



Hillsdale Local School District Food Service Handbook

Table of Contents

- Welcome message from the Food Service Supervisor
- Hillsdale Local School District Mission and Vision Statements
- Importance of the Cafeteria Staff Role in the School Community
- Duties and Responsibilities
- Working Hours and Conditions
- Employment Procedures
- Operating Procedures
- Safety and Compliance
- Student Management and Discipline
- Communication
- Health and Wellness
- Legal and Ethical Responsibilities
- Important Contact Information
- Statement of Understanding and Agreement

Welcome Message from the Food Service Supervisor

Dear Cafeteria Team,

Welcome to another exciting school year at Hillsdale! I want to take a moment to express my gratitude for each of you and the vital role you play in our school community. As cafeteria staff, you do so much more than prepare and serve meals—you provide nourishment, warmth, and a friendly smile that helps set the tone for our students' day.

Our goal is not just to serve food but to create a welcoming and supportive environment where students feel cared for. A healthy meal can make all the difference in a child's ability to learn, focus, and succeed, and your hard work ensures that every student has access to nutritious meals in a clean and friendly setting.

This year, I encourage us all to work together, support one another, and continue making a positive impact on our students and staff. Your dedication, teamwork, and kindness do not go unnoticed, and I am truly grateful to have such a wonderful team.

If you ever have questions, ideas, or concerns, my door is always open. Let's make this a great year filled with teamwork, smiles, and, of course, great food!

Thank you for all you do!

Jody Raubenolt

Food Service Supervisor

Hillsdale Local School District

Hillsdale Local School Cafeteria Staff Handbook

Hillsdale Local Schools Mission Statement

Hillsdale: focused on success through innovation, empowerment, and collaboration

Hillsdale Local Schools Vision

The Hillsdale Local Schools, in partnership with the community, will build character and expect excellence by providing a safe and challenging environment that prepares students to be successful in life.

Introduction

The Hillsdale School Cafeteria Handbook serves as a guide for all cafeteria employees, outlining job responsibilities, expectations, and policies to ensure a safe, efficient, and welcoming environment for students and staff. The cafeteria team plays a vital role in the daily operations of the school, providing nutritious meals while maintaining high standards of cleanliness and food safety.

The Importance of Cafeteria Staff in the School Community

In the Hillsdale Local School District, cafeteria staff play an essential and multifaceted role in the daily lives of students and staff. Their contributions go beyond preparing meals—they are a vital part of creating a healthy, welcoming, and supportive school environment. Here are some of the key components that make this role so vital:

1. **Nutrition & Student Health**
 - Cafeteria staff ensure students receive nutritious meals that fuel their learning and overall well-being.
 - They follow health and safety guidelines to prepare and serve food that meets dietary requirements and nutritional standards.
2. **Reliability & Efficiency**
 - Their work ensures that meals are served on time, helping to maintain the school's daily schedule.
 - They manage food inventory, meal prep, and cleanup efficiently to keep the cafeteria running smoothly.
3. **Supporting Education**
 - A well-fed student is better prepared to focus, learn, and succeed in the classroom.
 - Cafeteria staff provide meals that help students maintain energy and concentration throughout the school day.

4. Community Connection

- Cafeteria workers interact with students daily, offering a friendly and welcoming presence.
- Their positive attitude and service contribute to a warm and inclusive school atmosphere.

5. Crisis Management

- They are trained to handle food-related emergencies, such as allergic reactions or medical incidents.
- Their ability to adapt to challenges, such as supply shortages or unexpected meal demand, helps keep the school running smoothly.

6. Inclusivity and Accessibility

- Cafeteria staff ensure that all students, regardless of financial background, have access to nutritious meals.
- They accommodate students with dietary restrictions, allergies, and special nutritional needs.

Job Responsibilities

Cafeteria employees are responsible for performing a variety of tasks related to food preparation, service, and cleanup. Under the direct supervision of the Food Service Supervisor, all staff members must work collaboratively to maintain a well-organized and efficient cafeteria operation.

Primary Duties:

- Prepare and serve food in accordance with health and safety regulations.
- Follow portion control guidelines and ensure all meals meet nutritional standards.
- Operate kitchen equipment safely and efficiently.
- Maintain cleanliness of kitchen areas, including washing dishes, sanitizing surfaces, and proper disposal of waste.
- Restock food items and supplies as needed throughout meal service.
- Assist with inventory control and reporting shortages or damages to the Food Service Supervisor.
- Follow all food safety and hygiene protocols to prevent contamination and ensure food quality.
- Provide friendly and respectful customer service to students and staff.
- Adhere to all school district policies and procedures related to food service operations.

Work Schedules

Cafeteria staff work in different shifts based on their assigned hours.

5-Hour Per Day Cooks:

- Work **188 days per year** for approximately **940 hours per year**.
- Responsible for primary food preparation and cooking.
- Assist in meal planning and portioning under the guidance of the Food Service Supervisor.
- Ensure timely service during breakfast and lunch periods.
- Supervise kitchen cleanup and food storage at the end of the shift.
- Clean work areas, dining spaces, and dishwashing as needed.

3-Hour Per Day Cooks:

- Work **188 days per year** for approximately **564 hours per year**.
- Assist with food preparation and serving during peak meal times.
- Focus on tasks such as portioning, packaging, and assembling meals.
- Clean work areas, dining spaces, and with dishwashing as needed.
- Support 5-hour cooks and ensure food service runs smoothly.

Health and Safety Guidelines

- Follow all state and local health department regulations.
- Wear appropriate personal protective equipment (PPE) such as gloves and hairnets.
- Wash hands frequently and maintain a clean work environment.
- Report any foodborne illness symptoms or workplace injuries to the Food Service Supervisor immediately.

Dress Code and Professionalism

- Employees must wear clean uniforms and closed-toe, slip-resistant shoes.
- Maintain personal hygiene and present a professional demeanor at all times.
- Treat students, staff, and colleagues with respect and courtesy.

Training and Professional Development

- All cafeteria employees must complete required food safety training.
- Complete federally required annual continuing education/training. Six hours for five-hour cooks and four hours for three-hour cooks.
- Additional training sessions may be provided to improve efficiency and compliance with updated regulations.

Attendance and Punctuality

- Employees must adhere to assigned work schedules and notify supervisors in advance of absences.
- Being on time and ready to work is essential to ensure smooth cafeteria operations.
- Assist other staff when assigned tasks are completed.

Conclusion

The Hillsdale School Cafeteria is committed to providing students with nutritious and appealing meals in a safe and welcoming environment. All cafeteria employees play a crucial role in maintaining the efficiency and success of the food service program. By adhering to this handbook, employees help ensure a positive dining experience for all students and staff members. This handbook in no manner states or implies that these are the only duties and responsibilities for cafeteria staff. The full list of duties is in the Board approved job description. The cafeteria staff is required to follow the instructions and perform the duties required by the Board of Education.

Statement of Understanding and Agreement

I acknowledge that I have received, read, and understand the contents of the Cafeteria Staff Handbook provided by the Hillsdale Local School District. I agree to adhere to all policies, procedures, and guidelines this handbook outlines.

I understand that these policies and procedures are designed to ensure the safety and well-being of all students and staff. I recognize that I am responsible for familiarizing myself with these guidelines and applying them consistently in my role.

I further understand that failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation, based on the OAPSE contract. I agree to promptly report any concerns or violations of these policies that I may observe in the course of my duties.

By signing below, I commit to performing my duties according to the highest standards of safety and professionalism as set forth by the Hillsdale Food Service Department.

Signature: _____

Date: _____

Signature form to be filed with the Food Service Department

