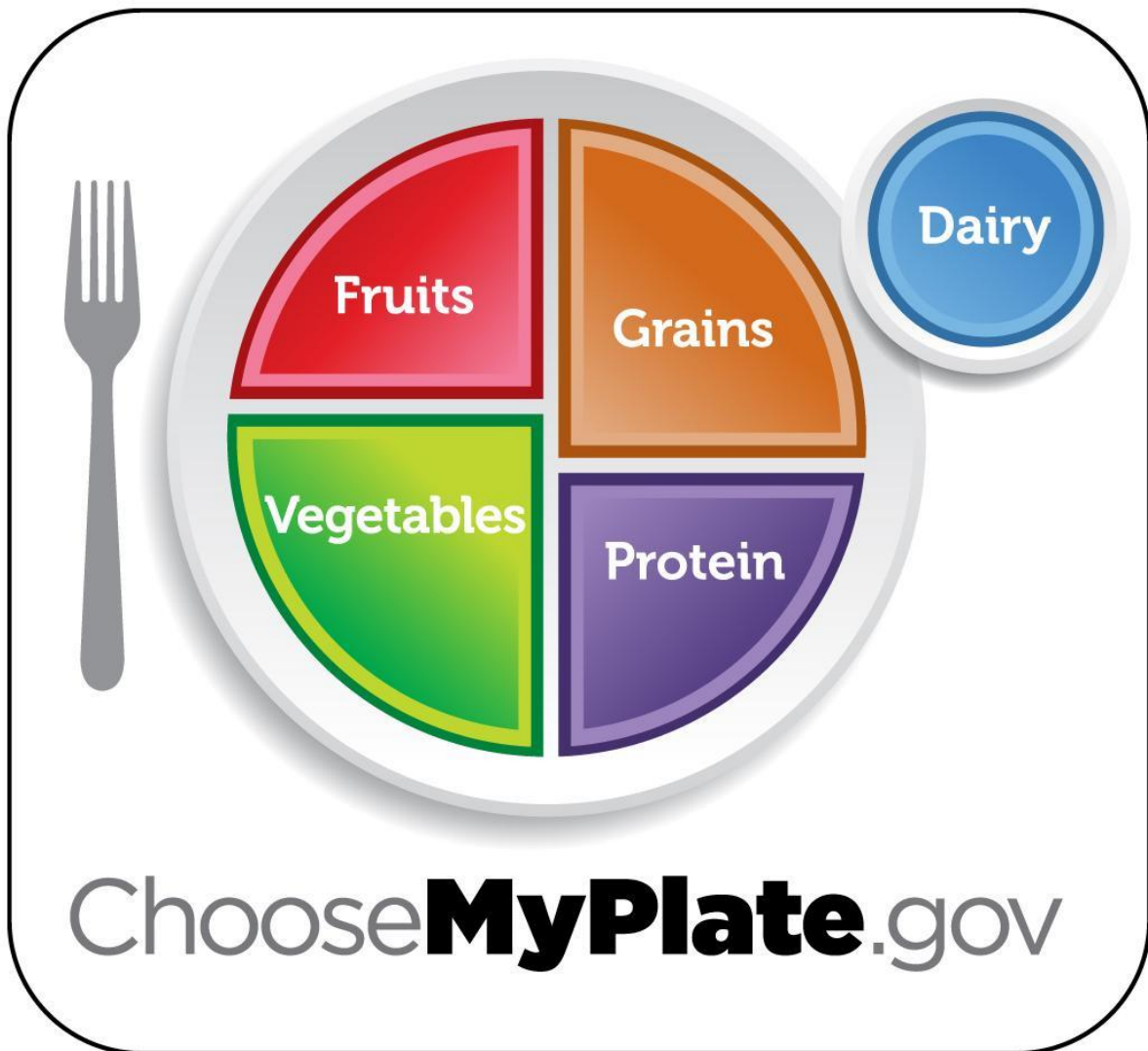


Aledo ISD
Child Nutrition Department
2024-25 Employee Handbook



Welcome to the Aledo ISD Nutrition Department

This purpose of this manual is to acquaint you with the policies and procedures that govern the performance of your duties as an Aledo ISD Child Nutrition employee. The items discussed should help you function in an appropriate, professional manner as well as answer any questions about your new job. If you need any further information, please contact the Aledo ISD Child Nutrition Office.

This CN handbook is not a complete representation of District policy. For other questions or concerns, please refer to District policy online at www.aledoisd.org; go to “Departments”, then “Human Resources” then “Current Employees” and then “Employee Handbook.” You may also contact Aledo ISD Administration for a copy of District Handbook containing District Policy.

When your values are clear, making
decisions becomes easier.
-Roy E. Disney



ALEDO ISD CORE VALUES

As an employee of Aledo ISD, I am committed to these core values as a guide for my work, decisions, and inter-personal relationships:

- Put students first
- All students can learn
- Accept responsibility for my duties and actions
- Be a team player
- Seek first to understand before taking action
- Seek to develop and maintain trust
- Stay committed to learning and growing in my profession
- Maintain professionalism and confidentiality at all times
- Support decisions that are made
- Be customer service oriented
- Be efficient with my time and resources
- Treat others as you would want to be treated

Child Nutrition Mission Statement

Aledo ISD Child Nutrition shall follow nutrition guidelines that advance the health and general wellness of all students through nutrition, education, and other school-based activities.

Goals and Objectives

The goals and objectives for the Aledo ISD Child Nutrition Department are:

- To maintain safe, sanitary conditions for food preparation by adhering to Child Nutrition Standard Operating Procedures resulting in a product of the highest possible quality.
- To offer safe, appetizing meals that help students meet their daily nutritional requirements.
- To serve a variety of interesting foods that will help students extend his/her list of acceptable foods.
- To educate the students and public in good nutrition and desirable food habits.
- To help provide a positive environment in which to eat school meals.
- To help provide school breakfast/lunch as a regular part of each school program, offering nutritional and educational opportunities for the student as a functional, positive experience in his/her school day.
- To encourage each employee of the Child Nutrition Department to become a professional who believes in and promotes the school nutrition program and is dedicated to the cheerful service of our customers and our community.
- To conduct this program in an economical, business-like manner at a minimum expense to the student and taxpayer.
- To comply with all local, state, and national guidelines for the Aledo ISD Child Nutrition Department, including but not limited to strict adherence to confidentiality concerning student meal program status and information.

General Job Requirements

Excellence in food quality and service is our goal. To be an active team member, you will need to adhere to the following:

- Follow all standards for safety and sanitation.
- Be physically able to perform the job requirements.
- Be clean and neat at all times.
- Exhibit a positive role model to students, always providing caring customer service to all.
- Be able to read, write, and follow written instructions.
- Be adaptable to working around and with children.
- Demonstrate a professional attitude at all times.
- Be willing to work harmoniously with other workers, teachers, and students.
- Be willing to accept your share of the responsibility in all parts of the meal program.
- Do not allow personal likes and dislikes of food to influence children.
- Personal opinions and feelings regarding politics and religion are not to be discussed with other employees.
- Personal problems are not to be discussed with other employees.
- Understand the purpose of the school lunch program and work for the betterment of the program at all times.
- Conform to all local, state, and federal requirements relating to the operation of the school lunch program.
- Be familiar with all policies and practices in this handbook as well as the AISD Employee Handbook.

General Policies

Assignments

New employees are hired under a 90-day probationary period. Probation period may be extended beyond 90 days if deemed necessary. If the work has not been satisfactory, the employee will be terminated. The end of the probation period does not assure permanent employment. Employees will be notified of permanent employment. Each employee works for the school district and not each individual school. The Child Nutrition Director has the right to move an employee to a different location at any time (even on a daily basis).

Attendance & Dependability

When you need to be out for a sick or personal day, follow these procedures:

Sick leave: Notify your manager as early as possible if you think you might need to be out sick and then submit your sick day in Frontline. You must be fever free for 24 hours before returning to work. You may not work if sick.

Personal leave: Notify your manager 48 hours in advance and submit your request in Frontline. The Child Nutrition Director reviews requests for personal leave. Requests for personal leave must be made through the Frontline system at least 48 hours in ADVANCE. The Director will respond to your request within 24 hours. If you are not contacted within this 24-hour period, assume your request is approved.

ALL absences **MUST** be submitted on Frontline prior to your scheduled start time. Absenteeism of 2 or more hours requires you to use personal or sick time.

Each employee must report to work promptly as assigned. Each kitchen is set up to function efficiently with a certain number of persons on the job. Your absence causes your fellow workers a hardship. Excessive absenteeism is grounds for dismissal. Notify the CN Director if you have extenuating circumstances concerning absences. Remember, dependability means more than just showing up for work; it also means that you can be depended on to perform as requested by your manager in a proper, timely and cheerful manner.

Please see the Aledo ISD Employee Handbook for more information regarding attendance.

EXCESSIVE ABSENTEEISM POLICY

The purpose of the attendance guidelines is to encourage employee dependability and punctuality to provide quality education to our students. When an absenteeism pattern develops beyond annual allocated leave or excessive tardiness, the supervisor will start the communication process to coach the employee to improved performance. If the employee's attendance problems persist, more serious disciplinary steps will be taken, up to and including termination. Below are the guidelines in consideration of excessive. In matters of medical emergencies and major life events, please contact the CN Director to discuss the circumstances if these events would cause you to go over your annual allocated leave days balance.

- 1 Occurrence over annual allocated leave day balance
ON-GOING VERBAL COMMUNICATION
- 2 Occurrences over annual allocated leave day balance
WRITTEN COMMUNICATION
- 4 Occurrences over annual allocated leave day balance
FINAL WRITTEN COMMUNICATION
- 5 Occurrences over annual allocated leave day balance
CAUSE FOR DISMISSAL

Tardy – Late Arrival & Early Departures

Tardy/Early Departure occurrences considered excessive and are counted as follows for documentation:

- 2 or more in a week
VERBAL COMMUNICATION
- 3 or more in a week
WRITTEN COMMUNICATION
- 4 or more in a month
WRITTEN COMMUNICATION

Maintaining low absenteeism and tardiness rates is essential in ensuring that we are staffed appropriately to serve our students.

Early release days are a scheduled workday, and all staff are required to work the full day. Personal Leave cannot be taken the day before or after a school holiday, teacher workday, etc.

Timesheet for each week worked must be submitted by 10:00 am on the following Monday.

Line of Authority

You should first discuss any concerns with your Campus Child Nutrition Manager. If the problem cannot be resolved, then the employee should contact the Child Nutrition Director. Each employee should follow this line of authority when discussing problems related to work. If still unresolved, employee may contact CFO and/or Human Resource Director, who maintains an open-door policy to all staff.

Managers will document employee problems as needed. Documentation will include time and date, nature of problem and behavior lacking. Also included will be plan for improvement and consequences if no improvement. There will be an opportunity for employee to include comments. Both Manager and employee will sign documentation. Signing the document constitutes acknowledgement that the problem has been discussed. A copy of the documentation will go to employee and to Director.

You are invited to participate in an Exit Interview upon resignation or termination from Aledo ISD. Please contact the Human Resources Department or CN Office to schedule.

During emergency situations (weather, fire, bomb threats, etc.), communication to parents is district sourced. Staff should not advise parents in emergency situations concerning district procedures – refer them to their campus/district website, email, and parent texts.

Confidentiality

All CN employees may have access to highly confidential student records including Free, Reduced and Paid Meal Program status as well as other personal information. Meal status and student information is EXTREMELY confidential and not to be discussed with anyone outside of CN Dept. at any time. Any questions or request for confidential student/staff information should be directed to CN Manager who refers to CN Director. Staff can discuss some information with students who ONLY FIRST OFFERS to discuss their meal status. Disregarding any rules regarding student records confidentiality by staff can result in immediate termination.

Training/ In Service

Employees will be required to attend mandatory training/in-service sessions as determined by the Nutrition Department or Aledo ISD. (See attached schedules.)

Health Cards

All Child Nutrition Staff are required to keep a current State approved Food Handlers Card on file with Child Nutrition Office. New employees must have a card within 60 days of employment. Failure to provide a current Food Handler Card is reason for dismissal. New managers must have a State approved Food Manager Health Card within 30 days of their new job assignment.

Phone calls/Cell Phones

Employees should not use the CN office phone except in cases of emergency. Calls pertaining to school business should be kept short. The phone line must stay open so the office can contact your school. Cell phones and smart watches should be kept with secured personal belongings and not used during work (except during scheduled breaks/emergencies). Exceptions: CN Manager, Assistant Manager and/or Second. Cell phone use is unsanitary and not allowed in prep/serving area. Staff may give family members cafeteria and campus phone numbers for emergency contact purposes. Abuse of cell phone policy is reason for disciplinary action/write-up.

Meals/Breaks/Smoking

One half hour is permitted for lunch, if time permits. This meal is provided at no charge to the food service employee. The manager will determine mealtimes for the employees. Employees will clock out for lunch. Breaks are limited to one, 10-minute break per day and are at the discretion of the manager. The manager will determine break time. Employees do not need to clock out for break. You cannot leave school property during break time. Break time and lunch will not be concurrent. Personal business/errands will not be conducted while at work, unless approved by supervisor. **Smoking/Vaping/Use of tobacco on district property is not permitted.**

Personal Property

Lockers are provided to secure personal belongings. Employees will need to provide their own padlock to secure lockers. Employees are responsible for securing their belongings. AISD is not responsible for theft. Please report any missing items, suspected theft, or unusual circumstances to your manager.

Giving Away or Taking Food Home

It is not permissible for any employee to give food away or take food from the cafeteria (even if you do not finish your meal). This includes excess food, which may be thrown away. No sharing of staff meals is allowed. Employees are not allowed to purchase food from the cafeteria for personal or other use. Production records are kept to help ensure that the correct amounts of food are made. Do not take empty containers home unless they can be broken down flat.

ANY EMPLOYEE FOUND TO BE TAKING ANY FOOD ITEMS HOME OR SHARING FOOD, MAY FACE POSSIBLE TERMINATION AND PROSECUTION.

Safety & Courtesy

Never attempt to discipline a student or physically touch a student in a demonstrative way. Report any student problems or concerns to your manager. Manager will in turn report them to Principal, Director, or other authority.

Remember to use appropriate language and conversations when at work, whether in the presence of co-workers, students, parents, or staff. Humor is acceptable but avoid humor associated with age, race, weight, sex, etc. Avoid using humor to make light of emotionally painful situations. Be sensitive to your co-workers and their situations and avoid sarcasm and mockery.

No unauthorized visitors (including family, friends, etc.) are allowed to enter the cafeteria or kitchen. Visitors must check in at campus front office. AISD strives to provide a safe working environment. Please report any safety issues or concerns to your manager who will in turn report to Director.

Back doors should never be left ajar or unlocked. Vendors usually deliver to kitchen prep area where they would not have access to students. If a vendor makes a delivery during a meal period, they may have direct contact with a student. In those cases, a Child Nutrition employee would accompany and monitor the vendor or delivery person. The same would apply in the case of a repair or service person (if not a District employee).

Manager is responsible for kitchen security and safety, including staff and facility. Manager is responsible for door and equipment keys.

Suspicious people must be reported. Please make you manager aware of anyone without an ID badge.

Report any theft or unusual circumstances to your manager (who will report to Director).

Injuries occurring at the workplace must be reported to your manager within 24 hours. Managers will in turn report injuries to the Director the same day. Workers' Comp issues should be discussed with AISD Insurance Coordinator.

Employees must report any need for medication or medical treatment to their manager (who will report to Director).

Employees must report any non-compliance/discrepancies of AISD Child Nutrition Handbook and/or AISD Handbook policies to their manager or Director.

Refer parent inquiries concerning POS pop up messages, menu and nutritional questions, policy, and procedures, etc. to manager or Director.

In the cafeteria, there really is no such a thing as "my job." Your job is the one you have been trained to do and whatever else is needed at the time. Your job may be preparing food, cleaning the kitchen, checking in and putting away groceries, etc. Schools that show a teamwork approach tend to accomplish more and have happier employees. Discuss problems with your manager and work together as a group to resolve these problems. Everyone who works together, pitches in, and helps others will have a fun place to work!

Please always practice consideration and cooperation. You are here to serve people, most particularly the students. They are our customers. **Strive to be always cheerful and polite, to be the best possible example.** Our goal is to provide excellent customer service to everyone, especially students. Do not hesitate to contact your manager about all customer complaints or problems. We want to make certain all customers feel liked welcome and happy with their experience in our cafeterias – if there is an issue, we want to resolve it quickly and kindly.

Courtesy is also important in your relationship with fellow workers. Learn to treat others as you yourself wish to be treated. We limit excessive conversations with students in line to speed the flow of the line; **however, small talk and smiling are always welcome!**

Uniform Policy

Employees will come to work dressed, groomed and ready to work. Shower and use deodorant daily, maintain clean, well-groomed hair. **All employees are required to be in uniform (including nametag) each day at work.** District staff is required to follow AISD dress code with exceptions noted below. (See District Employee Handbook) Your uniform identifies you as a member of AISD Staff – for security and other reasons. Your uniform consists of:

- Appropriate: Conservative black, khaki or denim slacks, jeans, capris, leggings (shirt must cover more than half of thigh) or skirts (skirt length should cover more than half the thigh)
- Inappropriate: Jeans with holes or frayed legs, shorts, exercise, yoga or sweatpants, denim overalls, any pants too form fitting or too low rise for free movement.
- Uniform shirt (provided by district) or Aledo ISD shirt.
- Clean tennis shoes or closed-toe, non-skid, support shoes.
- Two hair restraints (see Personal Hygiene)
- Clean cloth apron – must be worn while serving (plastic or other apron may be worn during prep)
- AISD ID/name badge
- Tattoos that promote drugs, sex, violence or have prohibited language must be covered.

New employees will be provided with uniform shirts, aprons, nametags, and hairnets at no cost to the employee. Uniforms should not be worn outside of work hours. Uniforms must be returned if the employee resigns or is terminated. Exceptions will be made for new employees until they receive their uniform.

Personal protection equipment is available upon request. Please see your manager.

Parking

Employees must register automobile with campus police officer within 7 days of first day of employment.

Personal Hygiene

- Employees wear clean and proper uniform including shoes.
- Effective hair restraints (Two) are properly worn.
Hair must be always kept neat and clean and protected by TWO forms of restraint. Short hair must always be covered with a hair net and cap, visor, or other. Long hair must always be netted or pulled back into a ponytail, braided and/or in a bun and sprayed. Must be covered with a hair net and cap, visor, or other restraint (limited to those provided by AISD). No loose or swinging ponytails permitted. Minimal bangs are acceptable, must be sprayed and neat with no strands of hair falling around the face.
- Fingernails are short and clean. Artificial nails and/or painted nails are NOT permitted.
- Jewelry is limited to a plain/small ring, such as wedding band and a watch (no smart watches). No bracelets or other jewelry. One pair of simple earrings and one other visible piercing is allowed.
- Hands are washed properly, frequently, and at appropriate times.
- Burns, wounds, sores or scabs, or splints and waterproof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.
- Eating, drinking, and chewing gum are allowed only in designated areas away from preparation, service, storage, and ware washing areas.
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands.
- Employees appear in good health.

Ethics

CN Staff are expected to always conduct themselves in a professional and ethical manner. Be aware that and misuse, embezzlement, fraud associated with any assets or property provided under the National School Lunch/School Breakfast Program can involve punishment including imprisonment and/or fines.

Feel free to bring any concerns you have about any violations concerning the CN Dept. or Program to the CN Manager, CN Director, CFO or Human Resources Dept.

Outside Employment and Tutoring - Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be permitted because of a conflict of interest.

Sanitation and Safety

Maintaining proper sanitation and safety is the most important aspect of our job. The possibility of a mistake made in food safety could have serious consequences. For the protection of our customers and ourselves, we must be diligent in sanitation and safety.

The Centers for Disease Control and Prevention (CDC) estimates that approximately 76 million cases of foodborne illness occur in the United States each year, resulting in 325,000 hospitalizations and 5000 deaths.

Keep the following items in mind daily when working in a food prep area. This list is not comprehensive; your supervisor will be constantly reviewing your performance in this area and making recommendations as needed. Refer also to posted "Standard Operating Procedures/SOP" in prep area.

- Foods will be cooked to the recommended end point temperature.
- Keep foods out of the danger zone: 40 to 140 degrees.
- Never mix old foods with fresh foods.
- Never heat foods on a steam table or holding cabinet (only for warming pre-cooked foods).
- Use thermometers to check temperatures and assist in recording temperatures as needed.
- Store foods according to regulations, with date and labels as needed.
- Use only approved methods for thawing foods and for storing hot foods.
- Use only standard recipes and methods for food prep. Use food only from approved sources.
- Rotate all foods in storage properly, using FIFO method.
- Keep food prep areas and eating/service areas sanitized according to proper procedures.
- Raw products are separated from cooked or ready to eat products during prep.
- All raw fruit and vegetables washed in water to remove contaminants before being cut or served.
- Wash all dishes, utensils, etc. in dishwasher or triple sink, using approved methods.
- Keep all floors clean and dry.
- Chemicals/cleaning supplies store in proper containers, separately from food/prep areas.
- Medication should be stored and consumed away from food/prep areas.
- Wash hands often, using proper procedures and supplies (using hand wash sink only). Wash hands after eating, using the bathroom, smoking, handling money, etc. Always wash hands before and during prep work.
- Wear gloves while serving. Wear gloves and wash hands often during prep.
- Eat in designated areas only, at designated times. Drinks are allowed at any time. Drinks must be kept in a covered container, use a straw to prevent contamination.

- Adhere to all HACCP and Food Safety Procedures outlined in Aledo ISD Nutrition Dept HACCP-Based Food Safety Program Employee Handbook.
- Report any/all health problems.
- Report any safety violations to your supervisor.
- In the event of a medical or other emergency, manager/staff should call 911 first (if needed), send for the school nurse ASAP, and then call CN office ASAP. Report any injuries to your supervisor. See Emergency Medical Procedures.
- Never put yourself in danger in any emergency.

The list above is NOT a complete list of Safety and Sanitation rules.

Refer to your HACCP Manual for more detail. You are responsible for HACCP information.

Every staff member is responsible for monitoring SOPs and Food Safety Checklist (see HACCP Manual). All staff will be assigned section(s) of SOPs weekly. Staff are expected to monitor other co-workers on their own assigned SOP topics throughout the week and report any issues to the manager as they happen. Staff will sign their assigned SOP at the end of the week (include any notes or concerns) which will be filed as confirmation of your SOP monitor responsibility.

Fire Code

Below is a copy of the fire code that affects educational occupancies. No combustible material within 3 feet either side of the door, above the door, or on the floor in front of the door permitted. No decorations are allowed hanging from the ceiling in classrooms, kitchen, or hallways.

COMMON FIRE CODE VIOLATIONS

For

EDUCATIONAL OCCUPANCIES

(Revised 10/13)

Disclaimer: The information contained herein is a listing of common fire code violations that are found in schools. This list contains only those violations which teachers have control over. This list is NOT all-inclusive and is not meant to be. The "Codes" are a multiple volume set of books with a page count running well into the thousands of pages. If you have a question on a specific item in your school or classroom, contact your local fire marshal.

- **James Moore, Aledo Fire Marshal 817-688-2462**
- **James Morton, AISD Facilities Manager 817-948-3762**

HOUSEKEEPING:

- All portions of the facility must be kept free from accumulation of debris.
- Storage must be maintained a minimum of eighteen inches below the bottom portion of any sprinkler heads throughout the room. For clarification, draw an imaginary line dissecting your room at a level 18 inches below the sprinkler heads. No storage is permitted within this space.
- Combustible storage/materials are not permitted within 36 inches of electrical breaker boxes, or in the area from the top of the breaker box to the floor within the 36-inch arc as measured from the center of the panel.

ELECTRICAL ISSUES:

- All electrical equipment must be in good repair. All cover plates must be installed. All outlets must be in good condition and free from cracks or breaks.
- All electrical equipment, if so designed, must be properly grounded. If a cord has a three-prong plug and one prong is missing, the plug must be replaced.
- Extension Cords - Extension cords must be of a proper size (generally 13 amp or larger) to carry the load. The cords may not be used in place of permanent wiring and therefore may only be used as a temporary power source for portable or temporary equipment. The cords cannot be affixed to the walls, ceiling, or floor. They may not be run through doorways or walls or otherwise placed where they are subject to physical damage. Contact your school district maintenance department for assistance with electrical issues.
- Power strips may not be daisy chained (one plugged into another) and must be plugged directly into a permanent wall outlet.
- Electrical panels must be always kept clear. See notes in Housekeeping Section.

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Flammable and combustible liquids are not permitted in school facilities except under very narrow guidelines. Contact your administrator and your local Fire Marshal's Office prior to bringing these types of products to the school.

HEAT PRODUCING EQUIPMENT & CANDLES:

- The use of candles in classrooms and similar areas where children are allowed is prohibited.
- Portable heaters may not be permitted in some jurisdictions.
- If permitted, portable heaters must be kept clear of combustible materials, must be in good operating condition with a functioning tip switch that will turn the unit off if it tips over and must be plugged directly into a wall outlet.

EXIT ISSUES:

- All exit doors must be unlocked and kept clear for immediate use.
- Storage (including tables and chairs or desks) is not permitted in a hallway.
- Wall coverings and decorations in exit hallways are heavily regulated. Nothing should be added to the areas that is combustible or that drapes across the ceiling or walkway.

FIRE PROTECTION EQUIPMENT:

- Fire drills must be practiced routinely. Various State and local regulations mandate this.
- Fire extinguishers must be visible and remain in their assigned locations.
- Fire protection equipment must be always kept clear and visible (unobstructed).

DECORATIONS:

- Decorations, etc. may not be suspended from or connected to the ceiling.
- Candles are prohibited in the classrooms.
- Posters or decorations in hallways and classrooms cannot take up more than 50% of wall space. No exceptions.
- Decorations that extend out from the wall must be of fire retardant or noncombustible materials and cannot be located within any path of egress. No paper may be allowed on classroom doors. Any material that you could readily light with a match shall not be allowed on classroom doors, or within 3 feet either side of the door, or on the floor or ceiling directly in front of the door.

GENERAL HAZARDS:

- Doors must be kept closed.

Civil Rights and the Special Nutrition Programs

Equal Access to the Programs

As an administrator of one or more USDA Special Nutrition Programs, AISD is responsible for ensuring that everyone has equal access to the Child Nutrition Program.

Employees of AISD may not discriminate in program participation based on:

- Race
- Color
- National Origin
- Political Belief
- Sex
- Age
- Disability
- Religion

To discriminate is to treat someone differently than others or to deny access to facilities/programs based on the eight criteria listed above. This type of discrimination is against the law!

You might wonder why there are regulations governing Civil Rights in the Special Nutrition Programs.

Civil Rights laws were enacted to remedy certain basic inequities in the legal, political and social systems of our nation. The Special Nutrition Programs are funded by federal dollars with USDA serving as the “pass-through” agency. Since these dollars are drawn from taxpayers across the nation, taxpayers are entitled to equal use of the programs. In essence, the tax dollars are to be used for the benefit of ALL eligible persons.

Equity, in the form of services to all qualified person, is so important that broad-ranging federal and state laws have been enacted over the years to ensure that:

“No person in the United States shall, on the ground of race, color, sex, age, disability, religion, national origin or political belief, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

To comply with Federal Regulations, AISD Child Nutrition Department has written complaint procedures in place, which include the following statement:

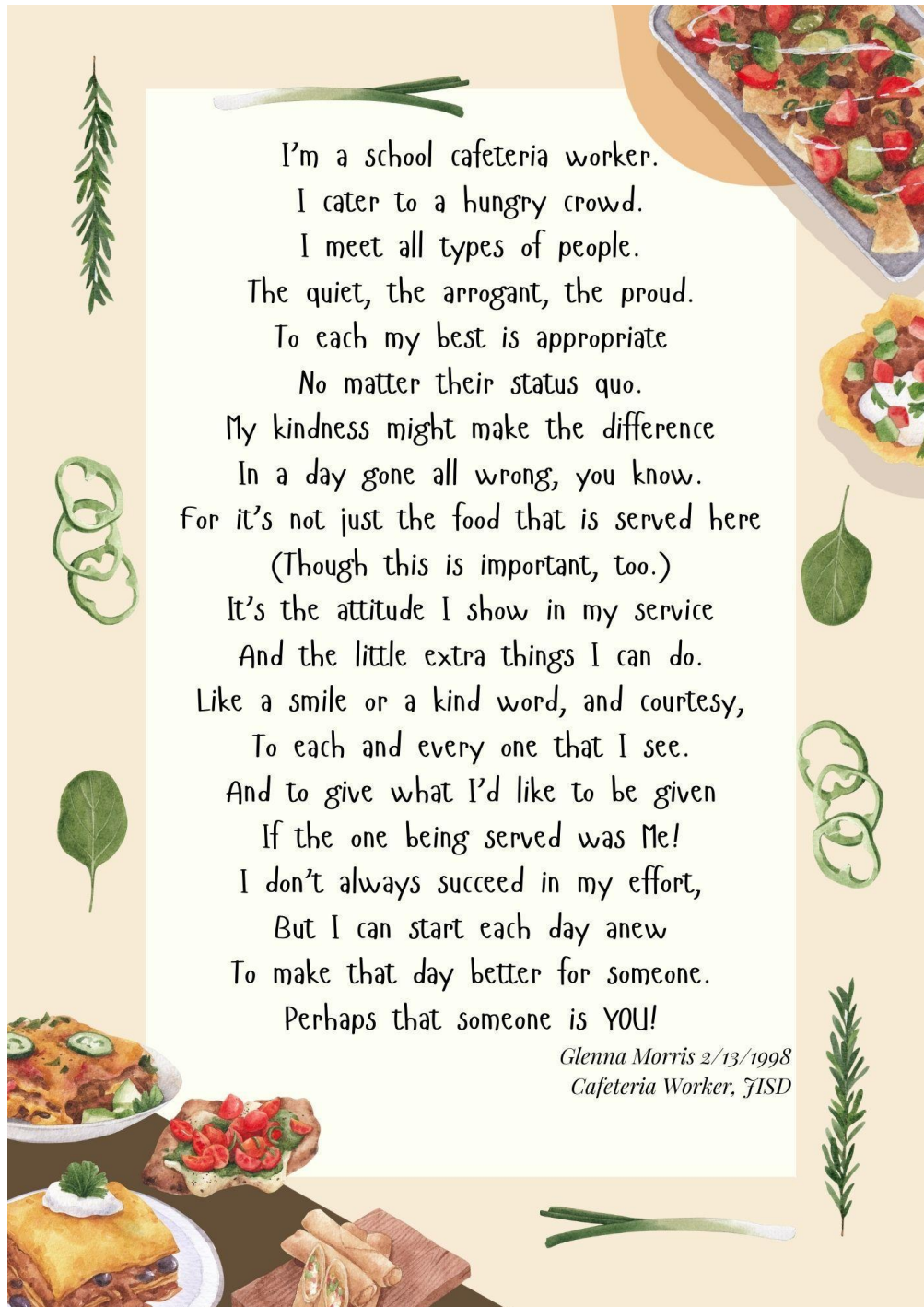
*In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2. **fax:** (833) 256-1665 or (202) 690-7442; or 3. **email:** program.intake@usda.gov. This institution is an equal opportunity provider.*

Public notification also includes the posting of the civil rights “And Justice for All” poster.

As an AISD Employee, you are required to report any observances/complaints of civil rights discrimination to/by staff, students, or others. Employees and Managers should contact the Nutrition Director or Administration (Asst. Superintendent for Business & Operations) to report ANY AND ALL violations or concerns.

[Discrimination Complaint Form](#)

[Civil Rights Procedure](#)



I'm a school cafeteria worker.
I cater to a hungry crowd.
I meet all types of people.
The quiet, the arrogant, the proud.
To each my best is appropriate
No matter their status quo.
My kindness might make the difference
In a day gone all wrong, you know.
For it's not just the food that is served here
(Though this is important, too.)
It's the attitude I show in my service
And the little extra things I can do.
Like a smile or a kind word, and courtesy,
To each and every one that I see.
And to give what I'd like to be given
If the one being served was Me!
I don't always succeed in my effort,
But I can start each day anew
To make that day better for someone.
Perhaps that someone is YOU!

*Glenna Morris 2/13/1998
Cafeteria Worker, JISD*

Thank you for all that you do for our children!

APPENDIX A
Policy FFG – Student Welfare: Child Abuse and Neglect
ALEDO ISD BOARD POLICY

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(Local)

**Program to Address
Child Sexual Abuse,
Trafficking, and
Maltreatment**

The District’s program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child’s physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failing to Report Suspected Child Abuse or Neglect

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

**APPENDIX B
EMERGENCY MEDICAL PROCEDURES**

In the event of serious injury:

CALL 911*	
Get School Nurse or Administrator	
Notify CN Office	817-441-5142, 817-235-4739, or 478-397-6754
CN Office will notify AISD Admin/Others	
Complete First Report of Injury Form	Send completed form to CN office

In the event of minor injury:

NOTIFY Manager	
SEEK MEDICAL ATTENTION if needed	
Notify CN Office	817-441-5142, 817-235-4739, or 478-397-6754
CN Office will notify AISD Admin/Others	
Complete First Report of Injury Form	Send completed form to CN Office

Equipment Emergency:

- James Morton 817-948-3762
- Patty Willhite 817-235-4739

*ALEDO ISD CANNOT RECOMMEND MEDICAL PROVIDERS FOR WORKER'S
COMPENSATION INJURIES.*

PLEASE NOTE THAT SOME DOCTORS DO NOT ACCEPT WORKER'S
COMPENSATION INSURANCE. CHECK WITH YOUR DOCTOR BEFORE RECEIVING
TREATMENT.

APPENDIX C
Child Nutrition Specialist Job Description

Aledo ISD Job Description
Campus Cafeteria

Child Nutrition Specialist
Rev. 8/26/2014

Reports to: Child Nutrition Manager

Primary Purpose:

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:

High school diploma or GED preferred
Proficient in English language
Mandatory trainings are required as determined by Aledo ISD

Special Knowledge/Skills:

Ability to understand 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 arithmetic operations

Experience:

None

Major Responsibilities and Duties:

Food Preparation and Serving

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

Safety and Sanitation

5. Operate tools and equipment according to prescribed safety standards.
6. Follow established procedures to meet high standards of cleanliness, health, and safety.
7. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
8. Maintain personal appearance and hygiene.
9. Promote teamwork and interaction with fellow staff members.
10. Complete assignments in timely, economic, and efficient manner.
11. Adhere to professional conduct at all times.
12. Report injuries to supervisor.

Other

- 13. Handle and record cashier functions accurately.
- 14. Help record food requisitions and orders necessary supplies.
- 15. Maintain daily food preparation records.
- 16. Promote teamwork and interaction with fellow staff members.

Supervisory Responsibilities:

None.

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/stooping, 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 foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Child Nutrition Director

Date

APPENDIX D
Child Nutrition Manager Job Description

Aledo ISD Job Description
Campus Cafeteria

Child Nutrition Manager

Rev. 8/26/2014

Reports to: Director of Child Nutrition

Primary Purpose:

Supervise, train, and manage campus food service operation in a safe and efficient manner. Ensure that appropriate quantities of food are prepared and served. Meeting time constraints set by menu requirements established by Central Office administration. Meet health codes.

Qualifications:

Education/Certification:

High school diploma or GED

Proficient in English language

Food manager certification

Mandatory trainings are required as determined by Aledo ISD

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to manage personnel

Effective planning and organizational skills

Experience:

Completion of a sanitation course before or during the first year as manager

Three years' experience in institutional food service operations

Major Responsibilities and Duties:

Cafeteria Management

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen and cafeteria.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

Policy, Reports, and Law

6. Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements.
7. Maintain accurate reports of daily and monthly financial, production, and activity records.
8. Maintain and submit accurate information for payroll reporting (timecards, tardiness, and absenteeism).
9. Complete all assignments in timely, economic, and efficient manner.

10. Adhere to professional conduct at all times.

Safety

11. Ensure that food items are stored in safe and hazard-free environment.

12. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.

13. Maintain safe work environment.

14. Report all injuries to supervisor and insurance personnel as required.

Inventory and Equipment

15. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.

16. Maintain logs on all equipment maintenance required within campus food service department.

17. Perform preventive maintenance and report needed equipment repairs.

18. Recommend replacement of existing equipment to meet department needs.

19. Conduct annual physical equipment and supplies inventory.

Other

20. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

Supervisory Responsibilities:

Supervise and evaluate child nutrition specialists assigned to campus cafeteria.

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/stooping, 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 foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Child Nutrition Director

Date

APPENDIX E

ALEDO ISD CN CASHIER TRAINING OUTLINE 2024-25

Thank you for your interest in cashiering in the AISD Cafeterias. The purpose of this overview is to outline the basic rules of cashiering for AISD Child Nutrition Department. Cashiering is an important task in the cafeteria as the cashier is responsible for accurately counting reimbursable meals as well as cash handling and customer service. You will also have more interaction with the students than you did when serving on the line. Remember to be friendly and maintain a pleasant attitude with all customers. We try to be especially gentle with our younger students as the cafeteria may be a new experience for some students. We want all our students at AISD to enjoy their dining experiences and you, as a cashier, play a large part in their perception of the cafeteria and the food we serve. Friendly and light conversation is allowable with students but please do not get personal with any children. As a cashier, you are on the “front line” and have more contact with students, you may see or “sense” potential problems with some of our students and you should always communicate concerns to your manager. Any serious problems or questions from customers or parents should be referred to your manager.

Essential Features of Meal Count/Collection Procedures

Federal Monetary Reimbursement is provided for each school meal (free, reduced and paid) that meets program requirements and is served to an eligible student. To obtain the reimbursement, school personnel must accurately count, record, and claim the number of meals served to students by category. At Aledo ISD, we operate our cashier (point of sale or POS) station through central office software that categorizes students as free, reduced or paid, tracks meals and tallies meals served.

The medium of exchange (POS) must prevent overt identification of free and reduced price (F/R) meal recipients. At AISD, the POS touch screen has a discrete code (please see manager for code explanation) which lets the cashier know the status of the student. **THE STATUS OF EVERY STUDENT IS HIGHLY CONFIDENTIAL** and should never be revealed by the cashier to anyone (including the students, teachers, and staff). The only exception to this is if the student is aware of their status and chooses to share that information with the cashier during conversation. However, the next time that same student comes through the POS line; we are required to again treat his/her status with extreme confidentiality. F/R students must take a reimbursable meal to receive their meal at no or reduced cost. Your manager will discuss the proper, confidential way to teach these students to select the right components.

The same collection procedures are used for all students, regardless of status. All students use a pin pad, school badge, or verbal identifier (name) to enter their identification. Students then present their purchases to cashier and are rung up. Some students will pay with cash, and some will have money in their personal cafeteria account. Students who are F/R are to appear as those that have money in their account. If an F/R student does not have money in their account and is buying something besides a school meal (ala carte items or snack), then they are asked for the money by the cashier, the same way that we would do with a Paid student. Reduced price meal is free for school breakfast and .40 for school lunch.

Account Balances

Students with zero or negative balances are allowed to “charge” up to a limit of \$15.00. This policy means they may go through the line as if they have money on their account, the cashier rings up the meal, etc. The exception to this rule is that students with negative balances are NOT allowed to buy ala carte or snack items (your manager will train you on correct way to ask a student to put an item back). These students are allowed to get a healthy school meal and eat their breakfast and/or lunch. Negative balances are collected at the district level.

*Once a student reaches the charge limit of \$15.00, the cashier offers the student a snack meal to be distributed by the manager only. Please use the wording “snack meal” when in this situation. Students who are consistently served snack meals will be tracked and parents contacted by the CN office. Managers strive to track students who have exceeded negative balance limit so that we serve them a snack meal at the start of the line (to avoid taking a tray from a student at the POS to avoid embarrassment, etc.)

Note to Cashiers/Managers

It is important that cashiers use tact and respectfulness when dealing with students who have a negative balance or are over the negative limit. Be sensitive to the student, being careful not to embarrass them.

Most importantly, be very polite and caring if you must take a tray or meal from a student due to negative balance limit. Discuss proper wording for these situations with your manager.

We also have an online payment system at AISD through MySchoolBucks (MSB). Parents can deposit payments on their student’s cafeteria accounts with credit cards, etc. On occasion, a student thinks that mom or dad has put money into their account, but the money has not posted (is not showing in their account). Your manager will discuss how we handle these situations. We remind customers that MSB software also allows students and adults to track their cafeteria account balances and send low balance alerts.

Adults

All adults (except for CN staff) must pay for meal at time of service or they cannot take their food – **NO EXCEPTIONS**. This policy includes visitors, teachers, all school staff, etc. If adults do not have sufficient funds to pay for their meal, we (pleasantly) offer to hold their tray while they go get their money. It is good to remind adults and students that they can get cafeteria low balance alerts by going to MySchoolBucks section of AISD Cafeteria Services webpage (an easy and convenient service that will remind them to maintain a balance in their account). Feel free to contact your manager if you need help with a customer that has insufficient funds. USDA provides funding for school districts to afford healthy meals for students at a low cost to families. Federal funds, student payments and other nonprofit food service revenues cannot be used to support the costs of adult meals. An adult is not allowed to consume any part of a meal served to a student. If an adult eats from a student tray, the meal is no longer reimbursable and financial findings can occur for the district.

****ABOVE ALL, WE ALWAYS WANT EVERY STUDENT WHO COMES THROUGH OUR LINE TO EAT A HEALTHY MEAL AND THOSE WHO CANNOT PAY ARE ACCOMMODATED IN SOME FASHION. WE TREAT ALL STUDENTS AND ADULTS WITH RESPECT AND CARE AT ALL TIMES – BE FRIENDLY AND SMILE!**

COUNTING AND CLAIMING REIMBURSEABLE MEALS:

POS must always be located at the end of the serving line so the cashier can determine not only that the student has been rung up according to status but also that the meal claimed for reimbursement meets meal requirements. Counts taken anywhere other than at the POS (attendance counts, head counts, tray counts, etc.) are strictly forbidden. Manager must notify CN Director if a teacher/adult picks up a meal for a student and no form is on file. Students **MUST** go through the serving line, pick up their own meal, make their own choices (including milk choice).

What is a reimbursable meal? This answer depends on the menu planning system selected by each school district. At AISD, we use the Traditional Meal Pattern, which features a meal that meets all, or part of the components required (protein, grain, fruit, vegetable, and milk). None of the meals served are reimbursable on a day when all five (four for breakfast) of the required meal pattern food items are not available in the meal offered. Each cashier must be knowledgeable and skilled in recognizing student selections that may be counted and claimed as reimbursable. All meals offered to students must meet the required pattern to be claimed as a reimbursable meal. IT IS VERY IMPORTANT TO RING UP ALL QUALIFYING REIMBURSABLE MEALS CORRECTLY SO THAT AISD CAN CLAIM THE REIMBURSEMENT FUNDS FROM THE STATE. Any special functions (field trips, transporting meals to alternate sites, etc.) where meals are going to be claimed should be planned through the district office to ensure that regulations are met.

At AISD, the “offer vs serve” method is used. This method means that students are not required to take all the components offered but must take a minimum (3 at breakfast and 3 at lunch) in order for the meal to be counted as reimbursable. At least ONE of the items taken at lunch and breakfast must be a fruit or vegetable. Partial components do not count (1/2 piece of fruit when the offering is a whole piece of fruit, etc.). Sometimes one food item may include more than one component (for example: pizza may meet the bread and the protein component) and then it will count as two components. Also, at times, the entrée may be served as separate bread and meat items. If the student requests only one of the items (only the bread or the meat), the server should accommodate that request (within reason) and then that item will count as only one component. Two of the same items does not count as two components (a student could not take 5 milks and have it count as a reimbursable meal). Be aware that 100% fruit juice counts as a fruit component and would never count as a substitute for milk since milk is a separate component for which there are no substitutes (exceptions are allowed for students with special dietary needs). Cashiers should review the menu daily and be familiar with the items offered and how many components may be combined in one item (note also that complimentary desserts are sometimes offered – with a reimbursable meal only). Be sure to ask your manager if you have questions concerning what and how components are being offered on any day as it is your responsibility to know how to ring up a tray and recognize components.

Breakfast

Breakfast on the Traditional Meal Pattern includes the following four components: Protein, Grain, 1 or 2 Fruits/Vegetable and Milk. All four components must be offered to all students prior to the POS.

There is an exception at breakfast in that we are allowed to offer 2 Grains or 1 Grain and 1 Protein and those choices make up 2 components (no one item can count as more than 2 components). On the day we have cinnamon rolls, it is 2 components because of the size of the roll. The student must select full sized portions of at least three of the four offered components and at least one item must be a fruit or veggie. Fruit serving can be 1 or 2, ½ cup portions or 1 fruit & 1 juice (included in Reimbursable Meal).

Lunch

Lunch is also made up of specific components, five to be offered daily (1 protein, 1 grain, 1 fruit, 1-2 vegetable, 1 milk). Keep in mind also that the grain component for the day may be in the form of a side of mac & cheese or side of rice, etc. These choices are grain components and NOT fruit, vegetable components. A reimbursable lunch is made up of three (minimum) to five (maximum) components. The lunch is priced as a unit regardless of whether three, four or all five food items are selected (same rule applies at breakfast). Students are also allowed to buy any item as an ala carte item and are rung up for that item accordingly, **however, their breakfast/lunch will always be rung up as a reimbursable meal if they have at least the minimum number of components on their tray.** There are some exceptions for the Pre-K breakfast and lunch meal pattern. Please see Manager for details.

At AISD, our breakfast and lunch menus are analyzed for nutrition content and meet USDA Guidelines for age-appropriate calories and 30% or less fat (when averaged over a week).

CASH HANDLING PROCEDURES:

You must sign a cash handling procedures form. Because you will be handling public funds, any misuse, embezzlement, fraud associated with any assets or property provided under the National School Lunch/School Breakfast Program can involve punishment including imprisonment and/or fines.

Cashiers must read all Special Dietary (SN), Special Notes (SN), Override (OR), and Parent Preference notes on student cafeteria accounts and follow instructions. See Manager if you have any questions or concerns.

Your manager will review your knowledge of basic cashiering and discuss special circumstances that you may encounter during your cashier training program.

CASHIER TRAINING QUESTIONS FOR REVIEW

- What to do when a child comes through the line with food and no \$ on account (or negative balance at Elem)? What is proper verbiage to tell them to put something back, etc. Cover our policy for no snacks if student has a negative balance, even if they have cash (can they put the cash on their account?)
- What is a Reimbursable Meal?
- How many components (minimum) must students take at breakfast and lunch to ring the meal as reimbursable? Discuss the necessity of having a fruit or veggie as a school meal component.
- When does an item have more than one component (an entrée normally has two components)?
- Explain the discreet F/R codes on POS
- How do you react and what do you say when a teacher wants to know the Free/Reduced/Paid status of a student (refer them to Manager).
- What sort of verbiage do you use to explain to students that they need to get another component(s) to make a school meal?
- How to handle students who constantly forget their ID# (does not apply to youngest students).
- How to use Cashier Problem Log and where it is located.
- Procedure and verbiage to use when a student claims that parent has made online payment.
- What if a child tells you he is free and wants to know what he can have on his tray?
- What to say so that student knows he has been rung up and can leave POS?
- What to do if system goes down, how to use a paper roster.
- What to do if you need change or assistance from Manager.
- How to handle teachers/staff who “speed by” POS or don’t have enough cash on their account.
- How to Close Breakfast/Lunch/Day on POS. Counting start, etc.
- Explain items on POS touch screen and importance of ringing items accurately (how that shows on transaction history).
- Practice on POS. Review special function keys. Review Cashier POS NK “cheat sheet”.
- Overall attitude of customer service cashiers must always adhere to (being sweet and kind to all children and adults)
- What sort of questions/problems should be referred to Manager?
- Practice with sample trays to identify Reimbursable Meal, ala carte, prices, etc.
- Have trainee read Cashier Training Outline before and after first few times on POS.
- Have question and answer session for trainees. Importance of rotating cashiers and stations. Importance of adhering to audit/accountability procedures.
- Manager should review daily menus and explain various components for each item.
- Trainees should start cashiering at breakfast when ready, with a trainer at their side and then move on to Lunch. Best to cashier several days in a row.

APPENDIX F

Medical Leave

Medical Leave is available for those employees who do not meet the minimum hours worked under the guidelines of the Family Medical Leave Act (FMLA). FMLA requires employers to provide up to 12 weeks of unpaid leave for those employees who work a minimum of 1,250 hours in a rolling 12-month period. In Aledo ISD to be eligible to elect this newly created medical, (Not FMLA leave), the employee must be considered a full-time employee, working at least 30 hours and who has worked at least five (5) consecutive years for Aledo ISD.

A medical leave can be requested for up to a maximum of 6 weeks of unpaid leave in a school year. These 6 weeks can be used over an entire school year if leave is for a minimum of 5 days out of longer at one time. This leave can be paid if the requestor has days to apply to their time out. The district requests that if the employee does have earned accrued leave, that they take this leave during this medical leave. If an employee does take paid leave that is not yet accrued and they fail to return, any paid leave the employee receives that has not yet been earned would be due back to the district. If all leave is exhausted, then this time will be unpaid for a maximum of six (6) weeks.

This medical leave is available for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption of foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

During this medical leave, if the employee has elected medical coverage, the district will maintain medical coverage and contribute the district's portion toward the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. If the employee does not return to work following medical leave, the monies the district has paid toward medical coverage during the month(s) they are out would be required to be repaid. Upon return from medical leave, employees will be restored to an equivalent position with equivalent pay, benefits, and other employment terms.

To request a medical leave of absence, please contact Human Resources.

Aledo Independent School District

2024 - 2025 School Calendar

Child Nutrition Manager

July 2024							August 2024							September 2024						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	PL	PL	PL	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	PL	PL	14	15	16	17	15	16	17	18	19	WK	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	WK	31	29	30					
October 2024							November 2024							December 2024						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5						WK	2	1	2	3	4	5	6	7
6	7	8	9	PL	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	WK	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	ER/WK	20	21
20	21	22	23	24	25	26	17	18	19	20	21	PL	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2025							February 2025							March 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4						1								1
5	6	WK	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	ER/WK	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April 2025							May 2025							June 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	ER/WK	WK	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Grading Cycles:

1st Grading Cycle	38
2nd Grading Cycle	40
3rd Grading Cycle	40
4th Grading Cycle	46
Total School Days	164

1st Semester	78
2nd Semester	86
Total School Days	164

Student Holidays:

Labor Day	<u>2-Sep</u>
Columbus Day	<u>11-Oct</u>
Thanksgiving	<u>25-Nov</u>
Winter Break	<u>12/20-1/3</u>
MLK Day	<u>20-Jan</u>
Spring Break	<u>3/10/2025</u>
Memorial Day	<u>26-May</u>

Codes:

NT	New Teacher Inservice
PL	Prof. Learning / Student Holiday
WK	Teacher Work Day / Student Holiday
H	Holidays/Non Work Day
ER	Early Release K-12 / Staff Work Day
BW	Bad Weather Make Up Day
F	PL Flex / Student Holiday
	Work days

STAAR Testing Day

Aledo Independent School District

2024 - 2025 School Calendar

Bus Driver/Monitors, CN Spec., CN Asst. Mngr

July 2024							August 2024 18							September 2024 20							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	PL	PL	PL	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	PL	PL	14	15	16	17	15	16	17	18	19	WK	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	WK	31	29	30						
October 2024 20							November 2024 15							December 2024 14							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
		1	2	3	4	5						WK	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	WK	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	ER/WK	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
January 2025 18							February 2025 18							March 2025 15							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3	4							1							1	
5	6	WK	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	ER/WK	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	
														30	31						
April 2025 20							May 2025 16							June 2025							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	ER/WK	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

Grading Cycles:	
1st Grading Cycle	38
2nd Grading Cycle	40
3rd Grading Cycle	40
4th Grading Cycle	46
Total School Days	164
1st Semester	78
2nd Semester	86
Total School Days	164

Student Holidays:	
Labor Day	<u>2-Sep</u>
Columbus Day	<u>11-Oct</u>
Thanksgiving	<u>25-Nov</u>
Winter Break	<u>12/20-1/3</u>
MLK Day	<u>20-Jan</u>
Spring Break	<u>3/10/2025</u>
Memorial Day	<u>26-May</u>

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STAAR Testing Day

ALEDO ISD
CHILD NUTRITION DEPARTMENT
SAFETY & MANAGER MEETINGS SCHEDULE
2024-2025

Staff Meetings/Training

Thursday, August 8, 2024
Friday, September 20, 2024
Tuesday, October 15, 2024
Friday, November 1, 2024

Managers Meetings

Thursday, October 10, 2024
Friday, November 22, 2024
Monday, March 17, 2025
Friday, May 23, 2025

Attendance to all meetings is mandatory.

Meeting will be conducted during regular work hours.

Location and times will be communicated once determined.

Absences from meetings approved by CN Director only.

If you miss a Safety Meeting, you are responsible for requesting meeting notes from
your supervisor.

You will be held responsible for information covered in all Safety Meetings.

Aledo ISD
Biweekly
Payroll Dates Calendar
2024-2025

	Supplemental Pay Period	Supplemental Due to Payroll Office	Pay Date
September	08/19/24 to 09/01/24	Sep. 4	Sep. 13
	09/02/24 to 09/15/24	Sep. 18	Sep. 27
October	09/16/24 to 09/29/24	Oct. 02	Oct. 11
	09/30/24 to 10/13/24	Oct. 16	Oct. 25
November	10/14/24 to 10/27/24	Oct. 30	Nov. 8
	10/28/24 to 11/10/24	Nov. 13	Nov. 22
December	11/11/24 to 11/24/24	Nov. 27	Dec. 06
	11/25/24 to 12/08/24	Dec. 11	Dec. 20
January	12/09/24 to 12/22/24	Dec. 25	Jan. 03
	12/23/24 to 01/05/25	Jan. 8	Jan. 17
	01/06/25 to 01/19/25	Jan. 22	Jan. 31
February	01/20/25 to 02/02/25	Feb. 05	Feb. 14
	02/03/25 to 02/16/25	Feb. 19	Feb. 28
March	02/17/25 to 03/02/25	Mar. 05	Mar. 14
	03/03/25 to 03/16/25	Mar. 19	Mar. 28
April	03/17/25 to 03/30/25	Apr. 02	Apr. 11
	03/31/25 to 04/13/25	Apr. 16	Apr. 25
May	04/14/25 to 04/27/25	Apr. 30	May 9
	04/28/25 to 05/11/25	May 14	May 23
June	05/12/25 to 05/25/25	May 28	Jun. 06
	05/26/25 to 06/08/25	Jun. 11	Jun. 20
July	06/09/25 to 06/22/25	Jun. 25	Jul. 03
	06/23/25 to 07/06/25	Jul. 9	Jul. 18
August	07/07/25 to 07/20/25	Jul. 23	Aug. 01
	07/21/25 to 08/03/25	Aug. 06	Aug. 15
	08/04/25 to 08/17/25	Aug. 20	Aug. 29

**Aledo ISD
Monthly
Payroll Dates Calendar
2024-2025**

	Supplemental / Sub Pay Period	Supplemental / Sub Due to Payroll Office	Pay Date
September	07/29/24 to 08/25/24	Aug. 29	Sept. 13
October	08/26/24 to 09/29/24	Oct. 3	Oct. 15
November	09/30/24 to 10/27/24	Oct. 31	Nov. 15
December	10/28/24 to 12/01/24	Dec. 5	Dec. 13
January	12/02/24 to 12/29/24	Jan. 2	Jan. 15
February	12/30/24 to 01/26/25	Jan. 30	Feb. 14
March	01/27/25 to 02/23/25	Feb. 27	March 14
April	02/24/25 to 03/30/25	April 3	April 15
May	03/31/25 to 04/27/25	May 1	May 15
June	04/28/25 to 06/01/25	June 5	June 13
July	06/02/25 to 06/29/25	July 3	July 15
August	06/30/25 to 07/27/25	July 31	Aug. 15