



TIPTON COMMUNITY SCHOOL CORPORATION

1051 South Main Street

Tipton, IN 46072

(765) 675-2147

HANDBOOK FOR

Food Service Staff

Effective May 2024

It is the policy of the Tipton Community School Corporation not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972), Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act. If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Tipton Community Schools Assistant Superintendent.

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EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Tipton Community School Corporation (TCSC) and ARAMARK not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972, Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act.

If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the TCSC Assistant Superintendent.

INTRODUCTION

This employment policy handbook shall apply to all food service staff personnel of the TCSC unless otherwise specifically excluded in writing and shall include those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until changed by action of the Board of School Trustees.

Food service staff personnel shall work under the supervision of their cafeteria managers or any other supervisory person as designated by the Superintendent.

Food service staff personnel are subject to assignment to duty by the supervisor, as he/she deems advisable to complete the task at hand.

GENERAL REGULATIONS AND POLICIES FOR FOOD SERVICE STAFF

TCSC will employ food service staff to provide breakfast and lunch to support and enhance the educational program. Violation of the Corporation's rules, regulations, policies and/or the contents of this handbook may result in disciplinary action, up to and including termination.

EMPLOYMENT-AT-WILL: TCSC is an at-will employer, and employment status can be terminated with or without notice at any time at the option of the TCSC or by the employee, notwithstanding any oral or written statements by the Corporation representative or employee prior to, or following the date of employment.

No TCSC representative has the authority to modify this policy. No TCSC policy, procedure, custom and/or statements whether written or oral can change the status of the TCSC as an at-will employer.

Nothing contained in this Handbook should be relied upon to establish any specific promises concerning continuation of employment.

EMPLOYMENT PROCEDURES: Persons desiring to be employed by TCSC in a non-certified capacity shall file an application through the corporation's web page under "Our District" tab, hte click "TCSC Careers" or use this link <https://www.tcsc.k12.in.us/careers>

PHYSICAL EXAMINATIONS AND HEALTH TEST: The Board of School Trustees may require physical examinations and/or health tests as prescribed by Indiana Code. All costs for those examinations or tests will be borne by the employee. The costs of any additional health tests and/or physical examinations required by the Corporation shall be borne by the Corporation.

EMPLOYMENT QUALIFICATIONS OF FOOD SERVICE STAFF:

1. Each employee must be trustworthy, of good moral character, and good physical health.
2. Each applicant shall have been awarded a high school diploma or its equivalent.
3. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.
4. Members of the food service staff must be cognizant of the educational program and their responsibility to the students.
5. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees

SELECTION OF FOOD SERVICE STAFF: Cafeteria Managers and Food Service Director shall screen candidates having filed applications for food service staff vacancies and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.

The Superintendent shall recommend employment of food service staff to the Board of School Trustees. All persons hired by the corporation must undergo criminal history checks. Any costs associated with the criminal history checks shall be the responsibility of the employee.

PROBATIONARY PERIOD: All food service staff employees shall serve a thirty (30) work day probationary period. At least one week prior to the end of the probationary period, the probationary employee's supervisor shall submit to the Superintendent or his/her designee an evaluation of the probationary employee. Following a review of the evaluation, the Superintendent (designee) and the probationary employee's supervisor shall determine if the probationary employee will move to regular status or be released from employment.

CONFIDENTIALITY: Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for disciplinary action, up to and including termination. We must all respect the privacy of our students, parents, and staff.

DRESS: Employees not required to wear uniforms will be expected to adhere to the corporation's

established student dress code.

CELL PHONES: While it is common for employees to have personal cell phones in their possession during work hours, employees are expected to refrain from using them during their working hours. All personal phone calls, texting, or any other form of electronic communication should be done during authorized breaks.

SUPERVISION OF FOOD SERVICE STAFF: The food service staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills (public relation and others) necessary for each employee to represent TCSC in a positive manner.

HARASSMENT POLICY: TCSC strongly disapproves of harassment in all protected areas (sexual, racial, religion, disability, language, etc.) under applicable state and federal law, and will not tolerate it. Employees shall not engage in any form of harassment, and are furthermore directed to refrain from any-and-all verbal or physical conduct of a harassing nature while on the job. Victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. The report shall be forwarded to one of the designated persons listed below:

1. Immediate Supervisor
2. Food Service Director
3. Assistant Superintendent
4. Superintendent
5. President of the Board of School Trustees

Complete copies of harassment policies and the reporting forms can be found in the School Corporation's Policy Manual.

DRUG/ALCOHOL FREE WORKPLACE POLICY: Unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as a part of any of the activities associated with TCSC is prohibited.

Disciplinary sanctions, which are consistent with local, state, and federal law, up to, and including termination of employment and referral for prosecution will be imposed on employees who violate the standard of conduct. Sanctions will include:

First Offense	Documentation and reprimand. The seriousness of the offense could result in termination of employment.
Second Offense	Suspension without pay and required completion of self-referral of a drug and/or alcohol rehabilitation program at the employee's expense. The seriousness of the offense could result in termination of employment.

TOBACCO FREE CORPORATION POLICY: TCSC prohibits smoking and/or the use of tobacco products by all staff members on all school property, all athletic facilities, and in all school vehicles.

CIVIL RIGHTS NON DISCRIMINATION GRIEVANCE PROCEDURE

A. Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator, building level or corporation level:
 - a. a. 504, ADA and Title IX Compliance Officer the Assistant Superintendent 675-2147
2. The complaint shall stipulate the specific act or omissions, the date of the same, and the parties involved.
3. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
4. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant. 5. The complainant shall have seven (7) days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of the receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of the receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of the parties. This decision will be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation or application is of a corporate nature, such as a written rule, regulation, or policy, then Level Two is initiated immediately.

BENEFITS

Eligibility for fringe benefits will be limited to classified employees who are Board-appointed employees and meet eligible requirements listed such as minimum hours required per week. New employees must enroll for benefits by the 1st of the month following the date of employment.

HEALTH INSURANCE:

- TCSC makes available a Group Health Insurance Program to all classified. Employees shall contribute toward the cost of the insurance plan by payroll deduction according to the current year's insurance rates. Specific plan information is available at the central office.
- Employees must work a minimum of 20 hours per week to qualify for health insurance coverage.
- Health insurance coverage ends at the end of the month of termination. Employees may continue on the health plan under COBRA.

DENTAL INSURANCE: TCSC makes available a Group Dental Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for dental insurance.

VISION INSURANCE: TCSC makes available a Group Vision Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for vision insurance.

CANCER INSURANCE: Cancer insurance is available to employees and their families. The employee pays the entire premium. Employees who work a minimum of seventeen and a half (17.5) hours are eligible for cancer insurance.

TERM LIFE INSURANCE: The Board of Education will pay the entire yearly premium less one dollar (\$1.00) which the employee is required to pay. The term life coverage is \$50,000 with Accidental Death and Dismemberment. New employees are eligible to enroll the 1st of the month following the date of employment. Employees who work a minimum of twenty (20) hours per week are eligible for Term Life Insurance.

SHORT TERM DISABILITY: If you do not participate in the health insurance program offered by the school district, the Corporation will provide short term disability insurance. The coverage in effect begins the first day of an accident / the fourth day of an illness up to \$500.00 per month. This plan is also available to those who participate in the health insurance program at the employee's expense. Employees must work a minimum of twenty (20) hours to be eligible.

FLEXIBLE BENEFIT PROGRAM:

- The benefits provided by Section 125 of the Revenue Act of 1978 shall be made available to classified employees so requesting. Section 125 allows employees to pay on a pre-tax basis medical, cancer and dental premiums, unreimbursed medical bills, eligible dependent care expenses, and certain voluntary insurance premiums.
- Any administrative costs incurred with Section 125 shall be paid by the individual employee(s) who enroll in the plan. The Board shall be held safe and harmless by the carrier.

WORKER'S COMPENSATION: Worker's Compensation insurance is provided for all employees, both support and certificated. The laws which apply to this benefit make it possible to receive compensation for personal injury by accident arising out of and in the course of employment.

Compensation shall be allowed beginning with the eighth day of disability. **Prompt reporting to your principal or supervisor is required for eligibility.** The principal or supervisor must complete, sign, and file a specific report at the time of injury *after the injured is observed by the school nurse*, or the employee is not eligible for compensation. All claims must be reported through the school district business office. If a school nurse is not available, the employee **MUST** contact the Administration Office prior to seeking treatment.

ALLOWABLE DEDUCTIONS:

A. Social Security

1. The contributions to social security are withheld and sent directly to the Social Security Fund.
2. If you have income from another School Corporation in Indiana from which social security tax has been withheld during a calendar year, this deduction is counted and your deductions discontinued when the amount required has been withheld. Deductions from sources other than Indiana schools beyond that required are not refunded but may be used as a credit on your federal income tax at the end of the year.
3. TCSC contributes to the Social Security Fund an amount equal to that contributed by the employee.

B. Credit Union

A credit union is available to all employees. Low cost loan, savings dividends, checking account, Christmas club savings, and life savings insurance are available. Ask your supervisor or credit union representative for further details. The credit union office is located a 201 North Main Street, Tipton, IN 46072

D. Direct Deposit

All employees hired after August 10, 2012 are required to have a paycheck directly deposited into a bank account.

EMPLOYMENT

RESPONSIBILITIES AND DUTIES OF food service staff

Food service staff, as a vital factor in accomplishing the mission of TCSC, must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position. To provide structure and guidance-for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided to each employee.

AUTHORIZATION AND HOURS: All hours, number of days worked per year, and rate of pay must

be authorized by the School Board. Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

PAYROLL INFORMATION:

- To comply with federal regulations, new employees must complete Employment Eligibility Verification Form (I-9) verifying they are U.S. Citizens or aliens legally authorized to work in the United States. This form must be completed within three days of employment.
- W-4 Federal tax forms and state tax forms must be completed prior to the first pay.
- Tax forms may be changed at any time throughout the year if changes are needed in tax withholdings.

TIME CLOCKS: The time clock record is the official record of working hours and attendance for food service staff employees. The employee's daily responsibilities include clocking in and out. Payroll checks will be based on the information received from the daily print-off generated by the time clocks. It is extremely important that employees clock in and clock out on a daily basis. If an employee does not clock in, he/she will be listed as absent and will not be paid for that day unless work verification is submitted to the payroll office by his/her supervisor within the same pay period. If the work is not verified until after the payroll has been run, he/she will be paid for the missed time on the next paycheck.

CLOCKING IN AND CLOCKING OUT

1. Employees are to clock in and clock out each working day.
2. Failure to properly clock in or clock out will be grounds for disciplinary action, up to and including termination.
3. Falsification of a time clock record will be grounds for disciplinary action, up to and including termination.

WHAT TO DO IF AN EMPLOYEE FORGETS TO CLOCK IN OR OUT

1. Part of an employee's daily duties is to clock in and out every day. Repeated failure to clock in and out will result in disciplinary action being taken. In the event an employee forgets, he/she must IMMEDIATELY notify his/her supervisor or principal, by completing a Time Modification Sheet.
2. The Time Modification Sheet must be completed and signed by the employee and the employee's supervisor. All Time Modification Sheets must be submitted to the payroll office verifying the appropriate information.
3. Corrections must be made before the end of the pay period to insure the employee will be paid for the hours verified by the supervisor or principal. If the correction is not made until after the payroll has been run, payment will be on the next paycheck.

ATTENDANCE: Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, leaving early, and/or using more than three (3) deduct days will not be tolerated and may be grounds for disciplinary action, up to and including termination.

JOB ABANDONMENT: An employee will be assumed to have resigned should he or she fail to personally notify management of an absence for three consecutive scheduled workdays or walks off the job without authorization.

DOCKED TIME: Unpaid days are intended for limited use in case of emergency only. An unpaid day must be approved by the immediate supervisor or Food Service Manager. Unpaid leave will be granted only when all other forms of available and appropriate leave (e.g., personal days, vacation days) have been exhausted. If an employee requests an unpaid day when other leave is available (personal days, vacation days), a deduction from the other leave will automatically be implemented at the central office and the employee informed of such action. **Unauthorized and/or excessive use of a day without pay may lead to disciplinary action, including termination.**

OVERTIME: The workweek shall begin at midnight on Sunday and extend to midnight on Saturday. Hourly employees are not expected to work in excess of forty (40) hours in any given week that would result in overtime pay. If hourly food service staff is requested **and authorized** by the Superintendent to work in excess of forty (40) hours in any workweek, compensation will be paid at the rate of time and one half. Employees must actually work 40 hours before any overtime is paid; use of a leave day of any type during the week would disqualify an employee for overtime pay.

Employees requested and authorized by the Superintendent to work on paid holidays will be paid double time. Normal building checks by supervisors are not included for such pay. Failure to obtain prior written approval for overtime could result in disciplinary action being taken.

INTERNET USAGE: TCSC-provided access to electronic information, services, networks, personal email and Internet use is covered by Board Policy. Each employee must sign the Authorization as a condition for using the school corporation's Internet connection.

LEAVES & ABSENCES

A **Leave Request Form** must be filed in advance with the immediate supervisor when requesting any of the following leaves. In an emergency situation, as in the case of illness or a personal crisis, classified employees must immediately notify the immediate supervisor. All Leave Request Forms must be completed and signed by the employee and supervisor. In emergency cases, the Leave Request Form should be signed by the supervisor and submitted to the payroll office. The employee shall sign the leave request form upon their return.

PAID TIME OFF: Paid Time Off, or PTO, days are based on number of hours worked per day.

Under SIX hours per day 5 PTO Days
Over SIX hours per day 8 PTO Days

All PTO requests must be approved by a manager in advance. All managers have the right to decline a PTO request. PTO may be taken in half day increments.

PTO cannot be paid out if an employee leaves the district or does not use all PTO Days during the school year. PTO days cannot roll over to the next school year.

FAMILY AND MEDICAL LEAVE (FMLA): TCSC complies with all federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons. Detailed information can be found in Board Policy.

JURY DUTY: Employees will receive the difference between their daily salary and witness or jury pay when they are subpoenaed as witnesses in court or to serve as a juror. It is the employee's responsibility to secure from the court and forward to the central office, verification of the court duty and the amount of payment for such duty.

MATERNITY LEAVE: Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnant condition. The employee's attending physician must certify that her pregnancy prevents her from working for a specified length of time, if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with state law, for such a reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto. The payroll department must be informed as to the beginning and ending dates of the leave, which must be Board approved.

OTHER LEAVES: Leaves of absence, without pay, for reasons of ill health, adoption, education, work exchange program, military service, elected office duty or other justifiable reason may be granted by the Board on recommendation of the Superintendent. The payroll department must be informed as to the beginning and ending dates of the leave.

EVALUATIONS: Evaluation is a continuous process to improve employee performance and to provide a formal opportunity to commend, recognize and encourage an employee for a job well done. Evaluations also provide an opportunity for communication between the employee and the supervisor.

Classified employees are evaluated annually by their supervisor. The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor and signed by both parties. The supervisor will retain one copy of the signed evaluation; one copy of the signed evaluation is to be given to the employee; and one copy of the signed evaluation is to be sent to the Superintendent's Office to be placed in the employee's personnel file.

Job performance will be informally measured at all times. Unsatisfactory performance will be brought

to the employee's attention by their supervisor as soon as it is noted. If the employee does not correct the situation the failure may be included in their employment record. Poor job performance or attendance can be cause for dismissal.

The employee's signature on the evaluation does not indicate agreement with the evaluation but indicates his supervisor discussed the evaluation with him/her. The employee will have the right to respond in writing to an unfavorable evaluation.

PERSONNEL FILE: An employee may view the contents of his/her personnel file by making an appointment with the Superintendent or his designee. An employee's personnel file is confidential except as provided by law.

WORK SCHEDULE: Work schedules shall be determined by the appropriate designated supervisor.

SCHOOL CANCELLATIONS, DELAYS, and EARLY DISMISSALS: The following guidelines have been established in determining who is to report to work on days that have been designated as "Snow Day(s)" by the Superintendent. "Snow Days" are defined as any days that a school in the system has been declared to be closed by the Superintendent of Schools.

Classified personnel will not report to work, but will work and be paid for the rescheduled day(s). When eLearning Days are called for inclement weather, food service staff may use up to 5 eDays per year. eDays do not accumulate.

On days when school is delayed or dismissed early, all hourly employees will be paid for the hours they work. When school is delayed, dismissed early, or closed due to inclement weather, some food service staff may be required to report to work by the Superintendent, direct supervisor, and if so, will be paid accordingly.

COMPENSATION

WAGE RATES: Wages are established by the Board of School Trustees.

BENEFITS AFTER SEPARATION of EMPLOYMENT

GOOD STANDING: In order to leave in good standing, all employees are expected to give at least a two (2) week notice. All employees who wish to retire should give notice prior to July 1 prior to the year of retirement.

SEVERANCE PAY: Employees hired before June 30, 2003, may be eligible for severance benefits upon retirement. Please contact the corporation's benefits advisor prior to retirement.

LIFE, HEALTH, and DENTAL INSURANCE: Life, health, and dental insurance coverage through TCSC will terminate the first of the month following the date of separation other than retirement.

The Superintendent and/or Board of School Trustees shall have final interpretation of this

handbook with the right to waive or alter any of these policies for unusual or unique circumstances.

Food Service Standards

Personal Hygiene, Grooming, Attire and Health

*A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our clients, customers and the local health board rightly expect us to maintain strict standards of cleanliness. The following describes our **minimum** standards of appearance and personal hygiene.*

Policy: All foodservice employees will maintain good personal hygiene and health practices to ensure food safety.

Hygiene and Grooming:

- Bathe or shower daily; use an effective deodorant; Brush teeth frequently.
- Maintain short, clean, trimmed, polish free finger nails. No artificial nails.
- Cover cuts, rashes, and minor skin eruptions.
- Jewelry should be kept to a minimum (Example: small earrings and wedding band).

Proper Attire:

- Wear appropriate clothing- clean, properly fitting and sleeved. Kacki pants and collared shirts are encouraged. Jeans are permitted on Friday.
- Shoes: clean, closed toe and heel, with non-skid soles; no canvas shoes.
- Wear a clean, school issued apron
- Do not wear apron to and from work
 - Take off apron before using the restroom and taking out the trash
 - Change apron if it becomes soiled.
 - Put on a clean apron for serving
- Wear a hair net so that all hair is completely covered
- Refrain from wearing jewelry
 - Only a plain wedding band is permitted
 - No necklaces, bracelets or dangling earrings
 - Watches are permitted

Observe Proper Hand Washing:

1. Wash hands:

- Before starting work
- After using the toilet
- After sneezing, coughing, using a handkerchief or tissue
- After touching hair, face, or body- after putting on your hairnet
- After any cleaning activity such as sweeping, mopping, wiping counters, cleaning equipment, touching dirty dishes or utensils
- After handling trash, cans, or cardboard.
- After handling raw meat, poultry or fish

- After handling money
- When moving from one food preparation area to another
- Before putting on gloves
- After eating, drinking or chewing gum
- After handling any cleaning or chemical supplies
 - Use only designated hand washing sinks. Do not use food prep or dishwashing sinks for hand washing
 - Follow proper hand washing procedures:
- Wet hands with warm running water and apply soap
- Scrub hands, between fingers and under fingernails at least 15 seconds- rinse thoroughly under running water

Glove Use:

- Wash hands prior to putting on gloves
- Change Gloves when:
 - Beginning a new task
 - They become soiled or torn
 - They are in continual use for 4 hours
 - Finished handling raw meat and before handling cooked or ready to eat food
- Cover any cuts and sores on hands with clean bandages, then wear gloves at all times to prevent the bandage from falling off
 - **Never feel like you need to “save” gloves; they should be changed often.**

Illness:

- Report any flu-like symptoms, diarrhea and/or vomiting. Employees with those symptoms must go home or stay home. Employees with a fever will be sent home.
- Any contagious illness must be reported to the kitchen manager

Smoking, Eating, Drinking, Tasting:

- No smoking is allowed on school property- it is a drug free zone.
- Eat and drink in designated areas only, NEVER in the work area. Eating is NOT allowed in the production or service areas. Drinking from a closed container is permitted in the production area.
- Chew gum or eat candy in the area designated for employees to eat. Chewing gum is not permitted while prepping and serving food.
- Remember to wash hands after eating and before returning to work
- Exception: One cook may taste food to ensure quality. Proper tasting method:
 - Remove a sample of product from container with a spoon
 - Transfer sample into a small container
 - Step away from exposed food- taste
 - Never reuse a spoon- Remove used spoon and container to the dish room.

Safety:

Because we value you and your safety, we ask that you share the responsibility for a safe work environment. Work safely, be alert, practice good housekeeping, remove potential hazards, and follow all established safety regulations.

If you should have an accident or injury while working, no matter how small, report it to your manager or supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

Safety is considered an essential part of the successful performance of your job. It is every employee's responsibility to know and understand these general safety rules of our operation. Our number one goal is to have you and your fellow workers go home every day- unhurt and healthy.

Safe practices include, but are not limited to the following:

General:

- Learn the right way to do your job. If you are not sure you thoroughly understand the job, ask your manager or supervisor for further instruction. Never use any machine until you are trained in its use
- Do not engage in horseplay and watch your speed in the kitchen. Do not rush or take short cuts. Avoid distracting other employees.
- Report all unsafe conditions, accidents, and injuries to your manager or supervisor immediately.

Lifting Safety:

- When lifting from the floor, keep your arms and back as straight as possible, bend your knees, and then lift with your leg muscles.
- When lifting from an elevation, such as a table or shelf, bring the object as close to your body as possible. Hug it to you. Keep your back straight and lift with your legs. Use step stools.
- Be sure you have good footing, a good grip and then lift with a smooth even motion. Do not jerk your body while lifting a load.
- When the weight is too heavy or bulky for you to lift comfortably, get help. Remember that using your head saves your back. Other options are to break down the load into smaller ones.

Slip, Trip, and Fall Prevention

- Wear slip resistant shoes
- Do not overload bus carts or dish trays. Make sure you can see where you are going using extra care through doorways and around corners. Push all carts; do not pull them. Report any cart in

poor condition to your manager.

- Wet floors are a particular hazard. Avoid working or walking on a wet surface. Use “wet floor” signs as needed.
- If you spill it, wipe it up. If you drop it, pick it up. If you open it, close it.
- Always keep your eyes focused on where you are walking, walk at a safe speed, and use special care when rounding corners or areas with poor lighting.
- Ensure hoses and cords are not in walkways or paths.

Burn Safety

- Wear protective equipment: Oven mitts and burn sleeves
- Remove hot container covers slowly and away from you so that steam may escape without scalding hands or face.
- While transporting heavy, hot containers get adequate assistance. Be sure the work area is clear of fellow workers and know where the container may be safely placed before lifting. Always warn others in the kitchen that you are transporting hot food.
- When opening the oven and steamer doors, stand away from the door to allow the heat to escape before checking the product being cooked. Make sure the doors are completely open.

Knife Safety

- Use proper hand protection, including cut gloves, when using knives or when cleaning slicers and other sharp equipment.
- Make sure knives and cutting equipment are sharp—don’t use a dull knife.
- When not in use, make sure knives are stored in designated places to avoid accidental contact.

On going food preparation and safety training will occur throughout the year. Being willing and eager to learn is expected.

Tools and Equipment

Under no circumstances may any Tipton or ARAMARK-owned tools, equipment, supplies, or materials be borrowed or loaned to employees or anyone else for personal use. Employee owned personal tools should not be used for business. ARAMARK and TCSC will not be responsible for loss or damage to any personal tools or equipment.

Discipline

It is the policy of ARAMARK and Tipton Community School Corporation to treat all employee performance and discipline problems in a fair and consistent manner. In all but the most serious cases, each employee will be advised of the incorrect behavior, and given an opportunity to correct the problem. This system is the only method used for the purpose of employee discipline.

Prior to beginning “formal” progressive discipline, it is generally our practice to offer coaching and counseling to the employee. This is up to the discretion of the manager and is used in situations where the issue is not yet serious but does need to be corrected. The manager is required to keep documentation of any coaching and counseling sessions in the employee’s file.

Consistent with our general philosophy that any discipline is intended to be corrective in nature; your manager may follow a progressive disciplinary process. These steps may include:

- Verbal warning (documented)
- First written warning
- One, 3, 5 day suspension
- Termination of employment

There is no guarantee that one form of discipline will necessarily precede another. In some circumstances, due to the seriousness of the infraction, it may be appropriate to skip to a final written warning and possibly to immediate termination. In some cases, the manager may suspend the employee immediately and consult with the Food Service Director, Principals, Assistant Superintendent and Superintendent.

**Receipt & Acknowledgment
of the
Tipton Community School Corporation
Employee Manual**

This Employee Handbook is an important document intended to help you become acquainted with Tipton Community School Corporation (hereinafter "TCSC"). This handbook is not the final word in all circumstances. Individual circumstances may call for individual attention. This handbook is not a contract and all classified employees are considered to be at-will employees.

I have received a copy of the TCSC Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of TCSC at any time. I understand that this handbook replaces and supersedes all previous handbooks of TCSC as of the date set forth below.

My signature below indicates that I understand the above statements and have received a copy of the TCSC' Employee Handbook.

Printed Name Employee's Position

Signature Date

Signature Date