spirit days.
- Casual style khaki pants. Pants must be full leg length. Khaki denim material allowed. Low-rise and/or cargo pants are not allowed.
- Women can wear khaki uniform skirts or split skirts. Skirts must be knee length.
- CFISD cap.
- Black slip-resistant leather shoes with socks. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleansed and polished.
- Departmental apron. Apron must not be modified in appearance or composition.
- CFISD Photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- Only wedding band and wristwatch may be worn. CFISD issued pins may also be worn if secured properly.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical contaminant. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Food Services Worker, Back-Up/ Assistant Managers, Managers, General Managers**

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### **Women**

- CFISD Nutrition Services issued shirt. Shirt must not be modified in appearance or composition. Only top button of shirt can be left unbuttoned.
- School issued shirts, TASN shirts, and CFSFSA shirts are approved for use on school spirit days.
- Black full length pants. Low-rise and/or cargo pants are not allowed.
- Black uniform skirts and split skirts must be knee length.
- Hair net that covers all hair. No bonnets or caps allowed.
- Fingernails must be kept clean and trimmed short (not beyond the end of the finger). Nail polish, nail gloss, or false nails are not allowed.
- False eyelashes are not allowed.
- Black slip-resistant leather shoes with socks or hose. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleaned and polished. This type of footwear is to be worn at all times while on duty including days when alternate school related function shirts are worn. Mesh/canvas must be water-resistant.
- Departmental issued apron. Apron must not be modified in appearance or composition.
- CFISD Photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- In accordance with the Texas Food Establishment Rules, jewelry is not to be worn including medical information jewelry on arms and hands. Only one smooth ring can be worn (i.e. wedding band). Other jewelry on arms and hands, including forearms is prohibited.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical contaminant. This includes headdress/scarves worn for religious purposes. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Men**

- CFISD Nutrition Services issued shirt. Shirt must not be modified in appearance or composition. Only top button of shirt can be left unbuttoned.
- School issued shirts, TASN shirts; CFSFSA shirts are approved for use on school spirit days.
- Black full length pants. Cargo pants are not allowed.
- Hair net that covers all hair. No bonnets or caps allowed.
- Keep beards and mustaches neat and trimmed. Beard restraints are required for any facial hair.
- Fingernails must be kept clean and trimmed short (not beyond the end of the finger). Nail polish, nail gloss, or false nails are not allowed.
- Black slip-resistant leather shoes with socks. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleansed and polished. This type of footwear is to be worn at all times while on duty including days when alternate school related function shirts are worn. If mesh/canvas must be water resistant.
- Departmental Apron. Apron must not be modified in appearance or composition.
- CFISD Photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- In accordance with the Texas Food Establishment Rules, jewelry is not to be worn including medical information jewelry on arms and hands. Only one smooth ring can be worn (i.e. wedding band). Other jewelry on arms and hands, including forearms is prohibited.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical contaminant. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Food Production Workers, Food Production Leads, Food Production Supervisors**

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### **Women**

- TASN shirts and CFSFSA shirts are approved for use on school spirit days.
- CFISD Nutrition Services issued polo shirt or Department issued/CFISD spirit t-shirt.
- Khaki pants or blue denim jeans. Jean legs must be full leg length. Jeans can have no rips or tears and hems must be neat with no frays.
- Denim skirts and split skirts must be knee length.
- Disposable hair bonnet that covers all hair. No hairnets or caps allowed.
- Fingernails must be kept clean and trimmed short (not beyond the end of the finger). Nail polish, nail gloss, or false nails are not allowed.
- False eyelashes are not allowed.
- Slip-resistant leather shoes with socks or hose. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleaned and polished. This type of footwear is to be worn at all times while on duty. If mesh/canvas must be water-resistant.
- Departmental issued apron. Apron must not be modified in appearance or composition. 5
- CFISD Photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- In accordance with the Texas Food Establishment Rules, jewelry is not to be worn including medical information jewelry on arms and hands. Only one smooth ring can be worn (i.e. wedding band). Other jewelry on arms and hands is prohibited.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical

contaminant. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Men**

- TASN shirts and CFSFSA shirts are approved for use on school spirit days.
- CFISD Nutrition Services issued polo shirt or Department issued/CFISD spirit t-shirt.
- Khaki pants or blue denim jeans. Jean legs must be full leg length. Jeans can have no rips or tears and hems must be neat with no frays.
- Disposable hair bonnet that covers all hair. No hairnets or caps allowed.
- All facial hair must be covered by a disposable beard restraint.
- Fingernails must be kept clean and trimmed short (not beyond the end of the finger). Nail polish, nail gloss, or false nails are not allowed.
- Slip-resistant leather shoes with socks. Shoes are to cover top of foot and must have a back. Leather material is to be a smooth surface that can be cleansed and polished. This type of footwear is to be worn at all times while on duty. If mesh/canvas must be water-resistant.
- Departmental apron. Apron must not be modified in appearance or composition.
- CFISD Photo I.D. with name and photo facing the front.
- Proper undergarments must be worn.
- In accordance with the Texas Food Establishment Rules, jewelry is not to be worn including medical information jewelry on arms and hands. Only one smooth ring can be worn (i.e. wedding band). Other jewelry on arms and hands is prohibited.
- Ear studs on ear lobes are allowed if the face of the stud is not larger than a dime. Ear jewelry is limited to one per ear.
- One nose stud piercing is allowed. The face of the stud must not be larger than 2.5 millimeters.
- Necklaces are allowed, but must be kept under the shirt.
- Tongue barbells are allowed as long as ends of bells are not larger than 5 millimeters.
- Special dress or theme days must be approved before event.
- No article of clothing is allowed to be adorned with anything that could be a potential physical contaminant. Examples include but are not limited to items such as fringe, beads, rhinestones, etc.

## **Pay & Time Tracking**

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Nutrition Services staff is paid on an hourly basis and are required to “swipe” their CFISD identification badge in or out for work. Staff is required to clock in and out as directed by their schedule and their supervisor. Personal business must be completed before clocking in for work and after clocking out for work.

It is prohibited for a CFISD staff member to swipe in/out for anyone else.

## **Attendance**

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Regular and reliable attendance is an essential job function. All employees are expected to report to work on time on a regular basis. Employees who will be absent or late arriving to work are required to contact their manager prior to the beginning of work time and according to departmental procedures regarding who to contact and when contact must be made.

## **Food Services Worker- Floater Staff**

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All floaters are assigned by the dispatcher from the Nutrition Services office on a daily basis. As permanent positions become available, they will be filled from the floater list based on job performance and manager recommendation.

Floaters are required to accept assignments and report to any facility owned or operated by CFISD for the purpose of conducting its regular business. Failure to report to the facility will be interpreted as a resignation on the part of the employee. A floater may not take a personal day or a sick day of leave because they do not want to report to the facility assigned to.

The floater’s paycheck will be direct deposited into their checking account or into their PayTM account.

## **Lates and Tardies**

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1. An employee who is late to work six (6) minutes or more is officially counted as tardy.
2. Excessive tardiness, six annually or during an evaluation cycle, can justify termination.
3. Employees who are one to five minutes late are not at work on time.
4. Frequent occurrences of arriving to work late, but not officially tardy, can be addressed with the employee for corrective measures.
5. Six occurrences of arriving late will equate to one tardy.

# Record of Employee Tardiness

*Nutrition Services Department Human Resources/Payroll*

School Location and School Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

## **Record of Tardiness:**

(to be used if late by 6 minutes or more with no pre-approval from manager)

On \_\_\_\_\_ was late by \_\_\_\_\_. He / she reported to  
(date of incident) (number of minutes)  
work at \_\_\_\_\_. His / her assigned reporting time is \_\_\_\_\_.

This is the \_\_\_\_\_ time he / she has arrived late without prior approval.

Reliable and regular attendance is an essential function of the job. Employees are expected to report to work on time on a regular basis. Employees are in violation of CFISD Working Agreement and can be terminated after six tardies and or clocking out early without advance approval from Manager.

**You are directed to report to work on time and work your entire shift as scheduled.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## **Absence From Duty With Communication**

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Nutrition Services employees who will need to be absent are to call their unit manager by 7:30 a.m. the day of the absence, or give notice as far in advance as possible. The Nutrition Services employee is responsible for calling their immediate supervisor himself or herself. Telephone calls from relatives or friends are not acceptable. The employee must speak to the immediate supervisor, not voice mail.

Food Production employees who will need to be absent are to call their Supervisor prior to their beginning work time, or give notice as far in advance as possible.

All employees shall fill out an "Absent from Duty" form immediately upon returning to work. This form must be completed for all absences, not just earned sick leave days.

A doctor's release will be required and must be presented to the Nutrition Services Department office before returning to work for any absence of more than three consecutive days. The Cypress-Fairbanks ISD does reserve the right to check with the doctor on an employee's work status and determine if the employee can perform his/her assigned duties.

Being absent in excess of available leave time can and will result in disciplinary action, up and to including termination of your employment with CFISD. Reliable and regular attendance is an essential function of the job. Employees are expected to report to work on time on a regular basis. Employees are in violation of CFISD attendance policy if absences are in excess of accumulated sick leave days.

Excessive absences and undocumented absences may also lead to termination.

## **Absent From Duty Without Communication**

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### **Less than 3 consecutive days:**

Perhaps the most direct negative impact on our ability to provide quality service to students occurs when employees do not call in within sufficient time for manager and dispatcher to efficiently cover absences. Therefore, failing to communicate absences within the designated time frames is considered a serious offense and appropriate disciplinary action will result.

An employee who is absent from duty less than three consecutive days is required to confer with the Nutrition Services manager to discuss their actions.

### **Three consecutive days:**

Absence without communication by the employee for more than three (3) consecutive workdays can lead to disciplinary action, up to and including termination. Excessive absences and undocumented absences may also lead to termination.

## **Meals**

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All Nutrition Services employees and substitutes are permitted to eat lunch without charge. Employees will be offered the equivalent of one student cafeteria meal. Employees scheduled to work less than five hours will not be given a lunch break during their scheduled working hours. These employees may make arrangements to have lunch before their scheduled starting time. The Nutrition Services manager will determine meal hours for all other employees.

All employees are to eat lunch in the designated cafeteria or lunchroom. Meals and drinks are not to be consumed in the kitchen, serving line area, or store room. Personal beverages must be placed in a designated area.



### **Food and Leftover Food**

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All employees are to eat lunch in the designated cafeteria or lunchroom. Meals and drinks are not to be taken off of the premises. Violation of this rule will result in termination. Purchase of special event items are done through the Food Production Center or Cafe Cy-Fair. No nuts, peanuts, chocolate covered almonds, peanut butter, etc while on CFISD premises.

### **Restrictions on Personal Items in the Nutrition Services Unit**

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1. All purses must be placed in locked lockers. (If the unit does not have lockers that can be locked, purses cannot be brought in the Nutrition Services unit.)
2. Cell phones must be placed in a locked locker during work hours. They may only be used during breaks or upon special request due to an emergency. .
3. Back packs and tote bags cannot be brought into the unit.
4. Cups, drink glasses, travel mugs, bottled water, soft drinks, containers, coolers, etc. **cannot** leave the Nutrition Services unit.
5. Employees, who bring their own lunch to the Nutrition Services unit, must bring it in a paper or plastic bag. The lunch bag must be put in the garbage can at the unit. **The bag cannot be taken home.**

### **Additional Hours**

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Additional hours worked, over and above regularly scheduled hours, must be reported to the Nutrition Services supervisor.

### **Pay Period**

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All employees are paid twice a month. (See hourly timesheet schedule)

## Hourly Pay Schedule 2022-2023

PIP Schedule		TASN	Pay Date	Timesheet Dates		
Ins Ded	PIP			1st week	2nd week	3rd week
N	N		07/15/22	06/05/22 - 06/11/22	06/12/22 - 06/18/22	06/19/22 - 06/25/22
N	N		07/29/22	06/26/22 - 07/02/22	07/03/22 - 07/09/22	
N	N		08/15/22	07/10/22 - 07/16/22	07/17/22 - 07/23/22	
N	N		08/31/22	07/24/22 - 07/30/22	07/31/22 - 08/06/22	
Y	N		09/15/22	08/07/22 - 08/13/22	08/14/22 - 08/20/22	
Y	N	T	09/30/22	08/21/22 - 08/27/22	08/28/22 - 09/03/22	
Y	Y		10/14/22	09/04/22 - 09/10/22	09/11/22 - 09/17/22	
Y	Y	T	10/31/22	09/18/22 - 09/24/22	09/25/22 - 10/01/22	10/02/22 - 10/08/22
Y	Y		11/15/22	10/09/22 - 10/15/22	10/16/22 - 10/22/22	
Y	Y	T	11/30/22	10/23/22 - 10/29/22	10/30/22 - 11/05/22	
Y	Y		12/15/22	11/06/22 - 11/12/22	11/13/22 - 11/19/22	
Y	N	T	12/30/22	11/20/22 - 11/26/22	11/27/22 - 12/03/22	
Y	Y		01/13/23	12/04/22 - 12/10/22	12/11/22 - 12/17/22	12/18/22 - 12/24/22
Y	N	T	01/31/23	12/25/22 - 12/31/22	01/01/23 - 01/07/23	
Y	Y		02/15/23	01/08/23 - 01/14/23	01/15/23 - 01/21/23	
Y	Y	T	02/28/23	01/22/23 - 01/28/23	01/29/23 - 02/04/23	
Y	Y		03/15/23	02/05/23 - 02/11/23	02/12/23 - 02/18/23	
Y	Y	T	03/31/23	02/19/23 - 02/25/23	02/26/23 - 03/04/23	03/05/23 - 03/11/23
Y	N		04/14/23	03/12/23 - 03/18/23	03/19/23 - 03/25/23	
Y	Y	T	04/28/23	03/26/23 - 04/01/23	04/02/23 - 04/08/23	
Y	Y		05/15/23	04/09/23 - 04/15/23	04/16/23 - 04/22/23	
Y	Y	T	05/31/23	04/23/23 - 04/29/23	04/30/23 - 05/06/23	
Y	Y		06/15/23	05/07/23 - 05/13/23	05/14/23 - 05/20/23	
Y	N		06/30/23	05/21/23 - 05/27/23	05/28/23 - 06/03/23	

PIP Deductions = Accruing insurance for July & August 2023

## **Performance Appraisal**

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Nutrition Services staff is evaluated each year. The evaluation period will be from April 1 through March 31.

The performance evaluation shall be prepared by the unit manager, and reviewed by the Nutrition Services supervisor. Ratings are done on factors that make up the total score. A total score of 2.9 or less points indicates less than satisfactory performance and is considered a violation of the CFISD Working Agreement may result in immediate termination.

On the CFPDAS, a less than satisfactory performance shall be an evaluation with two or more domains scored "Unsatisfactory," or "Unsatisfactory" in the same domain for two consecutive years. If you have Unsatisfactory performance you will be ineligible to receive the GRI (Gradual Rate Increase).

The evaluation process is designed to benefit the employee. This tool is used to show the strengths and weaknesses of the overall performance of an employee. It helps the employee, as well as the manager see what additional help, training, or changes need to be made to produce a better overall performance.

The steps in the evaluation process are as follows:

1. The manager prepares the evaluation and signs it.
2. The supervisor reviews the evaluation and signs it in ink.
3. The manager schedules a formal conference with the employee for the purpose of presenting the evaluation and answering questions.
4. The evaluation is to be dated and signed in ink by the employee to signify the evaluation was shown to and discussed with the employee.
5. If an employee is in any way dissatisfied with the evaluation this should be noted on the evaluation.
6. Changes on the performance evaluation are to be noted in red ink and require a Nutrition Services supervisor's review.
7. A copy of the performance evaluation will be sent to the employee.

## **Nutrition Services Department Advancement Opportunities**

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Nutrition Services employees may apply for openings as they occur. Employees are required to complete an online application and submit that application to any job they would like to be considered for. Candidates for interviews will be selected based on their qualifications for the position applied.

## **Certification**

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The Cypress-Fairbanks I.S.D. and the Nutrition Services Department strongly supports the Texas Association for School Nutrition Certification Programs for specialists, managers, and directors.

1. Requirements for certification are available in the office of the Assistant Nutrition Services Director.
2. Nutrition Services CT and hourly employees qualify for the certification initiative reimbursement.
3. If a staff member is certified, or when the staff member becomes certified, they are to present their TASN certificate to the Assistant Director of Nutrition Services for authorization of the initiative rate.
4. Incentive pay starts the month following the certificate date.
5. There will be no back pay issued for incentive pay. Staff members are responsible for submitting their certification certificates in a timely manner.
7. All staff members are encouraged to take advantage of this program and seek certification.
6. The initiative rates are as follows and are issued through a nine month period:

Level one certification	\$180.00 annually	\$20.00 monthly
Level two certification	\$360.00 annually	\$40.00 monthly
Level three certification	\$540.00 annually	\$60.00 monthly
Level four certification	\$720.00 annually	\$80.00 monthly
Level five certification	\$900.00 annually	\$100.00 monthly

**Intent for Continued Employment**

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Each employee will be required to sign an Intent Form indicating whether or not he/she plans to return to work the following year. The intent form must be returned by the date specified on the form. **Failure to return the Intent Form will constitute a resignation by the employee.**

**Reasonable Assurance of Continued Employment for the Next School Year**

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The following statement is distributed to all employees during May as an attachment to the Intention Sheet.

*In accordance with provisions of the Texas Unemployment Compensation Act, this is to advise you of our present plans to continue you as an hourly wage employee and to give you a reasonable assurance of this fact. The attached calendar reflects the planned work year. This does not imply a contractual agreement nor property interest.*

By virtue of this notice, please understand that you are not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc.)

**Assignment to Other Units**

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The District reserves the right to require any employee to perform his/her regular duties at any facility owned or operated by the District for the purpose of conducting its regular business. Employees may be assigned on a temporary or permanent basis as dictated by the needs of the District. Refusal to accept an assignment to a designated facility will be interpreted as a resignation on the part of the employee. (Refer to the Working Agreement item number 2.)

**School Vehicles**

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All drivers employed by the Nutrition Services Department must meet the same criteria and qualifications as established by the Cy-Fair I.S.D. Transportation Department:

**Required to Carry Items**

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Pursuant to Texas Law, drivers are required to carry on their person current Certification Card and DOT Physical Card in addition to their valid Texas Commercial Drivers License while operating a commercial vehicle.

## **Driving Record**

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If a driver accumulates ten (10) points according to the Traffic Conviction Standard during employment, he/she will be **automatically terminated**. The individual may apply for re-employment at such time his/her point total drops **below** five (5). Re-employment is subject to the new employee qualifications and the discretion of the Nutrition Services Department.

## **Reporting a Citation**

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All employees who drive a district vehicle, operate mobile equipment, or receive a district travel allowance **must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation**. The reporting provision applies to citations or convictions as a result of operating either a district vehicle or personal vehicle. Employees receiving a citation in a district vehicle are responsible for payment of any fees or fines that are assessed.

Pursuant to department requirements, a driver must notify the Assistant Director of Human Resources immediately by providing a copy of the citation and/or warning upon receipt of a traffic citation or warning from a law enforcement official while operating a school district vehicle.

## **Accidents/Incidents**

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Any accident or incident, while on duty, **not reported immediately** will result in disciplinary action, up to and including termination. Note, this includes, but is not limited to, bus accident/incident, injury on the job or injury due to horseplay. Additionally, if involved in any district vehicle accident/incident, do not leave the site before receiving a release from your supervisor to do so.

## **Random Drug Testing**

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Cypress-Fairbanks Independent School District conducts random drug testing for all employees carrying a commercial driver's license (CDL). Supervisors will notify drivers that they have been selected for drug testing by personally telling them. Drivers must respond by reporting to testing site at assigned time.

Failure to report for testing at the transportation center *or leaving center prior to completion of test* will constitute a **'refusal to test'** and will result in a recommendation for termination of employment.

## **Vehicle Operation Guidelines**

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1. Cypress-Fairbanks Independent School District vehicles are to be operated **only** by **authorized** employees of CFISD.
2. Drivers **must make certain their vehicle is secured by setting the park brake and/or the service brake is secured firmly** while the vehicle is not moving.
3. The vehicle shall not be used to transport any person other than assigned personnel of the Cypress-Fairbanks Independent School District at any time unless instructed by the Supervisor.
4. District vehicles shall not be driven on **personal errands** as these vehicles are limited **by law** to serve the Cypress-Fairbanks Independent School District for school business.
5. The driver shall not stop at a store, doctor's office, or any other place of business or irregular stop without **prior approval** and permission granted through their supervisor.
6. The Nutrition Services driver is to be the only person operating vehicle and its equipment (i.e., other staff members **must not** be allowed to operate the doors or lifts).
7. The use of personal cellular phones is **prohibited** (with or without use of hands free device) while the vehicle is in operation (i.e., in motion or in the process of loading and unloading).
8. Playing music radios at **excessive** volume is not permitted. Drivers should be able to hear emergency sirens, whistles and bells at all time.
9. Each driver will be held responsible for reporting needed maintenance or repair on a vehicle.
10. Each driver will be held responsible for the cleanliness of the vehicle.
11. Each driver will be held responsible for the daily maintenance of each vehicle as to gas, oil and air in tires.
12. **Misuse or undue carelessness while using a school vehicle will not be tolerated.**

## Vehicle Care Guidelines

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1. Cleaning the vehicle – It shall be the **driver's** responsibilities to keep the inside and outside of the vehicle clean
2. **Drivers are not permitted to consume food or drink while driving.**
3. Windows and Doors – The driver is responsible for leaving the windows up and the door closed at the conclusion of the **workday.**
4. **Personal items of value should not be left in the vehicle. Cypress-Fairbanks ISD will not be responsible.**

## Driving Record Evaluation

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Cypress Fairbanks I.S.D. evaluates all driving records of staff members using any CFISD vehicle by using the provisions of the Texas Transportation Code Annotated S 521.022 (Vernon's 1996) and the Texas Education Code Annotated S 34.007 (Vernon's 1996) require that a driver record check be made with the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Their driving records must be acceptable according to standards developed by the DPS. In accordance with this statutory responsibility, the following standards have been established by the Texas Department of Public Safety rule (Title 37, Texas Administrative Code, S 14.14) as a school bus driver to drive any motor vehicle while in use as a school bus for the transportation of pupils:

The driver's license record of each school bus driver shall be evaluated at least annually, with penalty points assessed for those entries which appear in the accompanying table's traffic law violations and accident involvements. Any person who has accumulated ten (10) or more penalty points shall be considered ineligible to transport pupils until such time as he/she may become qualified.

An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations of motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or collateral during the three (3) years preceding the date the application is submitted and any serious traffic violations of which the applicant was convicted during the ten (10) years preceding the date the application is submitted, as well as any suspension, revocation, or cancellation of any driving privilege that resulted from the conviction. For verification purposes, it is strongly recommended that driving records be secured for all new applicants that have held an out-of-state driver's license within the past seven (7) years. These records should include all convictions which would result in mandatory suspension of a driver's license in Texas (see Table IV and V for complete listing of entries).

In determining a person's eligibility to drive a school bus, the following standards shall apply in assessing penalty points for convictions of traffic law violations and accident involvement appearing on his/her driving record.

Convictions for violations included in Table I shall be assessed one (1) penalty point for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

Accident involvements included in Table II shall be assessed two (2) penalty points if the date of occurrence is within three (3) years of the date of the driving record evaluation. Persons disqualified because of penalty points assessed for accident involvement shall be notified of their right to a review (see Table II for review procedure).

Convictions for violations included in Table III shall be assessed three (3) penalty points for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

Convictions for violations included in Table IV shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within seven (7) years of the date of the driving record evaluation.

Convictions for violations included in Table V shall be assessed ten (10) penalty points for each occurrence if the date of the violation occurs on or after October 7, 1996 and is within five (5) years of the date of the driving record evaluation.

The assessment of penalty points is not required for any entry which does not appear in the alphabetized table listings. However, any entry which is deemed comparable to one appearing in these tables should be assessed on equivalent number of penalty points.

For assistance in determining driver eligibility, please contact the Texas Department of Public Safety School Transportation Unit at (512) 424-5732

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## TABLE I

### SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

#### One (1) Point Assessments

BRAKES NOT ON ALL WHEELS WHEN REQUIRED	NO PARKING LAMPS
CARRY PASSENGER WITHOUT HELMET	NO REFLECTORS WHEN REQUIRED
CLEARANCE LAMPS IMPROPERLY MOUNTED	NO STOP LAMPS
CLEARANCE LIGHTS NOT VISIBLE SUFF DIST	NO TAIL LAMPS
DEFECTIVE BRAKES	NO TURN SIGNAL LAMPS-WHEN REQUIRED
*DEFECTIVE EQUIP/INABILITY TO CTRL VEH	NO WHITE FLAG ON TOW CHAIN
*DEFECTIVE EQUIPMENT CONDITION	NO WINDSHIELD WIPER OR CABLE
DEFECTIVE HEAD LAMPS	NONE OR DEFECTIVE PARK BRAKES
DEFECTIVE PARKING LAMPS	*OPERATING WITH DEFECTIVE BRAKES
DEFECTIVE SAFETY GLAZING MATERIAL	*OPERATING WITH DEFECTIVE EXHAUST SYSTEM
DEFECTIVE STOP LAMPS	*OPERATING WITH DEFECTIVE HEADLAMPS
DEFECTIVE TAIL LAMPS	*OPERATING WITH DEFECTIVE TIRES
DEFECTIVE TURN SIGNAL LAMPS	PULL MORE THAN ONE TRAILER OR VEHICLE
DEFECTIVE WINDSHIELD WIPER	RED LIGHT ON FRONT
DRIVING SAFETY COURSE SEC 143 (A) (1)	REFLECTORS IMPROPERLY MOUNTED
DRIVING SAFETY COURSE SEC 143 (A) (2)	REFLECTORS NOT VISIBLE SUFF DIST
HAZARD MATERIAL PLACARD VIOLATION	SIDE MARKER LAMPS NOT VISIBLE SUFF DIST
HEAD LAMPS GLARING, NOT ADJUSTED	SLOW MOVING VEHICLE EMBLEM VIOLATION
ID LAMPS NOT VISIBLE SUFF DIST	TAIL LAMP IMPROPERLY LOCATED
IMPROPER FLASHING LIGHTS	TELEVISION IMPROPER LOCATED IN VEHICLE
IMPROPER USE OF BACKUP LAMP	TOO MANY AUXILIARY DRIVING LAMPS
IMPROPERLY DIRECTED LAMPS	TOO MANY AUXILIARY PASSING LAMPS
MIRROR VIOLATION	TOO MANY FOG LAMPS
MORE THAN 4 DRIVING LAMPS LIGHTED	TOO MANY SPOT LAMPS
MUFFLER VIOLATION	UNAUTHORIZED GLASS COATING MATERIAL
MVI INSPECTION VIOLATION	UNAUTHORIZED USE OF SIREN, BELL, WHISTLE
NO AUTO BRAKE APPL ON BREAKAWAY TRLRS	WARNING DEVICES NOT INSTALLED OR DEFECT
NO BEAM INDICATOR	WRONG COLOR BACKUP LIGHT
NO CLEARANCE LAMPS	WRONG COLOR CLEARANCE LIGHTS
NO FIRE EXTINGUISHER	WRONG COLOR ID LAMP
NO FRONT SEAT BELTS WHEN REQUIRED	WRONG COLOR LICENSE PLATE LIGHT
NO HEAD LAMPS - WHEN NOT EQUIPPED	WRONG COLOR REFLECTORS
NO LICENSE PLATE LIGHT	WRONG COLOR SIDE MARKER
NO MOTORCYCLE ENDORSEMENT	WRONG COLOR SIGNAL DEVICE
NO MUD FLAPS OR IMPROPER MUD FLAPS	WRONG COLOR STOPLIGHT

## **TABLE II**

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### **SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**

#### Two (2) Point Assessments

- \*ACC-CONDITION
  - \*ACC-NO INDICATION OF FAULT
  - \*ACC-VIOL MV LAW NO DAMAGE PERSON/PROP
  - \*ACC-VIOL MV LAW RESULT IN BODILY INJURY
  - \*ACC-VIOL MV LAW RESULT IN PROP DAMAGE
  - ACCIDENT
  - ACCIDENT FATAL
  - ACCIDENT INCAPACITATING INJURY
  - ACCIDENT NON-INCAPACITATING INJURY
  - ACCIDENT NON-INJURY
  - ACCIDENT POSSIBLE INJURY
  - \*FATALITY CONDITION
  - \*VIOL MV LAW RESULT IN DEATH OF ANOTHER
- \*ANSI out of state violations



## TABLE III

### SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

#### Three (3) Point Assessments

BUS FAILED TO STOP AT RR CROSSING	DROVE WRONG WAY ON ONE-WAY ROADWAY
BUS SHIFTING GEARS WHILE CROSSING RR TRACKS	DWLS/SR
TRACKS	*ENDANGER PERSONS/PROP WHILE OPERATING MV
CARELESS DRIVING	
CHANGED LANE WHEN UNSAFE	ENDORSEMENT VIOLATION-CMV
CHILD (4-14) NOT SECURED BY SEAT BELT	*EQUIPMENT MISUSE CONDITION
*COAST/OPERATE WITH GEARS DISENGAGED	*EQUIPMENT REGULATION CONDITION
COASTING	*EVADE ARREST BY EXTINGUISHING LIGHTS
CONSUME ALCOHOL WHILE DRIVING	*EVADE ARREST BY FLEEING THE SCENE
*CONTEST RACING ON PUBLIC TRAFFICWAY	EXCESSIVE ACCELERATION
CROSS RR WITH HEAVY EQUIP WITHOUT NOTICE	*EXCESSIVE SPEEDING-15 MPH OR OVER-CMV
CROSS RR WITH HEAVY EQUIP W/O STOP/SAFETY	FAIL COMPLY REQ STRIKING UNATTENDED VEH
CROSSING PHYSICAL BARRIER	FAIL COMPLY STRIKING FIXTURES ON HIGHWAY
CUT ACROSS DRIVEWAY TO MAKE TURN	FAIL STOP PROPER PLACE-FLASH RED SIGNAL
CUT CORNER LEFT TURN	*FAIL TO CANCEL SIGNAL AFTER MANEUVER MADE
CUT IN AFTER PASSING	FAIL TO CONTROL SPEED
DEPT SUSP B/BTR	*FAIL TO FOLLOW INSTRUCTIONS OF POLICE
DEPT SUSP-B/BTR-UNDER 21	*FAIL TO OBEY TRAFFIC SIGN/CNTRL DEVICE
DID NOT USE DESIGNATED LANE OR DIRECTION	*FAIL TO OBSERVE SAFETY ZONE
DISREGARDED POLICE OFFICER	*FAIL TO OBSERVE WARNINGS ON VEHICLE
DISREGARDED FLASHING RED SIGNAL	*FAIL TO SIGNAL DIRECTION/REDUCE SPEED
DISREGARDED FLASHING YELLOW SIGNAL	FAIL TO STOP FROM ALLEY, DRIVEWAY OR BLDG.
DISREGARDED LANE CONTROL SIGNAL	FAIL TO STOP PROPER PLACE-NOT INTERSECTION
DISREGARDED NO LANE CHANGE SIGN	FAIL TO STOP PROPER PLACE-TRAFFIC LIGHT
DISREGARDED NO PASSING ZONE	FAIL TO STOP-DESIGNATED POINT-YIELD SIGN
DISREGARDED RR CROSSING GATE OR FLAGMAN	FAIL TO USE CARE/CAUTION OPERATING A MV
DISREGARDED SIGNAL AT RRX CROSSING	FAILED TO DIM HEADLIGHTS –FOLLOWING
DISREGARDED TRAFFIC CONTROL DEVICE	FAILED TO DIM HEADLIGHTS – MEETING
DISREGARDED TURN MARKS AT INTERSECTION	FAILED TO DRIVE IN SINGLE LANE
DISREGARDED WARNING SIGN AT CONSTRUCTION	FAILED TO GIVE ONE-HALF OF ROADWAY
DRAWBAR OVER 15 FEET	FAILED TO GIVE WAY WHEN OVERTAKEN
*DRIVE WRONG DIRECTION/ROTARY INTERSECT.	FAILED TO KEEP TO RIGHT OF MOUNTAIN ROAD
DRIVER OPENED DOOR IN MOVING TRAFFIC	FAILED TO PASS MET VEHICLE TO RIGHT
*DRIVING ON SHOULDER/DITCH/SIDEWALK	FAILED TO SIGNAL DISTANCE BEFORE TURN
*DRIVING ON WRONG SIDE OF ROAD	FAILED TO SIGNAL TURN
*DRIVING TOO FAST FOR CONDITIONS	FAILED TO SIGNAL-FOR STOP
*DRIVING WRONG WAY ON ONE-WAY STREET	FAILED TO SOUND HORN-MOUNTAIN ROAD
DROVE CENTER LANE-NOT PASS OR LEFT TURN	FAILED TO STOP AT MARKED RR CROSSING
DROVE ON SIDEWALK	FAILED TO STOP FOR APPROACHING TRAIN
DROVE ON STREETCAR TRACKS WHERE PROHIB	FAILED TO STOP FOR SCHOOL BUS
DROVE ON WRONG SIDE-DIVIDED HIGHWAY	FAILED TO STOP FOR STREETCAR
DROVE ONTO CONTROLLED ACCESS HWY WHERE	FAILED TO USE DUE CARE FOR PEDESTRIANS
PROHIBITED	FAILED TO USE PROPER HEADLIGHT BEAM
DROVE THROUGH SAFETY ZONE	FAILED TO YIELD AT STOP INTERSECTION
DROVE TO LEFT OF ROTARY TRAFFIC ISLAND	FAILED TO YIELD AT YIELD INTERSECTION
DROVE WITHOUT LIGHTS WHEN REQUIRED	FAILED TO YIELD RIGHT OF WAY
DROVE WRONG WAY IN DESIGNATED LANE	
FAILED TO YIELD ROW AT OPEN INTERSECTION	IMPROPER START FROM A PARKED POSITION

FAILED TO YIELD TURN RIGHT ON RED SIGNAL  
 FAILED TO YIELD WHEN CHANGING LANES  
 \*FAILURE TO DIM LIGHTS AS REQUIRED  
 \*FAILURE TO KEEP IN PROPER LANE  
 \*FAILURE TO SIGNAL INTENTION TO PASS  
 \*FAILURE TO YIELD TO OVERTAKING VEHICLE  
 \*FELONY CONDITION  
 FLEEING FROM POLICE OFFICER  
 \*FOLLOWING EMERGENCY VEHICLE UNLAWFULLY  
 \*FOLLOWING TOO CLOSELY  
 \*FOLLOWING TOO CLOSELY-CMV  
 \*FSRA/ACCIDENT RESULT PROPERTY DAMAGE ONLY  
 \*FTY TO SCHOOL BUS  
 \*FTYROW EMERGENCY/OTHER AUTHORIZED VEHICLE  
 \*FTYROW PED/ANIMAL RIDER/ANIMAL DRAWN  
 \*NO DRIVER'S LICENSE  
 \*FTYROW REQUIRED AT UNSIGNED INTERSECTION  
  
 \*FTYROW YIELD/STOP/ENTER FROM PVT DRIVE  
 FTYROW FOR BLIND OR INCAPACITATED PERSON  
 FTYROW LEAVING PRIVATE DRIVE, ALLEY, ETC.  
 FTYROW-ON GREEN SIGNAL  
 FTYROW ON LEFT AT OBSTRUCTION  
 FTYROW TO EMERGENCY VEHICLE  
 FTYROW TO PED IN CROSSWALK-NO SIGNALS  
 FTYROW TO PED ON SIDEWALK  
 FTYROW TO PED AT SIGNAL INTERSECTION  
 FTYROW –TURN LEFT  
 \*GIVE WRONG SIGNAL  
 HEAVY EQUIP DISREGARDED SIGNAL OF TRAIN  
 \*HIT AND RUN CONDITION  
 ILLEGAL BACKING  
 ILLEGAL LOAD EXTENSION  
 ILLEGAL PASS ON RIGHT  
 ILLEGALLY PASSED STREETCAR  
 IMPEDING TRAFFIC  
 \*IMPROPER BACKING  
 \*IMPROPER ENTRANCE TO/EXIT FROM TRAFFICWAY  
 \*IMPROPER FOLLOW CONDITION  
 \*IMPROPER LANE CHANGES-CMV  
 \*IMPROPER LANE CHANGING  
 \*IMPROPER LANE CONDITION  
 IMPROPER LOOKOUT  
 IMPROPER PASSING  
 \*PASSING SCHOOL BUS UNLAWFULLY  
 \*PASSING WHERE PROHIBITED  
 PROBATION BBTR  
 PROHIBITED MTR VEH ON CONTROL ACCESS HWY  
 RACING  
 \*RAN OFF ROAD  
 RAN RED LIGHT  
 \*RECKLESS – CARELESS – NEGLIGENT CONDITION  
 RECKLESS DRIVING  
 \*RECKLESS DRIVING – CMV  
 RESTRICTION VIOLATION – CMV  
  
 IMPROPER TURN  
 IMPROPER TURN OR STOP SIGNAL  
 IMPROPER USE OF AUXILIARY DRIVING LAMPS  
 IMPROPER USE OF FOG LAMPS  
 IMPROPER USE OF SPOT LAMPS  
 INCREASED SPEED WHILE BEING OVERTAKEN  
 INTERFERES WITH FUNERAL PROCESSION  
 INTERFERES WITH STREETCAR  
 LACK OF CAUTION ON GREEN ARROW SIGNAL  
 \*LEAVING SCENE BEFORE POLICE ARRIVE  
 LEAVING SCENE OF ACCIDENT  
 MADE U-TURN ON CURVE OR HILL  
 \*MAKE IMPROPER TURN  
 \*MAKE LEFT TURN FROM RIGHT TURN LANE  
 \*MAKE RIGHT TURN FROM LEFT TURN LANE  
 \*MISCELLANEOUS CONDITION  
 NEGLIGENT COLLISION VEHICLE  
  
 NO FLAGS ON PROJECTING LOAD DAYTIME  
 NO LAMPS OR REFLECTORS ON LOAD AT NIGHT  
 NO SEAT BELT-DRIVER  
 NO SEAT BELT-PASSENGER  
 OBSTRUCTED VIEW THROUGH WINDSHIELD  
 OBSTRUCTING TRAFFIC  
 \*OPEN DOOR WHILE VEHICLE IS IN MOTION  
 \*OPERATE AT ERRATIC CHANGING SPEEDS  
 \*OPERATE CONTRARY TO COND SPECIFIED  
 OPERATE MOTORCYCLE W/O APPROVED HEADGEAR  
 \*OPERATE MV WITHOUT APPROPRIATE DL  
 OPERATE VEHICLE WITH CHILD IN OPEN BED  
 \*OPERATE/USE VEHICLE W/O CONSENT OF OWNER  
 OPERATING VEHICLE WHERE PROHIBITED  
 \*OPERATING WITHOUT EQUIP REQUIRED BY LAW  
 \*OVERLOAD VEH W/PASSENGERS OR CARGO  
 PARKED DOUBLE  
 PARKED FAIL TO STOP ENGINE  
 PARKED ON CROSSWALK  
 PARKED ON GRADE-FAILED TO TURN WHEELS  
 PARKED UPON A BRIDGE OR IN TUNNEL  
 PARKED WITH HEAD LAMPS NOT DIMMED  
 PARKED WITHIN AN INTERSECTION  
 PARKED WITHOUT LIGHTS  
 PARKING ON ROADWAY  
 PASSED VEHICLE STOPPED FOR PEDESTRIAN  
 PASSED-INSUFFICIENT CLEARANCE  
 PASSENGER/LOAD OBSTRUCT VIEW OF DRIVER  
 \*PASSING-INSUFFICIENT DISTANCE/VISION  
 \*PASSING BARRIER PROHIBITING TRAFFIC  
 \*PASSING CONDITION  
 \*TRUCK FAIL TO LEAVE SUFFICIENT DISTANCE  
 \*TURN CONDITION  
 TURNED LEFT FROM WRONG LANE  
 RAN STOP SIGN  
 TURNED RIGHT FROM WRONG LANE  
 TURNED RIGHT TOO WIDE  
 TURNED WHEN UNSAFE  
 TURNED ACROSS DIVIDING SECTION

UNRESTRAINED CHILD UNDER FOUR  
 \*RIGHT OF WAY CONDITION  
 \*SEX OFFENSE IN A MOTOR VEHICLE  
 \*SIGNAL INTENT CONDITION  
 SIGNS/CONTROL DEVICE CONDITION  
 SLOWER VEHICLE FAILED TO KEEP TO RIGHT  
 \*SPEED LESS THAT POSTED MINIMUM  
 SPEED-15 MPH OR MORE OVER POSTED LIMIT  
 SPEED UNDER MINIMUM  
 SPEEDING  
 \*SPEEDING CONDITION  
  
 \*SPEED IN EXCESS OF POSTED MAXIMUM  
 \*TAMPER/ILLEGAL DISPLAY TRAF CONTRL DEVICE  
 TOO MANY RIDERS ON MOTORCYCLE  
 \*TOWING OR PUSHING VEHICLE IMPROPERLY  
 \*TRANSPORT HAZMAT WITHOUT PRECAUTIONS

UNRESTRAINED CHILD UNDER TWO  
 \*UNSAFE OPERATION OF VEHICLE  
 UNSAFE SPEED  
 UNSAFE START  
 \*USE MV AS DEVICE TO COMMIT A FELONY  
 \*USE MV FOR ILLEGAL ACTIVITY/NO FELONY  
 \*USE MV IN CONNECTION WITH A FELONY  
 \*USE MV TO AID AND ABET A FELON  
 \*USE OF EQUIPMENT PROHIBITED BY LAW  
 VEH HAUL EXPL FAIL REDUCE SPEED AT RR CROSS.  
 VEH HAUL EXPL FAIL STOP AT RR CROSSING  
 \*VIOL IN CONNECTION W/FATAL ACCIDENT-CMV  
 VIOLATE DL RESTRICTION  
 VIOLATE DL RESTRICTION ON OCC LICENSE  
 VIOLATION OF RESTRICTION CONDITION  
 WARNING DEVICES NOT DISPLAYED  
 \*WILLFUL/WANT ON DISREGARD-CMV  
 WRONG SIDE OF ROAD  
 WRONG SIDE ROAD-NO PASSING ZONE  
 \*WRONG WAY/SIDE/DIRECTION CONDITION

\*ANSI out of state violations

**TABLE IV**  
**SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION**

Ten (10) Point Assessment

<p>AGGRAVATED ASSAULT WITH MOTOR VEHICLE          ALCOHOL BEVERAGE CODE OFFENSE          CONTROLLED SUBSTANCE ACT OFFENSE          CRIMINAL NEGLIGENT HOMICIDE          DANGEROUS DRUG ACT OFFENSE          DISQ-BBUTR-CMV          DISQ-BBUTR-CMV-HAZMT          DRIVE WHILE LICENSE SUSPENDED          *DRIVER UNDER INFLUENCE -ALCOHOL-CMV          *DRIVING AFTER LICENSE DENIED          DRIVING UNDER INFLUENCE          *DRIVING UNDER INFLUENCE-DRUGS-CMV          DRIVING UNDER INFLUENCE-DRUGS          *DRIVING WHILE IMPAIRED          DRIVING WHILE INTOXICATED          DRIVING WHILE INTOXICATED-PROBATED          DRIVING WHILE INTOXICATED-SEC24 (A-1) (1)          DRIVING WHILE LICENSE DISQUALIFIED-CMV*REFUSE TEST FOR ALCOHOL-DWI          *DRIVING WHILE REVOKED          *DRIVING WHILE SUSPENDED          DRUG OFFENSE SEC 248</p>	<p>*DUI – MEDICATION/NON-CONTROLLED SUBST.          *DWI CONDITION          DWI-BOND FORFEITURE          *DWI/ALCOHOL NARC OR PATHOGENIC DRUGS          DWIS-BOND FORFEITURE          FAILURE TO STOP AND RENDER AID          *FELONY – USE OF CMV          *FELONY – USE OF CMV-CONTROLLED SUBSTANCE          *FSRA/ACCIDENT RESULT IN BODILY INJURY          *ILLEGAL POSSESS ALCOHOL/DRUGS IN MV          INVOLUNTARY MANSLAUGHTER          *LEAVING THE SCENE - CMV          MURDER WITH MOTOR VEHICLE          PROB .04 OR MORE-CMV          PROB .04 OR MORE-CMV-HAZMT          PROB-BBUTR-CMV          PROB-BBUTR-CMV-HAZMT          VOLATILE CHEMICAL ACT OFFENSE</p>
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\*ANSI out of state violations

## TABLE V

### SCHOOL BUS DRIVERS' DRIVING RECORD EVALUATION

Ten (10) Point Assessments

**ASSESS 10 PENALTY POINTS PER ADMINISTRATIVE LICENSE  
REVOCATION (ALR)  
SUSPENSION/DISQUALIFICATION ONLY IF THE VIOLATION OCCURS ON  
OR AFTER OCTOBER 7, 1996**

\*ADMINISTRATIVE PER SE

ALR CMV DISQUALIFICATION- .04 OR MORE  
CMV

ALR CMV DISQUALIFICATION- .04 OR MORE –  
CMV

HAZMT  
ALR CMV DISQUALIFICATION– REFUSAL

-  
ALR CMV DISQUALIFICATION– REFUSAL – HAZMT  
ALR SUSPENSION – FAILURE  
TEST – CMV

ALR SUSPENSION - REFUSAL

\*DISQUALIFIED – ALCOHOL .04/MORE -

\*DISQUALIFIED – ALCOHOL .04/MORE –

HAZMT  
\*DISQUALIFIED – REFUSE ALCOHOL TEST

CMV-HAZMT  
\*DISQUALIFIED – REFUSED ALCOHOL

\*ANSI out of state violations

## **Safety Responsibility**

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Instructions on safe work habits, safety precautions and safe use of machines are an extremely important area of Nutrition Services. The unit manager will give detailed instructions on kitchen safety. Employees should review the information provided to them concerning some precautions to help prevent some of the most common accidents that occur in a cafeteria.

All Nutrition Services employees must use good body mechanics and follow safe working procedures including infection control.

- The employee must report any unsafe condition to a manager or supervisor and demonstrate no on-the-job injuries due to a lack of good safety practices.
- All on-the-job injuries occurring at CFISD must be reported immediately to the manager or supervisor and an injury report completed.

## **Preventing Burns**

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1. Use dry mittens or potholders.
2. Turn on hot water faucets cautiously.
3. Pull oven racks out far enough to get a firm grip on pans when removing them from the oven.
4. Remove lids from cooking pots by raising the backside of the lid first so that steam escapes away from your face and body.
5. Turn pot handles so that they do not project beyond the frame of the stove or over the flame.
6. Keep oven doors closed.
7. Stir food with long handled spoons.
8. Avoid filling pots so full that they boil over.
9. Load lower shelves of ovens with pans that contain liquid. Place solid items on upper oven shelves.

## **Prevent Fires**

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1. Avoid high cooking flames and avoid spilling fat.
2. In case of FIRE - turn off fuel - smother flame with salt or soda.
3. Know the location of fire extinguisher.
4. Turn off gas jets and electrical switches when not in use.
5. Never look for a gas leak with a lighted match.
6. Allow equipment to cool before cleaning.

## **Preventing Electrical Shock**

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1. Hold plug when disconnecting electrical equipment.
2. Do *not* pull on any wires or electrical cords.
3. Report any equipment that is not working properly.

## **Preventing Cuts**

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1. Keep knives in designated storage place (ex. knife rack).
2. Use knives for cutting only. (A knife is not to be used to open cans or pry equipment loose.)
3. Cut away from the body.
4. Carry knives with pointed end down.
5. Use a cutting board at all times.
6. Wash knives separately from pots and pans. Do *not* put knives in dishwasher to soak.
7. Do not use slicer until you have received instructions.
8. Turn off slicer, get gauge at zero, and unplug slicer when not in use.
9. Sweep up broken glass - immediately. Do *not* pick broken glass up by hand.
10. Handle pans and lids with sharp edges, carefully.

## **Preventing Slips and Falls**

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1. All Nutrition Services employees must use good body mechanics and follow safe working procedures including wearing slip resistant footwear where specified.
2. The employee must immediately mop up spills and /or remove any hazards in the work area that may cause a slip or fall.
3. Please use “wet floor” signage and alert others if you see a spill on the floor.
4. Do not run on a wet floor.
5. On-the-job injuries must be reported immediately to the manager or supervisor and an injury report completed.

# **Food Safety**

## **Food Borne Illness**

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Food borne illness is a disease, also known as food poisoning, which results from eating or drinking contaminated food.

Food is considered contaminated when it contains:

- Disease causing microorganisms (organisms that cannot be seen with the human eye)
- Bacteria
- Viruses
- Chemical poisons
- Any other item that is not supposed to be in the food including solids, liquids, and non-recipe ingredients.

## **The Symptoms Associated with Food Borne Illness**

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- Nausea
- Diarrhea
- Fever
- Stomach cramps
- Sometimes death

## **Disease Causing Organisms are Found**

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- On hands
- In mouths
- In noses
- On surfaces touched by food
- On clothes
- On floors
- In and on FOOD

## **What Disease Causing Micro-organisms Need in Order to Grow**

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- Food
- Acidity
- Time
- Warm temperature (between 41° F. and 135° F.)
- Oxygen
- Moisture

## **Hazards in Food**

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The goal of food safety is to prevent the hazards that cause food borne illness or injury. Most of the hazards in food are things you cannot see, smell, or taste. A food borne hazard is a physical, chemical, or biological object in food or drink that can cause injury or illness.

### **Physical Hazard**

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Hazards are objects in food that may cause injury if eaten. Physical hazards usually happen because of unsafe food handling practices or accidental contamination.

*Examples include broken glass, jewelry, adhesive bandages, and fingernails.*

To prevent physical contamination:

- wash fruits and vegetables carefully
- look closely at the foods you prepare
- keep the food preparation area free of things that can fall into the food



## **Chemical Hazard**

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Poisonous substances that occur naturally or are added during food handling. *Examples include cleaning agents, pesticides, and certain metals.*

Chemicals may cause food borne illness if they get into food. All chemicals such as soaps, cleaners, sanitizers, and pesticides must be stored away from food, utensils, and food preparation areas. If a chemical needs to be stored in the kitchen area, the chemical must be stored below food or food-contact surfaces so that it does not drip onto food. If a chemical is not needed in the establishment, then the chemical should not be there at all. All chemical containers must have easy-to-read labels and easy-to-follow directions.

Some containers are not approved for food storage. Unapproved containers include garbage bags, galvanized cans, and containers once used for chemicals. Food may not be stored in these containers because chemicals can get into the food.

To keep your food safe from chemicals:

- only keep chemicals in the establishment that are approved for use near food
- store all chemicals below or away from food and work surfaces
- label all chemicals
- only use approved containers to store food
- make sure equipment is working properly
- make sure food is protected when you clean the kitchen

## **Biological Hazard**

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Germ that cannot be seen without a microscope. *Examples include parasites, bacteria, and viruses.* We live in a world with lots of germs. Most germs are good for us, but some can make us sick. We will focus on the harmful germs that cause most food borne illnesses: parasites, viruses, and bacteria.

**Parasites** in food are usually tiny worms that live in fish, pork, or meat. They can be killed if frozen or cooked to the right temperatures. Different kinds of parasites may be found in contaminated water.

To keep your food safe from parasites:

- cook all pork, beef, and fish to the proper temperatures
- use approved sources of water

**Viruses** although viruses are small; it only takes a few to make you sick. Unlike parasites, viruses are not destroyed by freezing. We've all had an illness from a virus. Chicken pox, the common cold, and influenza are all caused by viruses spread from people coughing or sneezing. The viruses that we get through food usually come from the unclean hands of someone that touched our food. Unfortunately, the person's hands were probably not washed well enough to remove germs from vomit or feces. We call it the fecal-oral route of transmission. Everyone else calls it gross. As gross as it might be, you've probably heard of a few of the viruses we spread this way, like hepatitis A and Norovirus. To prevent these common illnesses, we must be careful about personal hygiene, especially when working with food.

To keep your food safe from viruses:

- do not work with food when you have diarrhea, vomiting, or fever
- wash your hands twice after using the toilet – once in the restroom, and then again when you get back in the kitchen
- use gloves or utensils instead of bare hands when handling ready-to-eat food

**Bacteria**, unlike viruses, bacteria *can* grow in food. They are found everywhere and can grow when food workers are not careful about time, temperature, and cleanliness. Bacteria can spoil food or cause food borne illness. Bacteria that cause food borne illness come from sources like soil, animals, raw meat, and people. Although they can come from lots of places, these bacteria usually only grow in certain foods. These foods are called TCS Foods.

To keep your food safe from bacteria:

- keep potentially hazardous foods out of the Danger Zone (41°F-135°F)
- do not work with food when you are ill (diarrhea, vomiting, or fever)
- wash your hands twice after using the toilet – once in the restroom, and then again when you get back in the kitchen
- use gloves or utensils instead of bare hands when handling ready-to-eat food
- wash, rinse, and sanitize all equipment used for food preparation

Time and Temperature Controlled for Safety (TCS) food need extra care in handling. These are foods that spoil easily, and if not handled properly can cause food borne illness. Common foods that are considered to be TCS foods are:

Meat	Gravies
Poultry	Soups
Milk	Meat Sauces
Eggs	Custards
Fish	Meat and Potato Salads

Some other foods that are TCS foods are:

Cut Melons	Cooked Beans
Baked and Mashed Potatoes	Cooked Vegetables
Tofu	Rice

Keep all TCS foods out of the temperature DANGER ZONE (41° - 135°F) by keeping hot foods at 135°F or above and cold foods at 41°F or below. Check the temperature with a probe thermometer in the thickest part of the food. Check working conditions frequently of equipment where foods are stored:

Steam Tables	Warmers
Preparation Coolers	Refrigerators
Walk-in Coolers	Cold Tops

## **HACCP**

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A new state-of-the-art approach to food safety system known as Hazard Analysis and Critical Control Point, or HACCP.

*HACCP involves seven principles:*

1. **Hazard analysis.** *Potential hazards associated with a food and measures to control those hazards are identified. The hazard could be biological, such as a microbe; chemical, such as a toxin; or physical, such as ground glass or metal fragments.*
2. **Identify critical control points.** *These are points in a food's production--from its raw state through processing and shipping to consumption by the consumer--at which the potential hazard can be controlled or eliminated. Examples are cooking, cooling, packaging, and metal detection.*
3. **Establish critical limits for each control point.** *For a cooked food, for example, this might include setting the minimum cooking temperature and time required to ensure the elimination of any harmful microbes.*
4. **Establish procedures to monitor the critical control points.** *Such procedures might include determining how and by whom cooking time and temperature should be monitored.*

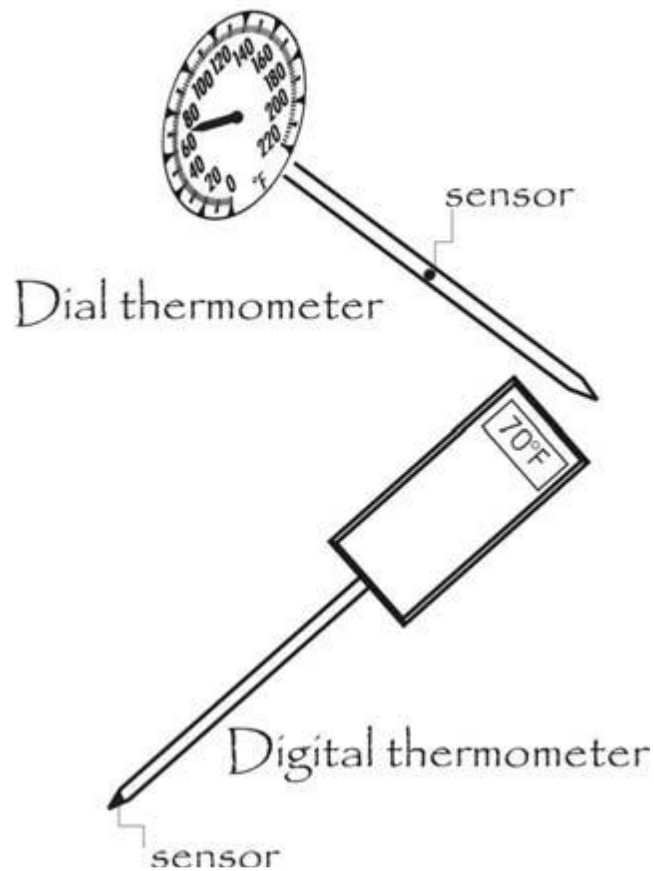
5. **Establish corrective actions to be taken when monitoring shows that a critical limit has not been met**--for example, reprocessing or disposing of food if the minimum cooking temperature is not met.
6. **Establish procedures to verify that the system is working properly**--for example, testing time-and-temperature recording devices to verify that a cooking unit is working properly.
7. **Establish effective record keeping documenting the HACCP system.** This would include records of hazards and their control methods, the monitoring of safety requirements and action taken to correct potential problems. Each of these principles must be backed by sound scientific knowledge: for example, published microbiological studies on time and temperature factors for controlling food-borne pathogens.

### **The Advantages of HACCP in School Foodservice**

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*HACCP offers a number of advantages, most importantly, HACCP:*

- *focuses on identifying and preventing hazards from contaminating food*
- *is based on sound science*
- *permits more efficient and effective government oversight, primarily because the record keeping allows investigators to see how well a firm is complying with food safety laws over a period rather than how well it is doing on any given day*
- *places responsibility for ensuring food safety appropriately on the food manufacturer or distributor*
- *helps food companies compete more effectively in the world market*
- *reduces barriers to international trade.*



## **Thermometers**

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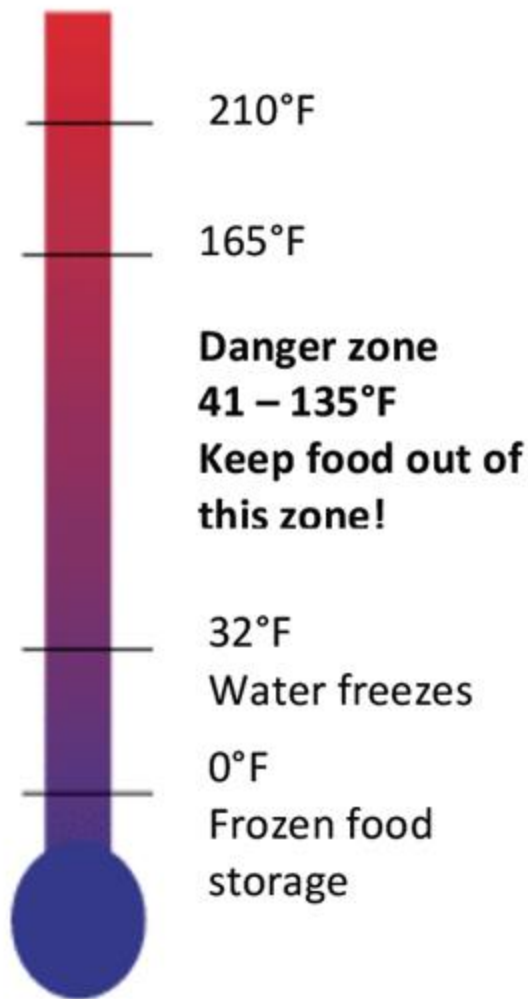
### **Metal Stem Thermometer-**

The metal stem “dial” thermometer is the most common thermometer used in Nutrition Services. Dial thermometers work well for taking temperatures of thick foods. The stem must be pushed several inches into the food and left in for at least 20 seconds. Because they need to go deep into the food to be accurate, dial thermometers should be used on thin foods such as hamburger patties.

### **Digital Thermometer-**

Digital thermometers are also used to measure food temperatures. They have a metal stem too, but have digital numbers instead of a dial. Digital thermometers are easy to read and are better for measuring temperatures in thin foods. They can read temperatures quickly and should be used for temperatures of thin foods such as hamburger patties.

Thermometers should be checked often to make sure they read the correct temperature. One way to check for accuracy is to put the thermometer’s sensor in a cup of crushed ice and water. The mixture should be 32°F. If the thermometer doesn’t read 32°F, the thermometer needs to be adjusted or replaced. Read the thermometer package or call your local health department for more information.



## **Controlling Temperatures**

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Bacteria, or other germs, need food, time, and moisture (or wetness) to grow; but they won't grow when the temperature of the food is **colder than 41° F or hotter than 135° F**. The temperatures in between 41° and 135° are in the "Danger Zone." Keep TCS foods out of the "Danger Zone!" For example, when food is left in the "Danger Zone", bacteria can grow fast, and make poisons that can make your customers and family very sick.

The TEMPERATURE DANGER ZONE is *the temperature at which microorganisms reproduce at their highest rate. (Between 41°F and 135° F)*

## **Cooking/Rethermalizing**

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*Cook/Rethermalize all food products with the exception of sandwiches to 165° F.*

**Hot food holding temperature 135° F.**

**Cold food holding temperature 41° F. or below**

## **Taking Temperature Readings**

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*Place the PROBE THERMOMETER into the CENTER of the thickest part of the food.*

*Every time food is reheated. It must be reheated to 165° F.*

*Food temperatures are recorded during breakfast and lunch service.*

## **Recording Food Temperatures**

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*In accordance with CFISD's HACCP standards, food temperatures are taken and recorded during various times and processes during the day. Supervisors and managers are to instruct their staff on these procedures.*

## **Receiving and Storing Food**

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### ***Temperatures for Food Storage - Preparation - Serving***

#### **1. Food Storage:**

- a. TCS food requiring refrigeration after preparation shall be rapidly cooled to an internal temperature of 41° F or below. TCS foods of large volume or prepared in large quantities shall be rapidly cooled utilizing such methods as shallow pans, agitation, quick chilling or water circulation external to the food container so that the cooling period shall not exceed four (4) hours.
- b. Frozen foods shall be kept frozen and shall be stored at a temperature of 0° F or below.
- c. The internal temperature of TCS foods requiring hot storage shall be 135° F or above except during necessary periods of preparation.

#### **2. Food Preparation:**

TCS foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 135° F except that:

- a. Poultry, poultry stuffing, stuffed meats and stuffing-containing meat shall be cooked to heat all parts of the food to at least 165° F with no interruption of the cooking process.
- b. Pork and any food containing pork shall be cooked to heat all parts of the food to at least 150° F.
- c. TCS foods that were cooked and then refrigerated shall be reheated rapidly to 165° F or higher throughout before being served or placed in a hot food storage facility.
- d. Pastry fillings shall be placed in shells, crusts, or other baked goods either while hot (not less than 140° F) or immediately following preparation. If a cold process is used; or such fillings and puddings shall be refrigerated at 40° F or below in shallow pans, immediately after cooking or preparation and held there until combined into pastries or served.
- e. Potentially hazardous foods shall be thawed:
  - In refrigerated units at a temperature not to exceed 41° F or
  - Under potable running water of a temperature of 70° F or below, with sufficient water velocity to agitate and float off loose food particles into the overflow.

#### **3. Nutrition Services and Display:**

TCS food shall be kept at an internal temperature of 41° F or lower or at a temperature of 135° F or above during display and service.

## **The Rules for Receiving Food**

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- *Unload food delivery bins immediately.*
- *Place food in the cooler or freezer.*
- *Date food. Practice "first into storage, first out of storage".*
- *Store all FOOD at least 6 inches above the floor.*

## How to Check That the Coolers and Freezers are Working

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- Check the temperatures of coolers and freezers first thing in the morning and last thing in the afternoon.
- Record the temperatures on the *EQUIPMENT TEMPERATURE CHART*.
- Coolers should read 40 degrees F. or less.
- Freezers should read 0 degrees F. or less.


## How to Thaw Food

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- Place frozen food in a cooler / refrigerator to thaw.
- Place frozen food directly in oven to cook.
- Place frozen food under cold running water.
- **DO NOT THAW AT ROOM TEMPERATURE.**

## How to Wash Hands

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Wet your hands wet so the soap

1 20 seconds

**Step 2:** Apply soap and scrub. Be sure to scrub under the fingernails, between the fingers, and all the way up to the lower arm. Hands need to be scrubbed for at least 10-15 seconds. Time yourself until you get used to it. This scrub time is longer than most people wash!

Scrub

1 10 - 15 20 seconds

**Step 3:** Rinse hands to send the soap suds and germs down the drain.

Rinse

1 20 seconds

**Step 4:** Dry hands completely with a paper towel, or other single-use method. Paper towels are preferred because scrubbing with the towel helps remove more germs.

Dry

1 20 seconds

**How to Wash** You must wash your hands at a hand washing sink that has hot and cold running water, soap, and paper towels (or other single-use drying method). From start to finish, all food workers must wash their hands for at least 20 seconds.

## **Personal Hygiene Rules:**

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1. Have regular check-ups with your doctor. Food workers with colds, sore throats, dripping nose, diarrhea, infected cuts or sores should *not* work where they will be directly involved in food preparation or service.
2. Follow the Nutrition Services Dress Code.
3. Wash hands thoroughly with soap and water and change gloves. Always wash hands:
  - *Before starting to work*
  - *After using the toilet*
  - *Before starting to work with food preparation*
  - *When switching between working with raw foods and ready-to-eat foods*
  - *After eating or drinking*
  - *After coughing, sneezing, using a handkerchief or tissue*
  - *After handling soiled equipment or utensils*
  - *Before unloading clean serving trays, silverware, pots and utensils from the dishwashing machine*
  - *After handling trash*
  - *Wash hands in HAND SINKS, only*
  - *Wash hands in hot, soapy water*
  - *Wash hands, between fingers and arms for 20 seconds*
  - *Dry hands on paper towels*

## **Cuts, Abrasions**

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Cover the cut with a clean bandage and a glove.

## **Gloves**

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- *During food preparation*
- *During Nutrition Services in the cafeteria*
- *Express (snack bar) employees do not wear gloves during meal service. All food served in the Express have been previously packed into containers.*

Gloves should be changed frequently. Change your gloves every time you change job activities.

## **Eating and Drinking**

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Nutrition Services workers may not eat or drink in food preparation areas. This is to prevent spills onto food and to reduce the chance of contamination. *Exception:* Food workers may drink from a handled covered container with a straw. The drink must be stored so that it cannot spill onto food or food-contact surfaces. Employees must eat in a designated dining area where consuming food will not result in contamination of food, equipment, utensils or other items needing protection.

## **Hair Restraints**

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Hair restraints are intended to keep hands out of hair and hair out of food. Hair must be effectively restrained whenever you are working around food or food preparation areas. Long beards must also be restrained.

## **Fingernails**

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Fingernails must be trimmed so they are easy to clean. No nail polish or artificial nails are allowed to be worn; the food worker must wear gloves when preparing all foods, not just ready-to-eat foods.



## **Jewelry**

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Jewelry can hide germs that cause food borne illness and make it hard to wash hands. Jewelry can also fall into food. Food workers must remove watches, rings, bracelets, and all other jewelry on the arms or hands. *Exception:* Wedding rings may be worn if they are plain and covered with a glove when the food worker is serving or preparing food.

## **Personal Items**

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Personal items like medicine, coats, cell phones, and purses must be stored away from food, dishes, and linens.

## **Cleaning and Sanitizing**

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Food-contact surfaces should be cleaned and sanitized after each use to remove germs that can cause illness. Cleaning and sanitizing are not the same

Cleaning: use soap and water to remove dirt and surfaces.

Sanitizing: use chemicals (sanitizers) or heat to reduce germs on surfaces to safe levels. Sanitizers are chemicals used to kill germs. Sanitizers must be mixed by following the directions on the label. Soap should not be added to sanitizers. Use test strips to make sure the sanitizer is not too strong or too weak.

Many areas in food establishments should be kept clean and sanitized. This includes walls, floors, and equipment.

**Remember that all surfaces must be washed and rinsed before sanitizing them.**

## **Sanitizing Solution**

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The most common sanitizer used in food establishments is a bleach solution made by mixing:

1 teaspoon unscented bleach with 1 gallon of cool water

Mix ¼ cup unscented bleach in 5 gallons of clean water.

Use sanitizing solution to:

- *Sanitize the probe thermometer by manually washing the probe and then dipping it into the sanitizing solution.*
- *Store wiping cloths in the sanitizing solution.*
- Clean serving lines and food preparation surfaces with cloths dipped into the sanitizing solution.
- Immerse hands in sanitizing solution before removing clean trays, etc. from the dish machine.

## **Washing Pots, Pans and Other Kitchen Equipment**

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### **Washing Dishes by Hand**

All dishes and food-contact surfaces must be washed, rinsed, and sanitized between uses. When washing dishes by hand, follow this procedure:

1. clean and sanitize the sink
2. scrape leftover food into the garbage
3. WASH dishes in hot, soapy water *between 110 and 120 degrees F* in the first sink
4. RINSE dishes with clean, hot water in the second sink
5. SANITIZE by soaking the dishes in the third sink filled with warm water and an approved sanitizer
6. AIR DRY all dishes and utensils instead of using a towel

### **Washing Dishes in a Dishwasher**

Some cafeterias have a mechanical dishwasher that will wash, rinse, and sanitize the dishes. When using a dishwasher, you must scrape leftover food from the dishes before putting the dishes on the rack.

Dishwashers use chemicals or heat to sanitize. Food workers that use the dishwasher must be trained on how to make sure the machine is washing and sanitizing properly. Temperature gauges and sanitizer levels must be monitored.

Machines using hot water for sanitizing may be used provided that wash water and pumped rinse water shall be kept clean and water shall be maintained at not less than the temperature stated below:

Single-tank, stationary rack, dual-temperature machine:

Wash temperatures-150° F

Three-tank, conveyor machine:

Wash temperature - 160° F.

Final rinse temperature - 180° F.

Final rinse temperature at the dish level - 170° F.

### **Equipment Cleaning**

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- *Wash with warm soapy water*
- *Rinse with water*
- *Wipe with sanitizing solution*
- *Special instructions will be given for cleaning ovens*

### **Cleaning Floors**

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- *Sweep floors first*
- *Mop floors with all-purpose cleaning detergent*
- *Mop floors with bleach water on Fridays*

### **Handling Chemicals**

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- *Label all chemicals*
- *Store chemicals away from and below food*
- *Follow directions*
- *Do not mix two different chemicals together; this can cause a chemical reaction*
- *Identify the location of the Material Safety Data Sheets. These tell what to do if there is an accident with the chemicals.*

### **Food Allergies**

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Just as some people are allergic to bee stings, some people have allergies to food. Food allergies are often serious and can cause sudden, life-threatening reactions.

Symptoms of an allergic reaction include a tingling sensation, hives, swelling of the mouth and throat, difficulty breathing, and loss of consciousness. Get the person in charge immediately if any customers have these symptoms.

Foods that cause the most allergies include milk, soy, eggs, wheat, peanuts, nuts, fish, and shellfish. Even a small amount of the food can make the person very ill. People that have food allergies must AVOID any source of the food that makes them sick.

For example, someone that is allergic to eggs must avoid cakes, pastas, mayonnaise, or even foods that are prepared on equipment used with eggs. Customers may ask you about menu items, how the food is prepared (to make sure the equipment used for their meal is not used with the foods that they are allergic to), and information from the labels on the food. Their safety depends on accurate answers from you and safe preparation steps in the kitchen. Talk with the manager in charge if you have questions.



# National School Lunch Program

# NATIONAL SCHOOL LUNCH PROGRAM

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The National School Lunch Act was approved in 1946 to provide funding and rules/regulations for the modern day National School Lunch Program (NSLP). Schools which participate in the National School Lunch Program are given:

- Commodity foods (USDA) are donated to the School Lunch Program. These foods are provided free to the schools.
- Reimbursement (money) is given to the School Lunch Program for every student meal served that meets the National School Lunch Guidelines.
- Free and Reduced-Priced Meals are provided to students who qualify based on family income.

The United States Department of Agriculture's School Lunch Menu Pattern must be followed. This pattern insures that students will be offered the nutrients they need for growth and development.

## Reimbursement

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Reimbursement is the cash and commodity food assistance the Nutrition Services Department receives for each student meal served that meet the Federal School Lunch guidelines. These guidelines require that we:

1. Offer the five required food components for lunch.
2. Check each student tray to see that the student has selected at least three of the required food items for lunch and at least one is a fruit or vegetable. (Checking the student tray is the cashier's responsibility.)

## Component

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The term given by the USDA to describe a food group. There are five component groups and they are:

1. Meat/ Meat Alternate
2. Fruit
3. Vegetable
4. Grain
5. Milk

## Menu Item

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The name of foods served. Good examples are:

- Pizza
- Chicken Nugget
- Hamburger
- Taco
- Mixed Vegetables
- Pear Slices
- Chef Salad

**Menu items** may contain one or more components.

For example:

- A hamburger contains the grain component (bun) and the meat component (beef patty).
- A grilled chicken breast contains the meat component (chicken).

## Verifying a Tray

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This is the procedure the cashier uses when checking a student's tray in order to qualify it for reimbursement in the free, reduced or paid meal program. The cashier verifies the tray by counting the number of components on the tray, and checks the portion size to assure that it meets the requirements of the USDA National School Lunch Program.

If guidelines are not met, then the student has the option to request the component(s) that would complete the meal, or buy the items at an a-la-carte price.

In order to meet the National School Lunch program guidelines, the USDA has specific rules for the verification of trays/meals during specific meal periods. Breakfast and Lunch rules are different and must be followed accordingly.

## Breakfast

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Four components must be offered prior to the point of service in order to meet requirements. Menu items are the actual foods served. Menu items may contain one or more components. Understanding the difference between components and menu items is essential when planning menus that meet requirements.

In order for Breakfast to qualify for reimbursement, students must select at least three components from the four offered components, one of which must be a fruit or vegetable.

The five food components for breakfast are:

**Meat/Meat Alternative** = meat, poultry, fish, cheese, nuts, nut butters, eggs, dry beans, or yogurt.

**Grains** = bread, tortillas, bagels, biscuits, muffins, and many more products made from whole-grain rich ingredients.

**Vegetable** = vegetable or full-strength juice.

**Fruit** = fruit or vegetable in any form or full-strength juice.

**Milk** = fluid, served as a beverage or on cereal or both.

The student must select at least 3 components and one must be a fruit or vegetable or fruit/vegetable juice in order for the meal to be counted as a reimbursable meal.

## Lunch

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A minimum of five **components** must be offered prior to the point of service in order to meet requirements. **Menu items** are the actual foods served. **Menu items** may contain one or more components. Understanding the difference between components and menu items is essential when planning menus that meet requirements.

In order for Lunch to qualify for reimbursement, students must select at least three components from the five offered components and one must be either a fruit or a vegetable.

The five components for lunch are:

- Meat/Meat Alternative = meat, poultry, fish, cheese, nuts, nut butters, eggs, dry beans, yogurt, and alternative protein products.
- Grains = bread, tortillas, bagels, biscuits, muffins, and many more products made from enriched or whole-grain meal or flour, plus enriched or fortified cereals.
- Vegetable = vegetable in any form.
- Fruit = fruit in any form.

- Milk = fluid, served as a beverage or on cereal or both.

The student must select at least three components in order for her / his meal to be counted as a reimbursable meal and one must be either a fruit or vegetable or fruit/vegetable juice.

## Food Based Meal Planning Guidelines

Nutrition Standards in the National School Lunch Program (NSLP) and School Breakfast Program (SBP)— Meal Pattern Chart (Amount of Food <sup>b</sup> Per Week (Minimum Per Day))						
Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 <sup>a</sup>	Grades 6-8 <sup>a</sup>	Grades 9-12 <sup>a</sup>	Grades K-5	Grades 6-8	Grades 9-12
Fruits (cups) <sup>c, d</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>c, d</sup>	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green <sup>f</sup>	0	0	0	½	½	½
Red/Orange <sup>f</sup>	0	0	0	¾	¾	1 ¼
Beans/Peas (Legumes) <sup>f</sup>	0	0	0	½	½	½
Starchy <sup>f</sup>	0	0	0	½	½	½
Other <sup>f, g</sup>	0	0	0	½	½	¾
Additional Vegetable to Reach Total <sup>h</sup>	0	0	0	1	1	1½
Grains (oz. eq.) <sup>i</sup>	7-10 (1) <sup>j</sup>	8-10 (1) <sup>j</sup>	9-10 (1) <sup>j</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meat/Meat Alternates (oz. eq.)	0 <sup>k</sup>	0 <sup>k</sup>	0 <sup>k</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups) <sup>l</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
<b>Other Nutrient Specifications: Daily Amount Based on the Average for a 5-Day Week</b>						
Min-Max Calories (kcal) <sup>m, n, o</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated Fat (% of total calories) <sup>n, o</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>n, p</sup>	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans Fat <sup>n, o</sup>	Nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.					

<sup>a</sup> See the *Pre-K-Kindergarten Meal Pattern Section* and *Pre-K-Kindergarten Meal Pattern Chart* for information on portion sizes for pre-K students using the Traditional Food-Based Menu Planning, or CEs may use the K-5 age/grade group meal pattern for pre-K children.

<sup>b</sup> Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

<sup>c</sup> One quarter(¼)-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than one half of the fruit (or vegetable) offerings may be in the form of juice. All juice must be 100% full-strength. The increase to 1 cup of fruit for SBP begins in SY 2014-2015. For SY SY 2013-2014, CEs must offer ½ cup of fruit requirement.

<sup>d</sup> For breakfast, vegetables may be substituted for fruits. Beginning SY 2014-2015, the first two cups per week of any such substitutions must be from the dark green, red/orange, beans and peas (legumes) or other vegetables subgroups.

<sup>e</sup> The fruit quantity requirement for the SBP (5 cups/week; minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015). For SY 2013-2014, the required serving is ½ cup for ages 3-4 and all age/grade groups; ages 1-2, it is ¼ cup for SBP.

<sup>f</sup> Larger amounts of these vegetables may be served.

<sup>g</sup> This category consists of "Other Vegetables" as defined in regulations; this requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups.

<sup>h</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>i</sup> At least half of the grains offered must be whole grain-rich in the NSLP; for the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in the NSLP and the SBP beginning July 1, 2014 (SY 2014-2015).

<sup>j</sup> Grain ranges must be offered beginning July 1, 2013 (SY 2013-2014) for the SBP.

<sup>k</sup> There is no separate meat/meat alternate component in the SBP. For SBP CEs may substitute 1.0 oz. eq. of meat/meat alternates for 1.0 oz. eq. of grains after the minimum daily grains requirement is met beginning July 1, 2013 (SY 2013-2014) for the SBP.

<sup>l</sup> Fluid milk must be low fat (1 percent milk fat or less, unflavored) or fat free (unflavored or flavored).

<sup>m</sup> The average daily amount of calories for a 5-day serving week must be within the range (at least the minimum and no more than the maximum values).

<sup>n</sup> Discretionary 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 beginning SY 2014-2015. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

<sup>o</sup> Calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014) for the SBP.

<sup>p</sup> Final sodium specifications are to be reached by SY 2022-2023 ( July 1, 2022). Intermediate sodium specifications are established for SY 2014-2015 and SY 2017-2018.

## Offer vs. Serve:

Cypress - Fairbanks I.S.D. Nutrition Services Department participates in the Federal "Offer vs. Serve" program.

Each student who selects 3 or more food items with one of those being a full serving of fruits or vegetables will be charged the meal price. These meals can be claimed for reimbursement.

The Offer vs. Serve program is used because it limits the waste that occurs when students throw away food that they do not like.

Students who select only 1 or 2 food items must be charged a la carte prices for those items. These meals cannot be claimed for reimbursement.

## Food Production Record:

The Food Production Record gives the cashier the following information for each menu item:

1. The **meal component** for each menu item
  - M/MA = Meat / meat alternate
  - G = Grain
  - F = Fruit
  - V = Vegetable
  - Milk = Milk

2. Serving size for each grade level, adults and a la carte.

Menu Items	Meal Component	Pre-K	K-5	6-8	9-12	Adult	A La Carte
Mini Corn Dogs	2M/2WGR	6 ea	6 ea	6 ea	6 ea	6 ea	6 ea
Grapes	½ c F	4 oz spoodle	4 oz spoodle	4 oz spoodle	4 oz spoodle	4 oz spoodle	4 oz spoodle
Tossed Salad	½ c V	#8 lettuce; #16 tomatoes	#8 lettuce; #16 tomatoes	8 oz spoodle	8 oz spoodle	8 oz spoodle	8 oz spoodle
Dinner Roll	1 WGR	1 ea	1 ea	1 ea	1 ea	1 ea	1 ea

The cashier can find the Food Production Record in the Manager's office. The cashier must review the Food Production Record before each lunch.

## Second Meals:

Many students ask for a double tray (two of every food item). The cashier will ring this tray as two separate meals. The first meal can be claimed for reimbursement and is rang up as a "**student lunch**". The second meal must be counted separately because it cannot be claimed for reimbursement.

## Overt Identification:

Overt identification occurs when a student can hear or see another student's meal status. Regulations require that no student know the meal status of another student. There is to be no list within view of the students while in line indicating free, reduced or full price meal status of any student. Cashiers are not to ask or discuss a student's status while with in hearing of other students. If a cashier / manager need to discuss a student's status, they should ask the student to move away from the other students.



### **Compliance Sign - Off Sheet:**

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Meals picked up by any other person, other than the student for whom the meal is intended, must sign a Compliance Sign – Off Sheet. This compliance statement informs them that it is their responsibility to deliver the meal to the student whose account is being charged for the meal.

### **Dropped Trays:**

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Dropped trays are replaced. If the meal was already charged, no further action is required at the register. All dropped trays are recorded on the Food Production Record.

### **Civil Rights**

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Defined as the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13<sup>th</sup> and 14<sup>th</sup> amendments to the U.S. Constitution and by acts of Congress.

The National School Lunch Program is administered at the Federal Level by the Food and Nutrition Service (FNS), an Agency of the U.S. Department of Agriculture.

Recipient agencies, distributing agencies, and sub distributing agencies shall comply with these requirements

Since our school district receives federal monies from USDA for feeding children we must comply with Civil Rights regulations.

The purpose of this Instruction is to establish and convey policy & provide guidance & direction to the USDA Food and Nutrition Service and its recipients and customers, and ensure compliance with and enforcement of the prohibition against discrimination in all FNS nutrition programs & activities, whether federally funded in whole or not

### **Discrimination**

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Discrimination is defined as the act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on the protected bases.

### **Title VI of the Civil Rights Act**

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Title VI of the Civil Rights Act of 1964 prohibits recipients of Federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities.

### **USDA Policy**

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USDA prohibits discrimination in all programs & activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic info, political beliefs, reprisal, or income.

There must be no separation based by race, color, sex, handicap, age or national origin in:

- Eating periods
- Seating arrangements
- Serving lines
- Eating areas

## **Complaints**

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All Nutrition Services personnel should be aware of the district's policy for handling discrimination complaints.

When someone comes to the cafeteria to make a complaint about discrimination they need to be given the complaint form to fill out.

The manager should try to solve the issue if possible.

The complaint can be given verbally or in writing.

Once received the complaint must be forwarded to the Child Nutrition Director who forwards it to TDA then TDA forwards all complaints to USDA.

State Agency will

- Accept & acknowledge the complaint
- Gather facts to support or refute complaint's allegation (s)
- Ensure all relevant sources of info are investigated
- Review & evaluate the facts
- Implement corrective action plan, if necessary

## **Nondiscrimination Statement**

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.