

*State College Area School District
Food Service Department*

Employee Handbook



Serving Education Every Day!

Welcome!

It's a pleasure to welcome you as an employee of the State College Area School District. I am pleased that you have joined the food service department and I look forward to a pleasant and productive association.

Our district's mission is to prepare students for lifelong success through excellence in education. Every employee in the district has an important role in helping children succeed.

This is certainly true for those of us who prepare and serve meals to children at school. A hungry child can't stay focused on the lessons being taught. Studies prove the children who eat breakfast at school do better on tests and have lower rates of absenteeism. And, a USDA survey found children who purchased school lunches consumed more fruits, vegetables, and milk while getting less added sugar with their meal. Your efforts will result in healthy students, ready to learn.

This handbook has been prepared to help you perform your work to the best of your abilities. It should answer many of your questions. If you do have a question not answered here, please just ask me. The food service supervisors, food service office staff, and the Human Resources Office can also be great sources of information.

Good luck to you in your new work.

Sincerely,

Megan Schaper

Food Service Director, SNS

Acknowledgement of Receipt & Understanding

By signing below, I acknowledge that:

- I received a copy of the Food Service Department's employee handbook.
- I have read the handbook.
- I have asked for clarification on any points that I did not understand.
- I understand the department policies and procedures as outlined in this handbook.

Employee Name:

Employee Signature:

Date _____

Cut at the dotted line and return this page to the food service office within 10 days of receipt of your handbook.

Handbook Version
July 2018

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Our District

The State College Area School District includes the State College Borough and the five surrounding townships of College, Ferguson, Harris, Halfmoon, and Patton. The entire school district encompasses an area of approximately 152 square miles. There are 8 elementary school attendance areas (currently 9 buildings), 2 middle schools, a high school campus, an alternate secondary program, and several charter schools. Approximately 6,800 students are enrolled in grades kindergarten through twelve.

The Food Service Department

The food service department for SCASD serves lunch and breakfast in all of our schools. A central commissary kitchen distributes supplies to the elementary schools. The middle and high schools have completely self-sufficient food service operations.

State College Area School District Food Service Department also provides food service for several charter schools and day cares. In addition to our school meals programs, the food service department provides catering services for school related events.

A Commitment to Our Customers

Every student who comes to us is a customer. Each employee creates a lasting impression on our customers, whether it be good or bad. We strive for good impressions and repeat customers.

Your job will involve much more than just feeding hungry students. You will provide and model proper nutrition so that each child has the opportunity to develop to his fullest capability. It will be your responsibility to encourage students to eat a nutritionally balanced meal and to help them form good habits.

Your smile or kind words may be the thing a student most needs, and you will have many opportunities to be a positive influence in the lives of children. That said, all interactions with students should be professional. Gifts may not be given to students.

USDA Meal Programs

Meals are provided to students under the guidance of the National School Lunch Act which was originally passed in 1946. The school district operates food service programs for all children without regard to race, color, national origin, sex, age, or disability. Children who are economically eligible are able to receive meals free of charge or at a reduced rate, and the district is reimbursed for these meals by the state and federal governments. The meals provided must meet the strict nutritional requirements established by the USDA.

Civil Rights

Food service staff receive training on all aspects of civil rights compliance to ensure that we treat everyone with dignity and respect and that we promptly respond to concerns. Both written and verbal complaints on the basis of race, color, national origin, sex, age or disability must be reported to the Food Service Office .

Equal Employment Opportunities

State College Area School District wants and needs the best person for each job. Therefore, we do not consider race, religion, color, national origin, age, sex, or disability in making personnel decisions.

AFSCME

Food service employees are collectively represented by a union. Employees have the option to join AFSCME-AFL-CIO Council 13.

Labor organizations were established to assist employees in obtaining fair wages and working conditions. Unions also act as a spokesperson for employees in grievance situations. Further, unions assist employers in obtaining a productive work force so they can deliver their services or products in a safe and efficient manner.

If you choose to join the union, dues calculated at 1.5% of your wages (\$.20 per hour at a pay rate of \$13.20), will be deducted from your

paycheck.

Union information and announcements are posted on bulletin boards in all kitchens. For more information about the union, contact:

Name: _____

Phone Number: _____

Email: _____

Probation Period

As a newly hired employee, you have a probation period of 60 working days. This gives the school district a chance to make an evaluation of your work, attitude, and attendance. At any time during this period, employment may be terminated. At the end of the 60-day period, a performance review will be completed and discussed with you.

Upon successfully completing your probationary period, you are eligible to bid on open positions and can be represented by the union in grievances. You are also now eligible for a \$40 reimbursement for work shoes.

Should you terminate your employment with the district for any reason before the completion of 60 working days, the cost of your work shirts and aprons will be withheld from your last paycheck.

Wage Scale

Food service employees are hired into one of three categories based on work responsibilities. These categories determine the rate of pay.

- **Kitchen Helpers** are general food service workers who may work either part-time or full-time hours.
 - **Truck Drivers** are the two full-time positions responsible for distributing supplies between our kitchens. These employees also complete routine maintenance and run errands as needed.
-

- **Managers, Cooks, and Kitchen Leaders** are more highly skilled employees whose jobs have significant impact on the success of the program. These are typically full-time positions though the manger position at some of our smaller elementary schools have part-time hours.

Full-time is defined as being regularly scheduled to work 25 hours per week or more for those employees hired prior to July 1, 2016. It is defined as scheduled for 30 hours per week or more for all others.

Each position has a Year One rate, Year Two rate and a Job Rate. Newly hired employees are hired at the Year One rate for their job category. They move into the Year Two rate as of July 1 if they were hired prior to January of the previous school year.

Substitute employees are paid at the Year One rate and are called in on an as needed basis. They do not accrue any benefits or insurance and cannot join the union or bid on job openings.

Please refer to the Union Contract for additional details.

Hours Of Work And Attendance

When hired, employees are told their hours of work. Employees are expected to be at work, ready to work at their start time. However, please do not arrive excessively early for your shift as this may cause distractions to those employees who are working. When finished with your work for the day, please sign out before getting your coat or taking care of personal business. You are not to work past your stop time without approval from your supervisor. Sign-in and sign-out times are to reflect the actual time worked.

Employees are expected to be at work, as scheduled with exceptions for illnesses and other contractually agreed upon days off. ***Time off for vacations and other personal business that is not covered by the contract cannot be granted. Please plan to coordinate these kinds of events with the school calendar.***

Food service employees generally work only on the days when students are in school. However, employees are required to attend in-

service training sessions each year. These mandatory training dates are traditionally in August. Employees may also be required to work to help prepare the kitchens for the opening of the school year and to close the kitchens before the summer vacation.

Lunch & Breaks

All employees of the Food Service Department may have a school prepared lunch free of charge. The lunch is comprised of an entrée, up to two side dishes and a beverage. The meal must be consumed on the premise and cannot be taken home or transferred to another person. Additional items, to be consumed on site, can be purchases at 1/2 price. Payment must be made to the kitchen manager or designee

Employees who work four to seven (4-7) hours receive a 15-minute paid break over the course of their shift. They are also provided the opportunity to take a 30-minute un-paid lunch break. Lunch may be eaten during the 15-minute paid break if the employee wishes not to take the un-paid lunch break. Staff working less than four hours do not get a paid break and must eat lunch on their own time if they wish to take advantage of the meal benefit.

Employees scheduled to work 8 hours per day are entitled to two (2) 15-minute paid breaks and an unpaid lunch break.

Snow Days & School Cancellations

When schools are closed in emergency situations, cafeteria employees are not required to report to work. Cancelled school days are made up on scheduled snow make-up days or at the end of the school year.

The district informs all employees of school schedule changes through an automated calling system. Employees can also check local radio and television stations and the district's webpage for updates.

In the event that the school cancellation is made with less than one (1) hours notice from employees' scheduled start time, those employees are entitled to 2 hours of paid work time. This requires employees to report to work/stay at work and complete suitable alternate work that is assigned. Employees who choose not to stay for work are not paid.

Delayed school starts do not affect work hours for most employees and most employees are required to arrive at work at their usual time. (If your work schedule is to be adjusted due to a delayed start, your supervisor will communicate this to you.)

Early dismissals are rare, but we are usually able to accommodate employees if they need to get home before students are dismissed.

Accurate information must be maintained with the district to ensure that you receive an automated call. Please review the information on-line in Employee World and make adjustments as needed.

Absence from Work

If you can not come to work, you must notify your immediate supervisor as to the reason for your absence. With exceptions for last minute illnesses or emergencies, ***employees must call off no later than 7:30 a.m. of the day affected.*** As much prior notification as possible is appreciated. Failure to notify the district in advance of being absent without an acceptable reason can result in disciplinary action up to and including termination.

Absence from work should be reported to your supervisor. If you can not reach your supervisor, call the food service office or the program director to report your absence.

Supervisor's Name: _____

Supervisor's Home #: _____

Food Service Office: 231-5095

Food Service Director: Megan Schaper

Director's Home #: 237-1525

Except in instances of documented Family and Medical Leave Act conditions, the school district may require a doctor's certificate for an absence of 3 days or more. The food service department has the right to verify reported illness. A doctor's statement may also be required if the district has reason to believe that sick leave is being abused.

Full-time employees are entitled to the following paid, short-term leaves:

- 9 sick days per year
- 2 personal days a year (3 days after 5 years of service)
- 5 days for each occurrence of death in the immediate family
- 1 day to attend the funeral of a close friend or relative
- 4 days each year for critical illness in the family
- jury duty (regular pay minus jury duty compensation.)
- legal absences arising out of employment in the district
- Christmas and Thanksgiving Days as paid holidays

Part-time employees are entitled to the following paid, short-term leaves:

- 5 sick days per year (9 after 5 years of service)
- 1 personal day (after 6 months of service)
- 4 days for each occurrence of death in the immediate family
- jury duty (regular pay minus jury duty compensation.)
- paid time for Christmas and Thanksgiving Days

Requests for personal leave must be made in writing at least 3 days in advance, except in the case of an emergency. No more than 2 employees will be granted personal leave on the same day, and no personal days will be scheduled after Memorial Day.

Refer to the AFSCME contract for additional information about extended or unpaid leaves of absence.

Unused sick days accumulate from year to year. Personal days that are not used accumulate as sick days.

In the event that an employee exhausts all of her/his paid time off, a sick day donation program is available to provide additional days off for prolonged illness or injury. See the AFSCME contract and contact the Human Resources Office for additional information.

Time off for vacations and other personal business that is not covered by the contract cannot be granted. Please coordinate your need for time off with the school calendar and your work schedule.

Health Awareness Reporting

The State Health Code requires employees to report the following symptoms and medical diagnosis to their supervisor so that appropriate steps can be taken to prevent the transmission of foodborne illness.

- diarrhea
- fever
- vomiting
- jaundice
- sore throat with fever
- typhoid fever
- shigellosis
- hepatitis A
- lesions containing pus on an exposed body part
- shiga toxin-producing *Escherichia coli* infection
- exposure to any confirmed outbreak of typhoid fever, shigellosis, shiga toxin-producing *Escherichia coli* infection, or hepatitis A.

Your Pay for Hours Worked

Your pay will be made twice each month, on the 15th and the last day of the month, via direct deposit. Union dues or fair share fees will be deducted from your check.

You will receive a message to your SCASD email letting you know that your pay has been deposited. Payroll information, including check stubs and W2 forms can be accessed on the Employee Access Center. The link can be found under “Staff Shortcuts” on the district’s homepage (www.scasd.org).

Your pay is calculated based on the hours recorded on the department’s TimeClock software. Employees are responsible for recording their own time “in” and “out”. Employees working less than 4 hours per day clock both in and out at the end of the shift. Everyone else must clock in when they arrive and clock out when they leave.

All employees have a scheduled starting and stopping time. You are not to deviate from these times without approval from your supervisor. Times recorded on your timesheet must accurately reflect the

time worked; employees should never work “off the clock.” Employees must record notes on the electronic time sheet to explain deviations from their regularly scheduled hours.

Never clock in or out for another employee. Each employee must approve the hours recorded on their own electronic time sheets. Your timesheet will not be processed if submitted without your approval.

If you are asked to fill in for a position with a higher pay classification, you will receive a \$.40 per hour rate increase for the time worked out of class. Overtime pay of 1.5 times your base rate will be received for any hours beyond 40 hours per week. Double time is paid for any hours worked on a 7th consecutive day (Monday thru Sunday).

Contact the food service office if you feel that there is an error in your paycheck or if you have any questions about the time recorded or amount paid.

Personal Information

Please keep the food service office informed if any of your personal information changes—name, address, phone number, etc.

Employee Benefits

Health Insurance - Full-time employees are entitled to enroll in the district's Health Insurance plan. Refer to the union contract or contact the Human Resources office for additional information.

Any employee eligible for health insurance who elects to waive coverage is entitled to payments of \$1,000 twice each year, in December and June.

Dental Insurance—Dental insurance is provided for each full-time employee. Dependent dental coverage is also offered with the employer paying 66% of the premium cost. Part-time employees can purchase dental insurance for themselves (no dependant coverage) for 50% of the premium.

Life Insurance—Employer provides group term life insurance for each full-time employee, in the amount of \$40,000. There is an option to purchase additional life insurance at the employees' expense.

Disability Income Insurance—This insurance plan provides full-time employees up to 60% of their gross salary per month, not to exceed \$1,000 per month, for a period of two years in the event of illness or injury beginning on the 31st day of disability.

Retirement—All employees who are scheduled 500 hours per year or more are included in the Public School Employees' Retirement System. Pennsylvania requires you to contribute a percentage of your earnings each pay period to be added to contributions from the district and the State. Should you terminate your employment before retirement, only your contributions with interest will be returned. Details of the plan are available from the Human Resources Office.

Unused Sick Days—A retirement benefit will be paid to full-time employees at a rate of \$35 per day for accrued but unused sick leave days. See the AFSCME contract or contact the Human Resources office of additional information.

Vision Care—AFSCME offers all employees (part-time and full-time) vision coverage. Please contact your union representative for details.

Part-time Employees—Health, Dental, and Life Insurance can be purchased for single coverage only at 100% of the cost of group rates.

Please contact the Human Resources Department at 231-1050 for further explanation of these benefits.

Parking

Employees must register their vehicle(s) with the physical plant office. A parking permit will be issued. This permit must be displayed in the windshield of your car when parking in a district lot.

Changes to your vehicle registration sheet can be made any time through the year by contacting the physical plant office at 231-1026.

Dress Code

All employees are supplied with a minimum of four (4) uniform shirts each year. If required to be worn, three (3) aprons or chef's jackets will be furnished upon employment and will be replaced on an as needed basis.

Employees are not charged for their uniforms unless they terminate employment before the completion of their probationary period. If an employee does terminate before 60 days of employment, the cost of the shirts and aprons will be withheld from the last paycheck.

A clean, neat uniform shirt and apron are to be worn to work each day. Employees are responsible for laundering their own shirts and aprons.

Long sleeved shirts may be worn under the uniform shirt. Solid, plain cardigan style sweaters or sweatshirts may be worn. Sweatshirts or sweaters that cover the work shirt may not be worn.

Employees provide their own pants. Pants may be any solid color of chino, twill, or jean material. Shorts or skirts of the same materials are allowed but must be worn no more than 3" above the knee. Pants must be clean and neat, without any holes or frays.

A shoe reimbursement of \$40 per year is provided to all employees who have completed their 60 day probation period. The original receipt must be provided to the food service office. Shoes must have nonskid soles, be closed toed (no sandals), and have a nonabsorbent (leather or leather-like) upper.

The Department of Health requires all food handlers to wear hair restraints. A hair net, hat, or visor must be worn. Hair that reaches the shoulders must additionally be tied up. Hats and visors must be a plain, solid color with no logos. Employees are responsible for providing their own hair restraint though the food service office can provide you a visor or hat at a low cost if you wish.

Men with facial hair must wear beard restraints while working.

For security reasons, the district requires all employees to wear a photo ID badge. Please secure this badge to your work shirt with the pin

or clip provided. Badges dangling from lanyards are a safety and sanitation problem in the kitchens and are not permitted.

Employees are expected to shower or bathe daily and to maintain a clean and well groomed appearance while at work. Nails must be kept short, neat and clean. Nail polish is allowed so long as it is well maintained (not chipping).

Jewelry must be limited to wedding and/or engagement bands and seasonal pins. Watches, earrings, necklaces, bracelets, additional rings and exposed body piercings are not permitted in the work areas.

Use of Cell Phones at Work

In most instances, cell phones must be turned off or left with your personal belongings while at work. Please provide your kitchen's land line number or the Food Service Office number as the emergency contact number for you while at work. Speak with your supervisor or the Food Service Director if there is an extreme situation that may require an exception to this rule. Land line numbers can be found at the back of this book.

Performance Reviews

Management has the right and responsibility to review employee performance.

Each employee receives a performance evaluation at the completion of the 60-day probationary period. Thereafter, formal evaluations are completed on an annual basis in January and become a part of the employee's permanent record. Evaluations are completed by your immediate supervisor.

A brief and informal counseling for the purpose of recapping the second half of the school year is completed in May.

Performance reviews are viewed as opportunities to recognize your strengths and to discuss any areas of needed improvement. Rate increases are determined by the union contract and are not linked to the evaluation process.

Disciplinary Action

All employees are expected to perform in a satisfactory manner. It is realized that employees have rights, but they also have the responsibility to do the best work possible. When an employee's performance is not acceptable, corrective action will be taken. The action taken will depend upon the severity of the offense and the record of the employee. The normal course of disciplinary action is a documented oral warning followed by two written warnings, suspension, and termination. Some first offense violations may be serious enough to warrant immediate discharge.

Employees may request to have union representation at any disciplinary meeting.

Mandated Reporter

A Mandated Reporter is anyone responsible for the care, custody, and/or control of a child. As a Mandated Reporter, you are required to report suspected abuse or neglect of a child to authorities.

Immediately report the suspected abuse via the statewide toll-free phone number (800-932-0313). This number is posted by all kitchen phones. Immediately after making the initial report, notify the school principal and the food service director.

Submit a written electronic report within 48 hours of the oral report. - District administrators will help you access this on-line report.

Clearances

Current employees will be required to submit up-dated copies of background clearances every five years. The Human Resources Office will contact employees with reminders. While the Food Service Department does pay for initial hiring clearances, the cost of these subsequent background checks is the employee's responsibility.

Annual Training

To help ensure the success of National School Lunch (NSLP) and School Breakfast (NSBP) programs, USDA requires that all food service personnel receive training and continuing professional development. Food service staff must receive six (6) hours and managers ten (10) hours of annual training. Training topics help us to prepare and serve safe and healthy school meals in a fiscally sound manner and in compliance with NSLP and NSBP rules.

Annual in-service training provided each August is the primary way that SCASD FSD fulfills this federal mandate. Therefore, the annual staff training day is mandatory. Only documented Family Medical Leave and extreme emergency circumstances will excuse an employee from this training. Excused employees will be provided with alternative methods to accrue the required training hours. Unexcused absence will result in disciplinary action possibly including termination from employment.

Promotions & Transfers

All bargaining unit employment opportunities within the food service department are posted in the work area for five working days. Interested employees should contact the food service office as directed by the posting.

Over the summer months, openings will only be posted in the South #2 kitchen. Employees can receive summer postings via email by submitting a request to the Food Service Office by June 1.

Transfers to "in-kind" jobs and temporary seasonal work will be assigned based on seniority among qualified, interested employees. Promotions or transfers to jobs with significantly different job duties will be assigned based on qualifications, job experience, and seniority.

Employees have 15 days upon being promoted/transferred to return to their original position. Management may return an employee to their original job during this same time if the employee is unable to meet the requirements of the new position.

Workplace Safety

Kitchen accidents not only cause sometimes painful injury to the employee involved, but can affect the efficiency of the entire kitchen. Kitchens can become disorganized due to the loss of workers' time and talents. Some of the most common unsafe conditions and unsafe acts can be avoided by following these simple rules.

- Clean up spills immediately.
- Understand the operation of machinery before using.
- Wash knives separately from other utensils. Do not drop knives in a sink to soak.
- Do not carry heavy loads; use carts and ask for help from co-workers.
- Burns can be prevented: warn co-workers of hot utensils or pots, always use pot holders. Have a place ready to set hot pots or kettles. Allow hot steam to escape from cooking equipment before reaching in to remove food.
- If you have to carry hot foods, alert employees in the area. Let it be known that you are moving with hot food.
- Never walk away from a piece of equipment that is running. If you have to leave, turn it off.

It is everyone's responsibility to help prevent accidents.

When an accident does occur, these procedures must be followed:

- Notify your supervisor immediately so that proper attention can be given to the resulting injury. The supervisor will take action to minimize the possibility of further injury to other employees.
 - Report the accident to the personnel office at 231-1049. All injuries, no matter how minor, must be reported.
 - If a doctor's attention is needed, please inform the physician that the injury occurred while at work and that the school district is to be billed. A physician on the district's approved list must be used for the initial treatment. Failure to see one of these doctors jeopardizes payment of a Workman's Compensation claim. The hospital emergency room may be used in a medical emergency.
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Food Safety

The importance of safe food handling cannot be understated. Knowing the following fundamentals is essential for anyone working in food service. Good sanitation includes other factors but if any one of these four are ignored, our food service operation is not safe.

1. **Cook** — Heat foods to the proper temperature. Use a thermometer to verify temperatures. Hold hot foods at 135 degrees or above.
2. **Chill** — Refrigerate foods promptly to discourage bacteria growth. Use shallow pans so that foods chill quickly. Defrost foods in the refrigerator or under cold, running water. Maintain refrigerator temperatures no higher than 40 degrees; freezers below 0 degrees. Check and document refrigerator and freezer temperatures daily. Don't block air circulation by packing foods in refrigerators/freezers.
3. **Clean** — Wash hands often using hot, soapy water before handling food, when changing job tasks, after using the bathroom, or blowing your nose. Keep surfaces clean and sanitary. Always be aware of the possibility of cross-contamination.
4. **Separate** — Avoid the spread of bacteria; don't cross contaminate. Store meat products away from other foods—especially those that will be served raw. Sanitize cutting boards and work surfaces after each use. Never place cooked food on the same plate or serving pan that previously held raw product.

The food service department provides food safety training to all staff based on the National Restaurant Association's ServSafe program. Employees holding key positions are required to complete a 16 hour course and maintain ServSafe certification.

Frequent hand washing is the single most important thing you can do to ensure that the food being fed to our children is safe.

General Work Expectations

1. Present a neat and professional appearance at all times.
 2. A hair restraint must be worn at all times while at work.
 3. Wash hands before handling food, between each job, after blowing your nose, and/or after using the rest room.
 4. Food preparation gloves must be worn for any contact with ready-to-eat foods. Change gloves often.
 5. Menus, recipes, and portion control are to be followed and maintained.
 6. Employees must be ready to begin work at their assigned start time. Showing up at your start time does not necessarily equate to being ready to work.
 7. Those employees scheduled to work less than 4 hours must eat lunch on their own time if they wish to eat lunch at work.
 8. Those employees working 4 hours or more must take a 15 minute break in the course of their work shift.
 9. An employee meal is provided free of charge; any additional food and drink items must be paid for.
 10. Employee meals must be eaten at work. No food is to be taken home from the cafeteria.
 11. There is to be no eating in the work area. Tasting for preparation purposes is an exception.
 12. To avoid contaminating your hands, drinks must be in an enclosed cup with a straw.
 13. No smoking or use of tobacco products on school property.
 14. Chewing gum is not allowed in the work areas.
 15. Tardiness or unexcused absences will not be tolerated.
 16. Call offs should be made to your immediate supervisor as soon as you realize you can not come to work and by 7:30 a.m.
 17. Work related injuries should be reported to your supervisor when
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they occur.

18. All kitchen areas are to be kept clean and safe. Report unsafe conditions to your manager.
19. Each person is responsible for completing his/her own time sheet. Any time in excess of regularly scheduled time must be approved by your supervisor.
20. Time recorded on your time sheet should accurately reflect the time worked. Do not work "off the clock."
21. Computers located in the school kitchens are to be used for work related tasks only.
22. No personal phone calls should be made or received during work hours except in the case of an emergency.
23. Cell phones must be turned off or left with personal items during the work shift.
24. Follow the directives of your immediate supervisor at all times.
25. Maintain an attitude of consideration and cooperation toward your coworkers. Actively seek to help others as time allows.
26. Strive to maintain a spirit of service to our customers-it is our primary purpose.

I know what it is to teach children who are listless and tired because they are hungry-and realize the difference a decent meal can make in the lives and attitudes of school children. It can be a heartbreaking and a frustrating experience, if there is nowhere to turn for help when your child is hungry.

-President Lyndon Johnson at the signing of
the Child Nutrition Reauthorization of 1966

Accessing information on the district webpage...

The school district web page, ***www.scasd.org***, is a great resource for employee information and information about the State College Area School District.

Some of the employee information cannot be accessed unless you have signed into the website. Your User ID, listed on your ID badge, is also your “sign-in name.”

Your initial password is your birthdate formatted as 2 digits for your birth month, 2 digits for your birthday, and 4 digits for your birth year. -George Washington’s password would be 02221732.

Your password can be changed by going to the Staff Links page.

Find Staff Links by clicking on “Resources” on the district’s main page.

Other resources on the Staff Links page include:

Email

Employee Access Center (for payroll information)

Employee World

(to update emergency notification system or request a new ID badge)

Contact the district’s technology help desk for any support needed.

Technology Help Desk - 231-7743

My Information

Name _____

Employee Number _____

User ID _____

(add @scasd.org to your User ID for your SCASD email address)

TimeClock Password _____

Starting Date _____

Position/Location _____

Rate of Pay _____

Hiring Checklist:

- _____ Provide reference names and phone numbers.
- _____ Give completed Criminal History form to secretary.
- _____ Complete the FBI Clearance registration and finger printing process.
- _____ Give completed Child Abuse History Clearance form to secretary or complete the clearance request on line.
- _____ Have a physical and TB test; return to physician in 3 days for TB reading; have form filled out by physician. (Retain receipt for refund.)
- _____ Call Food Service Office when all of the above have been completed. 231-5095
- _____ Print and complete other forms provided via email from Human Resources Office.
- _____ Go to Human Resources Office at 240 Villa Crest Drive to complete hiring paperwork.
 - Take drivers license and Social Security card with you.
 - Take completed paper work including physical form and receipt.
 - Ask for an employee ID badge before you leave if not offered.
- _____ Schedule start date!
- _____ Complete Mandated Reporter training.

Note: clearance results for the FBI check and the Child Abuse check will be mailed or emailed to you. We do not need the FBI results. We **DO** need the Child Abuse check results. Please bring them to the Food Service Office or Human Resources Office as soon as possible upon receipt.

Key Phone Numbers & Email

Food Service Office	231-5095
Human Resources Office	231-1051
Human Resources Fax	231-5009
Payroll	231-1057
Physical Plant	231-1026
Elementary Supervisor	235-4506
Elementary Production Supervisor	231-1109
HS South Kitchen	272-7843
HS North Kitchen	231-1150
Mt. Nittany MS Kitchen	272-8555
Park Forest MS Kitchen	231-1094

Elementary Kitchens:

Corl Street	231-1090	Lemont	231-1093
Easterly Pkwy	272-8258	Mt Nit Elem	272-4777
Fairmount	272-2502	OLV	238-1592 (x308)
Ferguson Twp	231-1092	PF Elem	272-8361
Grays Woods	272-8106	Radio Park	231-1091
Houserville	231-1095		

Email Addresses:

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State College Area School District
Food Service Department

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