

Crandall Independent School District

**FOOD AND CHILD
NUTRITION EMPLOYEE
HANDBOOK**



For Food and Child Nutrition Employees

July 2024

It is the policy of Crandall ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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**CRANDALL ISD FOOD SERVICE
EMPLOYMENT TRAINING**

Name _____ Campus _____

By checking below, I state that I have been trained on the following and/or given a copy of the following:

- | | |
|----------------------------|-----------------------------|
| _____ School Year Calendar | _____ Dress Code |
| _____ School Schedules | _____ Rules and Regulations |
| _____ Job Descriptions | _____ Start of Day |
| _____ Salary Information | _____ Serving Line Duties |
| _____ Physical Duties | _____ Yearly Training |

Signed _____ Date _____

(Sign and Return to the Director - Make yourself a copy)

MISION STATEMENT

Crandall Independent School District will provide each student an exceptional education, in an inspiring environment, with caring people.

VISION STATEMENT

To empower each student to positively impact the world.

FOOD AND CHILD NUTRITION HANDBOOK

The Food and Child Nutrition handbook is a supplement to the Crandall ISD Handbook and Board Policy and not intended to replace it. While the handbook covers many topics, it is not intended to cover all topics. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee. If you have further questions, please discuss them with your manager or Food Service Director. This handbook is not intended to be an expressed or implied contract between CISD and any employee.

FOOD AND CHILD NUTRITION PROGRAM

The Food and Child Nutrition department participates in the National School Breakfast and Lunch Program. These federal programs are a means of providing nutritious meals to children. They contribute to a better understanding of good nutrition and better eating habits. Research has proven that students who are well nourished perform better in school. Meals served to students are the only meals eligible for reimbursement from the United States Department of Agriculture (USDA). The USDA does not aid in the form of money or commodities for adult meals

FOOD AND CHILD NUTRITION SUPPORT STAFF STRUCTURE

The success of our operation depends on the coordination of efforts at both campus and department levels. Reporting procedure for handling internal food service concerns are identified as follows:

- Child Nutrition Workers
- Campus Cafeteria Manager
- Food Service Director
- Superintendent

PHILOSOPHY

It is important to follow the staffing structure listed above when an employee has workplace concern. The Board encourages employees to discuss their concerns with their Manager, Director, or other appropriate administrator who has the authority to address the concern. Concern

should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Food Service and Child Nutrition and CISD embrace an open-door policy and in the event of an inadequate response to your concern, or if you are not comfortable bringing your concern to your manager, you may request to speak to another person on the Support Staff team.

Campus Directory

| Campus | Principal | Cafeteria Manager |
|--|--|-------------------------------|
| Crandall High School 972-427-6150 13385 FM 3039 Crandall, TX 75114 | Joseph Melms Associate Principal James Colbath | Sally Rogers ext. 54030 |
| Crandall Freshman Center 972-427-6000 500 W. Lewis St. Crandall, TX, 75114 | Joseph Melms Associate Principal Nelly Medrano | Blanca Garcia ext. 50015 |
| Crandall Middle School 972-427-6080 2600 Fletcher Rd. Crandall, TX, 75114 | Michael Starling | Ashley Crawford ext. 50224 |
| Hollis T Dietz Elementary 972-427-6050 2080 Sunnybrook Dr. Heartland, TX, 75126 | Jennifer (DeAnn) Baker | Bobbi Bugg Ext. 40009 |
| W.A. Martin Elementary 972-427-6020 11601 W. Highway 175 Crandall, TX, 75114 | Lydia Saldana | Christy Baty Ext. 40208 |

| | | |
|--|-----------------|--|
| Noble-Reed Elementary 972-427-6060 2020 Wildcat Trail Crandall, TX, 75114 | Paige Cherry | Katherine (Dianne) Stout Ext. 40409 |
| Barbara Walker Elementary 972-427-6030 4060 Abbey Rd. Heartland, TX, 75126 | Lara Reed | Mary Shook Ext. 40610 |
| Nola K Wilson Elementary 972-427-6040 300 S. Meadowcreek Crandall, TX, 75114 | Carmin Langford | Karen Burghdorf Ext. 40610 |
| Opal Smith Elementary 972-427-6053 3015 Fletcher Rd. Crandall, TX, 75114 | Jennifer Scott | Mandy Crook TBD |

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Crandall ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Holly Keown, 400 W. Lewis Street, Crandall, TX 75114, hkeown@crandall-isd.net and 972.427.6000. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Dr. Holly Keown, Chief of Staff, 400 W. Lewis Street, Crandall, TX 75114, hkeown@crandall-isd.net and 972.427.6000.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Employment



Department of Human Resources

Job Title: Cafeteria Manager
Reports to: Director of Food Service
Dept. /School: Campus Assigned

Wage/Hour Status: Non-Exempt
Pay Grade:
Date Revised: February 24, 2020

Primary Purpose:

Responsible for on-site leadership of campus child nutrition operations. Ensure appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Ensure all operations follow safe food handling standards.

Qualifications:

Education/Certification:

High school diploma or GED
Certified Food Manager (CFM)

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation
Knowledge of food handler safety
Ability to manage personnel
Effective organizational, communication, and interpersonal skills

Experience:

Two years' experience in institutional food service operations

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Develop work schedules, assign work to campus child nutrition workers, and oversee completion of duties.
2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
3. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

Safety and Sanitation

4. Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
5. Conduct food handler safety training at the campus level and enforce standards of cleanliness, health, and safety.
6. Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
7. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
8. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

9. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
10. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
11. Maintain logs on all equipment maintenance required within campus child nutrition department. Perform preventive maintenance and report equipment repairs needed. Recommend replacement of existing equipment to meet department needs.
12. Conduct regular physical equipment and supplies inventory.

Policy, Reports, and Law

13. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
14. Review and submit accurate time and attendance records for payroll reporting purposes.
15. Complete annual continuing education requirements.
16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to campus child nutrition workers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15-44 pounds)

Environment: Work inside commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Employee Signature

Date



Department of Human Resources

Job Title: Food Service Worker

Wage/Hour Status: Non Exempt

Reports to: Cafeteria Manager or Assigned Campus

Pay Grade:

Dept. /School: Campus Assigned

Date Revised: March 3, 2020

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality food production, sanitation, and safety practices.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

Ability to understand written and verbal food preparation and safety instructions

Working knowledge of kitchen equipment and food production procedures

Ability to operate large and small kitchen equipment and tools

Ability to perform basic math

Experience:

None

Major Responsibilities and Duties:

Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

Safety and Sanitation

4. Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
5. Keep garbage collection containers and areas neat and sanitary.
6. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
7. Maintain personal appearance and hygiene.

Other

- 8. Handle and record cashier functions accurately.
- 9. Help record food requisitions and order necessary supplies.
- 10. Maintain daily food preparation records.
- 11. Promote teamwork and interaction with fellow staff members.
- 12. Complete annual continuing education requirements.
- 13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15-44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Employee Signature

Date

GENERAL INFORMATION

SALARY

The Food Service Director and Food Service Coordinator do not have your salary information. If you have questions regarding your salary, please contact the Human Resources at 972-427-6000.

PERSONNEL DATA CHANGES

It is the responsibility of each employee, to promptly notify the CISD Human Resource office, of any changes in personnel data, for example , personal mailing address, telephone number, emergency contact, and other such status reports.

HOURS

The Food and Nutrition Manager has the authority to assign working hours to the employee after consultation with the Food and Nutrition Director. The shift schedule is subject to change in the event of campus lunch changes. The director must give approval of any change in schedule, hour, or shift prior to it taking effect.

ASSIGNMENTS

Food and Nutrition employees may be assigned to any job related to the food service department. Job descriptions, job titles, campus placement, and working hours are subject to change whenever needed, at the discretion of the director. Child Nutrition Managers make job and duty assignments within the kitchen. Assignment to any one job or duty does not prevent employees from being assigned additional job or duties as the need arises. Assignment may be changed as much or as little as the director deems necessary.

OVERTIME

Employees are not authorized to work beyond their scheduled hours without prior approval. Overtime is only granted through prior approval of the Director. All requests need to be emailed to the Director, prior to the occurrence.

PERFORMANCE EVALUATIONS

CISD Food and Nutrition Services staff will receive a performance evaluation at least once a year. The evaluation is a tool used to identify strengths and weaknesses in job performance, and to target new goals. No disciplinary

concerns that you are not already aware of should be addressed in your evaluations

PAYCHECKS

All employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement. Contact Barbara Galofaro, bgalofaro@crandall-isd.net, regarding any payroll inquiries.

The schedule of pay dates for the 2024 - 2025 school year follows:

July 15, 2024
August 15, 2024
September 13, 2024
October 15, 2024
November 15, 2024
December 13, 2024
January 15, 2025
February 14, 2025
March 14, 2025
April 15, 2025
May 15, 2025
June 12, 2025

If you choose to receive a paper check instead of direct deposit, and the pay day falls on a closed district day, checks will be available on the next open district day.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact the Business Office for more information about the automatic payroll deposit service.

Changes to direct deposit or an employee's W-4, must be brought to Administration in person, along with your staff identification or drivers license, no less than 10 days prior to the next pay date.

BENEFITS & PAYROLL DEDUCTIONS

*See the CISD employee handbook for more information on insurance plans, as well as type of deductions are made from your check, or contact the benefits/payroll department.

PHYSICAL DUTIES OF A CAFETERIA MANAGER AND A CAFETERIA WORKER

- Ability to reach high places by stretching arms, legs, neck, back, etc.
- Ability to climb a ladder to reach top shelves in coolers, freezers, storeroom, and top of equipment to clean.
- Constant repetition, which includes range of motion.
- Use of chemicals to clean.
- Lift with shoulders, back and arms.
- Lift boxes that weigh an average of 30 pounds to 50 pounds.
- Be in good physical condition.

EMPLOYEE EXPECTATIONS-MANAGER

1. Production records and temperature logs must be completed daily.
2. Complete Food Safety Checklist every Friday.
3. Daily cash handling procedures must be followed, logged, and completed.
4. Accurately order food and supplies at the timelines given.
5. Take inventory counts of food and non-food supplies weekly prior to planning order, and full inventory count monthly.
6. Inventory must be maintained to a correct level (1.5 weeks on hand).
7. Verify deliveries as they arrive, before putting them away. Document missing, or damaged item's.
8. Prepare, batch cook, and serve quality food, per the planned menu and standardized recipes, daily.
9. Contact Director before leaving the campus for any reason.
10. Accurately report daily meal counts and cash sale.
11. Turn in required reports weekly, monthly to Director on a timely basis.
12. Manage staff to follow proper processes and procedures in the kitchen, and ensure that absences are managed and requested appropriately. Follow proper discipline procedures, seeking help from your Director, Human Resources, or Superintendent as needed.
13. Maintain clean sanitary, and organize office, storage, and kitchen areas.
14. HACCP records must be completed and up to date.
15. Attend development meetings, and training that the Director assigns.

16. Adhere to all food safety and sanitation standards.
17. Conduct daily and monthly safety, and meal evaluation meetings to address any menu or safety issues.
18. Manage employee hours daily.
19. Manage and be engaged daily with prep, cooking, and service food.
20. Contact Director for assistance at any time to avoid errors or to prevent falling behind your job expectations.
21. If an absence is necessary - You are responsible for contacting your director 2 hours prior to your shift. You are required to enter your own absence in Frontline. All duties are to be covered, or alternate plans for completion, should be made. Excess absences, beyond your yearly personal/sick days, will result in dock days. Undocumented days can and will result in disciplinary action.
22. Ensure that all manager certifications are up to date, which include yearly CEU trainings, as outlined by TDA/Region 10.

EMPLOYEE EXPECTATIONS-EVERY CAFETERIA EMPLOYEE

1. Report to duty on scheduled days and hours.
2. If absences are necessary - You are responsible for contacting your manager 2 hours prior to your shift. You are required to enter your own absence in Frontline. Excess absences beyond your yearly personal/sick days will result in dock days. Undocumented days can, and will, result in disciplinary action.
3. Production records and temperature logs must be completed daily (if duty is required).
4. Daily cash handling procedures must be followed, logged, and completed (cashier only).
5. Assist in verifying deliveries, and document missing, damaged, or unappealing items.
6. Prepare, batch cook, serve quality food per planned menu, and standardized recipes daily.
7. Contact manager before leaving the kitchen, or cafeteria for any reason.
8. Maintain clean, and sanitary, storage, bathroom, and kitchen areas.
9. HACCP records must be completed and up to date.
10. Attend all staff development, meetings, and training assigned to you.
11. Adhere to all dress code requirements.

12. Adhere to proper handwashing, personal hygiene, use of disposable gloves on a regular basis when prepping, cooking, or serving.
13. Ask your **MANAGER** for assistance at any time to avoid errors or to prevent falling behind on your job expectations.
14. Compete required tasks that are assigned by your manager.
15. Be prepared to cross-train and learn **ALL** job positions in various locations.
16. Be kind and courteous toward students, staff, and fellow employees.
17. 100% of your time working should be dedicated to food and nutrition.
18. Personal cell phones are never to be used in the production or serving areas. Cell phones should be set to vibrate at the time your shift begins, and be accessed during your personal break time only.

SERVING LINE DUTIES (EXAMPLE)

SERVER #1

- Help with dishes before lunch.
- Set up serving line to begin serving lunches.
- Make sure it is clean and neat for students and staff.
- Refill items as needed.
- Serve the main entrees.
- Clean and pull all food left on the line, in cooler and pass through.
- Record and count all left over food and dispose of it properly (check with your manager to see if you are keeping any food for the following day).
- Fill and clean the milk box weekly or daily as needed.
- Help sweep and mop front of serving line and food serving area and help take out trash.
- Log daily items prepped, and daily items left over on the production log and spiral.

SERVER #2

- Help with dishes before lunch.
- Set up serving line to begin serving lunches.
- Make sure it is clean and neat for students and staff.
- Serve the side items and assist the main line server.
- Helps the batch cooker when able to come off the serving line.

- Helps in dish room and wash dishes.
- Help sweet and mop back with batch cooker.
- Help take out trash.
- Log daily items prepped and daily items left over on the production log and spiral.

CASHIER

- Help with dishes before lunch.
- Set up line for breakfast and lunch.
- Runs register for breakfast and lunch.
- Refills ice cream, sporks, condiments, fruit or salads and vegetables on serving table during lunch when available.
- Counts register immediately after lunch.
- Helps clean serving table after lunch.
- Help assist Server #1 with finishing the front (including sweeping and mopping).
- Wipes down register area and tables.
- Help take out trash.
- Log daily items prepped and daily items left over on the production log and spiral.

BATCH COOKER

- Help with dishes before lunch.
- Puts food in for the day to be sure enough food is available to begin serving lunch.
- Keeps food cooked in batches to keep the line stocked.
- Sweeps and mops back area.
- Keeps back area clean when batch cooking.
- Wipes down all carts and racks daily.
- Keeps dishes washed between lunches and batch cooking.
- Help take out trash.
- Log daily items prepped and daily items left over on the production log and spiral.
- Keeps dishes washed between lunches and batch cooking.
- Help take out trash.
- Log daily items prepped and daily items left over on the production log and spiral.

YEARLY TRAINING

ALL EMPLOYEES

Everyone must complete Compliance Training each year before the start of the new school year.

- Cafeteria employees must have **6 hours** of training each school year.
- Managers must have **10 hours** of training each school year.
- Food Service Director and Food Service Coordinator must have **12 hours** of training each school year.

Training can include, but is not limited to, the following:

- Civil Rights
- HACCP Training
- Compliance Training
- Food Safety Handlers Card
- Manager's Certification Class
- Region 10 Classes
- Workshops in Eduphoria
- Food Handler Training
- Squaremeals classes at www.squaremeals.com

You will do the compliance and safety training through the Eduphoria portal.

MANAGERS

Managers will be required to have the required ServSafe training, or a manager certification class approved by the Director. The manager is expected to ensure their credentials do not lapse.

DOCUMENTATION

Employees and managers will document training hours and/or course attendance, and file for a three-year period. All documentation needs to be submitted to the Food Service Department located in the Administration/Central office as well.

DRESS CODE AND PERSONAL ITEMS

The following requirements are for safety and sanitary reasons. Follow them carefully.

CLOTHING

- Clothing to be neat and clean. No holes or tears.
- Clothing may consist of pants or skirt.
 - No capris.
 - No leggings.

- No shorts.
- No low riders.
- No wind suits.
- No sweatpants.
- No spandex.
- Shirts must be clean and unstained.
 - No low cut shirts.
 - No tank tops.
 - Must have short sleeves or cuffed long sleeve.
 - No tight clothing.
 - No spandex.
- No coats or sweaters except when working in the freezer/cooler.
- No revealing clothing allowed at any time.
- No printed shirts accept those advertising healthy food, spirit shirts, or Official Crandall Pirate shirts.
 - Spirit shirts that are homemade must represent a positive environment for our students and promote how we want Crandall ISD to be represented to the public.
- Scrubs can be worn, if they are not revealing in any way.
- Jeans must be loose for bending and climbing.
- If you have scars or sores on your arms, you must wear long sleeves at all times. Sores or burns must be always covered with bandages.
- Aprons may be worn but are to be removed before entering the restroom or taking a break.

NAILS (including Managers)

- No nail polish of any kind.
- No artificial nails.
- Nails must be short, well-trimmed and clean.
- Nails must be clean underneath.

JEWELRY

- No loose jewelry.
- No large earrings. Stud earrings (maximum ¼ inch diameter); with tone is acceptable.
- Other piercings should be replaced with spacers.
- Only wedding bands allowed. You must always wear gloves for this.
- No large dangling necklaces.
- No long jewelry.
- Bracelets are not permitted.

SHOES

- Must be worn at all times.
- No advertising on them.
- Closed toed.
- Must be non-skid.
- No slick soles

HAIR

- All hair must be covered, including bangs, sides, etc.
- No extreme hair color will be allowed.
- Must wear hair net.
 - Put your hair net on once you get in the building.
 - Take off after cleaning is done at the end of the day.
- Hair is to be clean and well groomed.
- Make sure hair is properly secured with acceptable hair restraints: hairnet or visor with hairnet.
- Caps are allowed, if they are kept clean and free of any graffiti or advertising.
- Facial hair must be clean and neat.

TATTOOS

- Tattoos that are offensive in nature, must be covered.
- Other tattoos may be asked to be covered at the request of administration.

RULES AND REGULATIONS

CAFETERIA EMPLOYEE

The CISD Food and Nutrition Department is an important part of a child's education at CISD. Our mission and primary goal of the cafeteria is to prepare food and serve delicious meals for the students in the schools in an efficient, clean, happy, and timely manner. To do that, it is imperative that Food and Nutrition employees report to work every day so that the food is prepared and served at the last minute, so it will be fresh and tasty. To maintain a safe and productive work environment, employees are expected to be reliable and punctual, in reporting for their assigned schedule. Absenteeism and tardiness place a burden on other employees.

ATTENDANCE

- All employees must be at work 10 minutes before clocking in. This allows you to place your personal items in the designated area, in order to clock in on time.
- You cannot clock in or out, any earlier than 7 minutes before, or after your time. Watch time on the clock – that is the time you must go by (not your watch or clock in the kitchen).
- **NO OVERTIME IS ALLOWED AT ANY TIME** without approval from the director.
- It is your responsibility to make sure you clock in and out with Trutime. Failure to do so could result in not getting paid for that day. You will need to notify your manager/director, if you forget to clock in or out on time.
- **If you are 15 minutes, or more, late for work, you must make up the time at the end of your shift. If you cannot do so for any reason, then you must make up the time before the week is over, before or after work. Talk to the manager/director about when you will make your time up. If not, you could be a risk of losing half a day's pay for the week.**

ABSENCES

- If you are unable to work your schedule, it is imperative that you notify your manager as soon as possible, in advance of the anticipated tardiness or absence, so that a substitute can be requested to take your place. **Be sure to communicate verbally with your manager.** It is your responsibility to put your absence in the Frontline system. This must be done before **6am**.
- When you call in sick, you **MUST** go into Frontline Education (formerly known as AESOP) and put your absence in **before 6:00am** of the day you are taking off. It is the employees responsibility to put their absence in Frontline.

- Entering in absences to Frontline:
 - **You will choose either local, state personal leave, or dock day.**
 - **Local days to be used first, state personal leave, second, and then if you have exhausted all your days for the year, you must put your day in as a ‘dock’ day.**
 - **Be sure to add a note into the ‘ADMINISTRATORS’ section stating why you are needing off.**
 - **Be sure to add a note under the ‘SUBSTITUTE’ section stating the name of the school you work at, with ‘CAFÉ 8-2’ alongside of it. (Ex. Dietz Cafeteria 8-2)**
 - **In the event that you are called for Jury Duty, you will need to submit documentation to the director. You will then choose ‘Jury Duty’, in Frontline, for a paid day off.**
- Failure to contact the manager by the appropriate time and/or in the appropriate manner is subject to discipline.
- Habitual unplanned absences will not be tolerated, and is subject to discipline, up to and including, a recommendation for termination of employment with the Food Service Department.
- You need to apply for personal days, 5 days in advance using the Absence Request Form.

PLANNED/UNPLANNED ABSENCES

Discretionary Leave

- Leave taken at an employee’s discretion, is defined that can be scheduled in advance, is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a written request to the manager, five days in advance, of the anticipated date, according to administrative regulations. No more than three (3) personal leave days may be taken consecutively, without the prior written approval of the director.
- In deciding whether to approve or deny personal leave, the manager shall not seek or consider the reasons for which an employee requests to use leave. The manager shall consider the effect of the employee’s absence on the district operations, as well as the availability of substitutes.
- Managers will submit this request to the director, at least 5 days in advance of the anticipated absence, if possible. No more than three (3) personal leave days may be taken consecutively without the prior written approval of the director.
- Employees taking discretionary leave without approval will be subject to disciplinary action.
- **Keep in mind, this is a request, not a guarantee that you will be able to take the day off. It is imperative that you notify the manager/director, as soon as possible, so that enough time is given to make sure your job**

duties are covered, for the requested days off. Failure to do so could result in your requested day(s) off being denied.

Nondiscretionary Leave

- Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little, if any planning, and will be granted to employees in the same manner as sick leave.
- **Employees that miss three (3) days or more due to illness are required to bring in a doctor's note.**
- Habitual unplanned absences, tardiness and other attendance problems will be met with discipline, in hopes of correcting the problem. If, over a rolling twelve-month time frame, the combined number of unplanned absences/tardy/leaving early reaches an excessive number, the employee is subject to discipline, up to and including a recommendation for termination of employment with the food service department.

RETURNING TO WORK AFTER AN ILLNESS

- **If an employee misses three (3) or more days of work due to illness, then the employee must submit proper documentation from their physician stating their clearance to return to work.**
- If the absences were due to an illness of someone in the employee's care, then proper documentation should be submitted upon their return, substantiating the time away from work.

WORKER'S COMPENSATION

- It is the responsibility of the employee to report all injuries immediately to the cafeteria manager. All injuries require an Employee Incident Form to be filled out on the day the accident occurred. The following steps must take place if there is an incident:
 - The incident must be reported to the school nurse (to assess the severity of the accident).
 - The employee, or manager must fill out an Employee Incident Form
 - The manager must notify the director.
 - The benefits office must be notified if the employee misses any work due to the injury. Additional notification may be required when the employee returns to work.
- If an employee refuses to fill out the Employee Incident Form, the employee must submit in writing that they are refusing to report the injury.
 - The cafeteria manager will submit the written refusal to the benefits department and send a copy to your director.

- The cafeteria manager will then complete the Employee Incident Form and submit it as outlined above.
- Any subsequent forms the employee brings in concerning the injury are to be sent directly to the benefits office and a copy is to be sent to the director immediately.
- The Benefits Department, and Human Resource will determine if the “work restrictions” placed on the employee can be accommodated.
- No employee is to return to work without prior approval from the director, and benefits office.

PROMOTIONS

- To be considered for a promotion within the Food and Nutrition Department, interest in the position must be communicated to the director.
- All managerial candidates will be required to complete and pass the ServeSafe Certification or other approved manager certification test.
- All applications received by the deadline will be screened and an interview process will be conducted.
- Completion of the manager’s certification class, does not constitute a job offer for school manager.
- All job openings are posted online.

REASSIGNMENTS

- **All personnel are subject to assignment and reassignment by the Food and Nutrition Department.**
- **When the Food and Nutrition Department determines the assignment or reassignment, it is in the best interest of the district.**
- **Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract.**

RESIGNATIONS

- A letter of resignation must be completed if you are resigning from the district.
 - Once the resignation is submitted, Human Resources will review, approve, and file the resignation.
 - Please feel free to contact your Manager/Child Nutrition Director/Human Resource Manager if you have questions about the resignation process.
- All keys must be returned to CISD prior to clocking out on your last day of employment.

JOB ABANDONMENT

- An employee will be assumed to have resigned should he or she fail to personally notify management of an absence for more than five (5) consecutive schedule workdays.
 - Once you miss three (3) days, the Food Services Director and Coordinator of Food Services will call and submit a letter from a medical provider.

The employee will also be assumed to have resigned should he or she leave the work site without authorization

BENEFITS

- A meal is provided at no charge to all food and nutrition employees.
- Employees are to eat the same food served to students in the same portion (1 reimbursable meal).
- Employees are permitted to consume meals during the 15-minute break when scheduled by their manager (the manager and /or director may change the scheduling of employees' eating times).
- Eating and drinking are prohibited in the school kitchen prep area, this includes the cashier areas.
- All drink cups must have a lid and be kept in the designated employee area.

BREAK POLICY

- **Break periods are scheduled (but not guaranteed) by the cafeteria manager.**
- If a break is needed due to medical reasons, please speak to your manager, so that they are aware of your needs.
- If an employee chooses to leave their campus during break time, they are required to clock out and must have approval from the director.

VISITORS IN THE WORKPLACE

- To provide for the safety and security of employees and the facilities, only authorized visitors are allowed in the workplace (Must check in at front desk). Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensures security of equipment, protects information, safeguards employee welfare, and avoid potential distractions and disturbances.
- At no point is it ever acceptable to allow children in any area of the kitchen or manager's office.

- If an employee has a child waiting to be picked up by a transport bus, or for class to start, the child must wait in the designated area (ex: cafeteria)
- The employee must not be distracted from their work during this time by their child.

TOBACCO USE

- State law prohibits smoking or using tobacco products, including vaping, on all district-owned property and at school-related or school-sanctioned activities on or off campus.
- This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.
- Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.
- Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.
- For purposes of this policy, electronic cigarettes are treated as tobacco and are prohibited in the same manner as other tobacco usage.

STANDARD OF CONDUCT FOR LANGUAGE

Our core value starts with respect for people. We also value trust, loyalty, commitment, honesty and avoiding conflict of interest. Good communication provides good ethics and good business.

- We expect all employees to treat each other with courtesy, respect and consideration.
- The use of profane, foul, obscene, insulting, abusive or crude language, inappropriate jokes, racial slurs, sexual comments even if spoken in non-standard English/foreign language, or the making of verbal threats is considered disrespectful, demeaning, and abusive behavior. Any conduct of the above-mentioned will not be tolerated.
- Inappropriate language and conduct in the workplace is defined as, but not limited to the following:
 - Unwanted, deliberate, repeated unsolicited cursing, swearing, vulgar insulting, abusive language.
 - The making of verbal threats, sexual comments and gestures, graphic materials, physical contacts, solicitation of sexual favors.
 - Engaging in unwelcome name-calling, obscene language, or other abusive behavior, including intimidation by way of obscene or threatening gestures.

- Any employee of the district, who feels he or she is the recipient of such conduct, should report such violations IMMEDIATELY TO THEIR Cafeteria Manager, Director, and/or Human Resources.
 - All complaints will be investigated promptly, and where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Any Manager, Director, or Employee found in violation of this guideline will be subject to disciplinary action.
- DO NOT YELL AT THE STUDENTS. Talk to them in a polite manner.
- Both male and female students/staff must be treated the same. They both get the same servings.
- Conversation must be limited during prep time to ensure you complete your job and so you can help others who are struggling. Do not push someone aside if they try to help. Be kind and courteous.
- Be kind and courteous to all co-workers.
- Attitude is very important. There is no I in TEAM...We work together and help each other.

PERSONAL ITEMS

- **NO CELL PHONES allowed in the kitchen area.** Cell phones to be kept in your locker, or manager's office, at all times.
 - Only managers are allowed to keep their cell phones on their person. This is so that if the director needs them, they can be reached.
 - No personal phone calls are to be received or made during prep time. Return all calls on your break.
- All personal items must be kept in your locker (medicine, phones, purses, drinks, etc.). You can put a lock on your locker if you wish.
- All drinks are to have tight-fitting lids on them to prevent contamination if spilled. Do not have drinks at your station.
- Drinks/food to be kept on employee shelf or table that has been designated for this.

PERSONAL PHONE CALLS

In addition to those items listed above, please note:

- Personal phone calls are to be made during schedule break time only
- Personal cellular phones should remain on vibrate during working hours and should be stored in the employee locker/office and not to be used in the kitchen due to sanitation and food safety

HAND SANITATION IN THE KITCHEN

HAND WASHING PROCEDURE

- Ensure that hands and arms are washed in designated hand wash sinks and before/after various activities (e.g., starting work, switching tasks).

Make sure that fingernails are kept short (no longer than the ends of the fingertips) and clean with no nail polish, false nails, or nail decorations.

- Ensure that all associates report any wounds or lesions (i.e., cuts, sores, or burns on hands, wrist and exposed portions of arms).
- Do not allow associates with lesions or wounds on their hands, wrist, or exposed portions of their arms to work until:
 - All uninfected wounds or lesions are covered with a waterproof bandage and then a second tight fitting bandage. If on the hands or wrists, a disposable glove must be worn over the bandage.
 - Wearing disposable gloves does not replace proper hand washing.
 - Wear disposable gloves when handling all types of food, and when engaged in food production in all serving/production areas.
 - Wear disposable gloves to cover waterproof bandages.

CHANGE DISPOSABLE GLOVES

Be sure you are washing hands (see Hand Washing Procedure above), before putting on new gloves, EVERY TIME.

- Immediately when gloves are torn or damaged
- Upon leaving and returning to the production area
- After handling personal belongings, phone, and medication
- After touching wounds/lesions or bandages
- In-between prepping new items.
- After a sneeze, cough, blow of your nose, or touch of your hair, face or nose
- After taking trash out.
- After using restroom
- Cashiers must put on gloves before touching any food items. This includes milk cartons, serving utensils, and food or serving containers on the serving line.

- **Ensure that all employees use disposable gloves for single use and that they do not wash and/or reuse disposable gloves.**

BEGINNING WORK

- Wash hands with soapy, warm water. Dry with a paper towel.
- Read work sheets that are hanging on the wall. Pay attention to the amount that you are preparing.
- Notify the manager if there is not enough food to prepare, so she can notify the Director and they can make other arrangements. **DO NOT MAKE A DECISION ON YOUR OWN.**
- Cook in batches, not everything at once. The second server or floater is to cook the other food as needed.
- Always pay attention to your work. Make it neat. Make it tasty - taste to see that it tastes good. Measure and weigh products always to make sure serving sizes are correct. If in question of portion sizes, ask manager/director.
- Remain at your station at all times. Do not walk off and leave your product until it is finished. This will cause mistakes.
- Always keep recipes covered to keep them clean and neat.
- **Do not thaw meat or any other product in water. Thaw in the refrigerator. Do not sit out on the counter to thaw.**
- Only cafeteria staff to be in the kitchen.
- Do not let anyone in the coolers, freezers, ice cream box at any time except the delivery person and you.
- Only cafeteria staff to get ice for outside kitchen staff. Keep scoop in the scoop holder.
- **ALL KITCHENS ARE TO BE DOING THE SAME THING.** Follow recipes, instructions, rules, etc. at all times. **MAKE SURE YOU MAKE RECIPES CAREFULLY AND ACCURATELY.**
- When cooking products, check the cooking chart that is on the wall at all times. Cook correctly. Do not overcook - be sure to set the timer.
- Cover all items (except corn dog, bread, cobbler, and broccoli) with saran wrap for the warmer and serving line. Peel back only a small portion of the wrap for serving. **DO NOT LET WRAP HANG DOWN IN FOOD - FOLD BACK CAREFULLY.** Do use lids to cover food. Keep food on line neat and line clean at all times.
- **Must have a sanitation bucket by each serving line, and at each prep station. Sanitation bucket must be changed every 2 hours, or when it has become soiled.**
- All food must be heated to proper temp as related to the food being prepped and cooked. Keep 135 ° on serving line. Must take

temperatures 3 times on the serving line and log on temperature log sheet.

- Always keep water in warmers for moisture so food does not get hard and dry.
- Food cannot be stored on the floor at any time. Use milk crates or bread racks to keep off floor. Must be minimum of 6" off the floor.
- Anything placed in refrigerators or coolers must be labeled and dated.
- Thermometers must be in freezers, coolers, milk box, ice cream box, pass through, etc. You must read them in the morning and in the afternoon and they must be recorded on temperature chart.
- Everything should be kept in original containers - not sitting on counters or tables.
- **CUT CN LABELS OFF OF ALL ITEMS, INCLUDING MEAT** and give to manager.
- We must always have all food listed on the menu on the serving line ready to serve kids as they come into the cafeteria. Do not let them stand while you get food ready or put on gloves. Every child K - 12 must be given the choice of food listed on menu. **DO NOT RUN OUT OF FOOD.**
- All food prepared must be written down on designated logs, when you prepare it (not later). Do not write down what others do. They are to write down their own food amounts. Write down all A la cart items in notebook. **FAILURE TO WRITE DOWN WHAT YOU DO COULD BE CAUSE FOR DISMISSAL.**
- When deliveries come in, all products need to be dated and put up when they arrive. Do not let sit out on the floor. Put old in front of new product (FIFO - first in, first out).

FOOD

- Prepare what is on the worksheet.
- Follow recipes and directions carefully. Do not change recipes.
- Prepare and present food as you would like it.
- Put deliveries up when they come in - do not let them sit on the floor.
- Nothing should be left in boxes, empty boxes, and placed on shelves.
- Date all products on the day it comes in. Follow FIFO Rule (First in First Out) by rotating stock. Oldest used first.
- Make sure all holding food is dated for date it was cooked, and when it is to be used by.
- All product must be labeled, if not in original package, or if storing into a container. Label the container.
- If you take a small amount out of a box (corn dogs, broccoli, etc.) empty the box. Seal very tight. Date and initial the day it was opened along with the original receiving date.

- #1 server to always stay on the line to serve late arrivals.
- Keep wells filled. Do not start out with a partial filled pan. This costs time during serving and makes students wait.
- Everyone to rotate on serving line. Everyone to serve.
- Keep sanitizer water by station at all times. Test for accuracy with testing strips. If water becomes dirty, make new. No floating particles can be in sanitizing water. Redo buckets several times throughout the day to maintain balance, 2 hour rule. **KEEP RAGS IN WATER WHEN NOT IN USE - NO RAGS MAY BE LEFT ON COUNTERTOPS.**

COOL DOWN PROCEDURE OF FOOD

- Leftovers must be separated into shallow pans to cool quicker, and left **UNCOVERED**
- Any leftover food must be properly cooled to the following temperature:
 - **70° within 2 hours**
 - **41° within 4 hours for a total of 6 hours**
- Leftover food must be used the next day. If not able to use next day, it must be labeled and placed in freezer, after the cooling process is complete.

SERVING AND SERVING SIZES

- Remember **WE DO NOT SERVE**. We offer food. Everything on the menu must be offered except when serving Head Start (they are served). Students must be able to get what they want, not what the teacher wants them to get.
- You must know the serving sizes to serve. Look at recipes for this. **DO NOT HEAP SERVINGS.**
- Teachers get $\frac{1}{2}$ cup of all vegetables. Can have more only if they ask.
- Kids must not wait to eat while you are ready to serve. Check serving times and be there when they come in.
- Do not serve from half full pans. Keep filled at all items. Refill before kids come in so that they do not have to wait

HOUSEKEEPING

- Always put the wet floor sign out to avoid accidents.
- Spills must be cleaned up immediately.
- Sweep and mop under and around all tables, steamers, kettles, workstations, etc., every day.
- Rinse mop often. Mop only a small area at a time. Keep mops rinsed and cleaned.

- Never add chemicals together, always add to full amount of water.
- Mops to be thoroughly cleaned and hung to dry. Rinse in fresh water to clean.
- Dirty mops leave dirty floors, and they sour and mildew.
- Mopping is to be done the last thing after cleaning at the end of the day.
- Trash cans to be rinsed and cleaned daily. Leave to dry before putting in bags.

3-Compartment Sink Procedure

- Fill first sink only ½ full of 110° water to wash equipment. Keep detergent in water at all times. Must add soap when needed to cut grease. Must keep at minimum 110°.
- Middle sink is used for rinsing off soap from dishes, before being placed into sanitizing sink. Fill sink ½ full at a temp of at least 110°. Make sure all soap is off, before placing in sanitizing sink.
- Fill third sink with water, ½ full. Sanitizer will be added automatically through a pump system. Test and record on sheet. Submerge dishes for at least 30 seconds before removing.
- Air dry dishes.

EQUIPMENT

- Warmers to be cleaned with diluted all-purpose cleaner daily.
- Dishwasher is to be cleaned with delimer weekly
 - Curtains to be removed washed and cleaned daily.
 - Drains to be cleaned.
 - Jets to be cleaned.
 - Dishwasher needs to be taken apart, which includes the dish tray and clean entire inside of machine daily.
- Pizza pans, cookie sheets and roaster to be cleaned with all-purpose cleaner.
- When washing trays, let air dry before stacking - do not serve on wet tray.
- Clean slicer after each use. Remove blade to clean. Clean under slicer.
- Clean can opener in soapy water daily. Clean around and under opener daily.
- Clean bun racks daily.
- Clean exposed pipes daily with degreaser to keep clean.

ADDITIONAL INFORMATION

- Check with your manager before taking a break.
- If you have completed your work, ask your co-workers if they need a hand. Cafeteria work is all about teamwork.

- Make your sanitizer bucket and log it daily. Red buckets to be used for sanitizer. Green buckets to be used for soapy water.
- Be sure to fill 3- compartment sinks are filled with appropriate chemicals and checked with appropriate test strip for sanitation.
- Clean the milk boxes weekly.
- Always remember to write daily prepared items in designated logs.
- EVERYONE helps put-up- the truck deliveries.
- Wash hands often.
- Take temperatures and log them.
- Clean the bathroom daily.
- Shine stainless steel throughout the kitchen on Friday. Do not use this product on direct food contact surfaces.
- Calibrate and record thermometers weekly.
- Clean trash cans daily with disinfectant.
- All spray bottles must be labeled. Do not put another chemical into a bottle marked for another item.
- Keep kitchens clean.
- Everyone will do extra cleaning (ovens, vents, etc.)
- Clean/sweep/mop restrooms, including toilet. As well as storeroom, janitor room and washroom daily.
- Keep mops rinsed out when mopping. Mop only a small area at a time.
- Rinse mops in clear water after each use and hang to dry.
- No extra food is to be taken out of the kitchen for personal use.

Non-Discrimination Statement

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

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INSTRUCCIONES Para FRONTLINE

Cómo poner un día en Frontline. Por favor repase estos pasos con su personal. Colóquelo visible en el lugar de trabajo. Su teléfono para que lo puedan utilizar como referencia y hagan la pias y guárdenlas para utilizar mas adelante.

- a. Elija su día: local, personal del estado, o día sin pago (la única otra excepción es el servicio de jurado siempre y cuando tenga documentación para ello)
- b. Elija su horario: todo el día, medio día por la mañana, medio día por la tarde
- c. Si se le han acabado los días completos para local o estatal, pero le queda medio día en cualquiera de los dos, debe hacer 2 entradas separadas si necesita un día libre completo. (Ej.: medio día personal am, medio día sin pago en el pm)
- d. En Notas para el administrador: Escriba la razón por la que se ausenta. Puede ser por motivos personales, enfermedad, visita al médico, etc. No escriba "Ninguno" o "Nada". Es necesario introducir algún tipo de motivo.
- e. En Notas para el sustituto: Introduzca en que escuela trabaja y el departamento- cafetería, 7:30-2. Ej. (cafetería de Noble Reed, 7:30-2)
- f. No desactive la opción Sustituto Requerido: Queremos que los sustitutos puedan escoger días. Si esta opción esta apagada, usted lo está haciendo donde un sustituto no lo puede ver. Tampoco tendrán la opción de ingresar en la opción 'Notas al Sustituto', así sabrán si lo desactivaron.

FRONTLINE INSTRUCTIONS

How to enter into frontline GO OVER IT WITH ALL YOUR STAFF, AND SAVE THIS TO YOUR WALL FOR THEM TO SEE. MAKE COPIES OF IT FOR THEM TO KEEP. TELL THEM TO TAKE A PICTURE WITH THEIR PHONE SO THAT THEY CAN REFER TO IT.

- a. Pick your day: local, state personal, or dock (only other exception is jury duty when documented for it)
- b. Pick your time: all day, half-day am, half-day pm
- c. If you are out of full days for local or state, but have a half day left on either, must do 2 separate entries if needing full day off. (Ex.: half state personal am, half day dock pm)
- d. Under Notes to Administrator: Enter the reason you are taking off. It can be personal, sick, dr. apt., etc. Do not enter 'None' or 'Nothing'. A reason needs to be entered in of some kind.
- e. Under Notes to Substitute: Enter campus, café, 7:30-2. Ex. (High school café, 7:30-2)
- f. Do not turn off Substitute Required: We want subs to be able to pick up. If this is turned off, that employee is making it to where a sub cannot see it. They also will not have the option to enter into a box 'Notes to Substitute', so they will know if they turned it off.