Hamilton Southeastern Schools

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NUTRITION AND FOOD SERVICES HANDBOOK

Note: This handbook is not a contract, guarantee of benefits, and is subject to change by Hamilton Southeastern Schools at any time, with or without notice, and Hamilton Southeastern Schools may deviate from any provision of this handbook in its sole discretion. This handbook lists items regarding discipline and progressive discipline for specific violations of employment. These listings do not change the status of at-will employees. Please read the employee handbook carefully. Failure to meet expectations, policies, and/or procedures outlined in this employee handbook or any other employee handbooks specific to an employee's area can result in disciplinary measures up to and including termination.

Hamilton Southeastern Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or handicapping condition.

Revised June 2025

This document is a supplement of HSE's Support Staff Handbook

Mission Statement

The mission of the Hamilton Southeastern Schools Nutrition and Food Service Department is to efficiently provide nutritionally balanced meals according to the National School Lunch program guidelines, at a reasonable cost to the students and staff of HSE, while promoting nutrition as a vital part of the educational process.

Support Staff Hiring

Persons hired for support staff positions must have the necessary qualifications for the positions for which they are employed and personal attributes which are consistent with the role and mission of the school corporation. Persons employed for support staff positions must be willing and able to assume responsibility for duties assigned.

At-Will Employment

All support staff employees, except those with written employment contracts, are at- will employees. Their employment and compensation can be terminated, with or without cause, and with or without notice, at any time.

Nothing in the Nutrition and Food Service Handbook should be construed as a contract or guarantee of continued employment. Hamilton Southeastern Schools reserves the right to terminate an employment relationship with a support staff employee at any time.

Support Staff Career Development

The Superintendent/designee may authorize appropriate training opportunities for support staff, including in-service training, conferences, or workshops without loss of pay. The Superintendent may determine whether the school corporation will pay the fees for attending outside conferences or workshops.

All Food Service employees are required to meet Continuing Education requirements set by the USDA. Food Service employees will be given training/education opportunities throughout the school year to meet the required number of hours set by the USDA. Listed below are the required number of continuing education hours needed annually:

Cafeteria Managers/Assistant Managers: 10 Hours
Employees working 20 hours or more per week: 6 Hours
Employees working less than 20 hours per week: 4 Hours

Evaluation of Support Staff

Upon hiring, support staff will receive a 30-day evaluation to determine the status of employment. If it is found that the staff member does not meet our expectations, termination may be the result.

All other support staff must be evaluated on at least an annual basis by their immediate supervisor using an evaluation form which matches the job description/position to which the support staff member is assigned.

Resignation/Termination

Employees should give proper notice (two weeks) and written documentation as to the date of their last day of work at Hamilton Southeastern Schools.

If you resign from employment with Hamilton Southeastern Schools, you must do so in writing to your supervisor. On your last day of employment, you will be required to return all Corporation items (i.e. Keys, ID'S, and Corporation owned uniforms) to your immediate supervisor.

Any employee who leaves the workplace with no notice to their supervisor shall be considered as having resigned from their current position.

Personal and Professional Responsibilities for all Job Categories

- Nurture a positive relationship with super-ordinates, subordinates, and peers.
- Demonstrate respect for super-ordinates, subordinates, and peers.
- Support corporation decisions and direction relative to matters of policy and administrative directives. Works as a team player.
- Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
- Address concerns and offers suggestions in an appropriate and confidential manner.
- Demonstrate ability to work with everyone, including co-workers, students, parents and building staff.

Public Relations

Always remember that the people you truly work for are the students at the school and in a roundabout way, their parents. Your assistance in helping the teaching staff members to accomplish their jobs in the classrooms is critical to the mission of the school. Your ability to work cooperatively with your fellow employees creates a friendly and comfortable atmosphere where people want to be.

Display respect for the students and teachers in your building. Greet visitors in a friendly and helpful manner.

Always remember that people associate you and your demeanor as a representative of the school.

Employee Disclosure of Criminal Arrests and Criminal Charges

Any employee subject to this Handbook is required to report any criminal arrest or the filing of any criminal charge that is related to the following: drugs or alcohol, physical violence, sexual conduct, damage to property, or theft or other dishonest conduct. The employee's reporting obligation applies as long as the employee remains employed by the school and includes any criminal arrest or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer break.

For purposes of this policy, a criminal arrest shall include being issued a criminal citation or being taken into custody by a law enforcement officer for any of the above-described reasons.

The employee must report any criminal arrest or criminal charge to the Human Resources Department in writing within two school days of the date of the arrest or **criminal charge** filing. The employee must include the alleged offense, the date of the arrest or criminal charge, and the presiding court or law enforcement agency. The employee should not include any factual details concerning the nature of the alleged offense.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Insubordination

As used in this handbook, "insubordination" means (a) Failing to comply with a lawful directive from a supervisor, director, or other person of authority; (b) disobedience of a lawful order; (c) violation of any rule set forth in this Handbook, board policy, or administrative guideline; or (d) a generally disaffected attitude toward a supervisor or coworker." Insubordination can result in disciplinary measures up to and including termination from Hamilton Southeastern Schools.

Support Staff Assignments, Transfers, and Promotions

Transfers between positions may be made both voluntary and involuntarily, but always will be with the approval of the appropriate administrator and will take into account at least the following conditions:

- the best interests of the school.
- quality of work and dependability.
- training, experience and ability.
- length of service; and
- concerns of the employee.

See Support Staff Handbook and Board Policy G04.04 for more information.

Absence Policy for Food Service

Purpose: This policy defines scheduled and non-scheduled absences and establishes how this policy will be reinforced with the purpose of encouraging employees to meet their work schedule obligations.

Classification of Absences:

Scheduled Absence – an absence that is authorized approved and scheduled at least 24hrs prior to the start of the shift.

Non-scheduled Absence – an absence that is NOT authorized, approved, or scheduled at least 24 hours prior to the start of the shift. Calling in sick is considered a non-scheduled absence. Absences of less than two hours are NOT considered "non-scheduled absences".

Occurrence of Absence – is a Non-Scheduled absence of a partial-day, full- day or consecutive days for the same reason.

Other Absences – the following absences are not considered under the Food Service Staff Absence Policy:

- Bereavement leave
- Inclement weather leave
- Jury duty or appearance as a witness in a jury trial
- Workman's compensation leave
- Disciplinary leave/suspension
- Approved family medical leave

Timesheet Documentation: The Cafeteria Manager is to audit the employees' timesheet and is responsible for monitoring the employee absences and discussion of excessive absenteeism.

Disciplinary Action: The disciplinary action listed below will be followed after all accumulated attendance/leave benefits have been exhausted:

2nd Occurrence – Verbal warning

3rd Occurrence – Cafeteria Manager will complete "Food Service Staff Absence Counseling Form" with copies placed in the departmental and employee files.

4th Occurrence – Termination/discharge of employee

Chronic or patterns of absenteeism, even if scheduled, can be detrimental to staffing and productivity. Employees with chronic absenteeism or patterns of absenteeism cannot be considered to be meeting the commitments of the work schedule. Therefore, discussion/counseling may also be presented to employees who have excessive absences.

Departmental Rules:

Cafeteria Managers are to post the Food Service Staff Absence Policy for their employees.

All employees are required to call and report their absence directly to their immediate supervisor (Cafeteria Manager).

This policy will be followed after all accumulated attendance/leave benefits have been exhausted. (i.e. Sick & Personal Days) A scheduled workday is equivalent to your normal work hours.

Employees absent three (3) consecutive scheduled workdays without giving proper notice shall be considered as having resigned their position.

Exceptions to this policy require the approval of the Director of Nutrition and Food Services.

Upon administrative review, exceptions may occur for employees returning from FMLA leave.

Employees who do not qualify for FMLA will be terminated/discharged after working days**.**

Returning to Work

Hamilton Southeastern Schools will hold a job for employees who leave their jobs due to an injury or medical condition that is not job related, and who have not worked for Hamilton Southeastern Schools for a full year, (not eligible for FMLA), for a limited number of days. In the above circumstances, employees will be allowed to exhaust all paid time benefits (sick days, personal days, and vacation days if applicable). A position would also be held for a period of time to be determined by the administration. If the employee does not return to work after the determined period of time, the position may be filled by another employee. Any employee re-hired after termination due to FMLA circumstances will start at Step 1 on the salary schedule**.**

Late to Work

Employees are expected to arrive to work at their scheduled beginning time, ready to work, and stay on the job until their scheduled ending time. Chronic or patterns of tardiness, either at the beginning of your shift or returning to work from scheduled breaks, can be detrimental to staffing and productivity. Employees with chronic tardiness or patterns of tardiness is not considered to be meeting the commitments of the work schedule and could be subject to disciplinary action.

Breaks/Lunch

Employees who work six (6) hours or more may take a thirty (30) minute paid break on the premises. If you leave the premises for your break, you must clock out. Break and lunch times are set times that are scheduled by the cafeteria manager. Employees are expected to observe the set break and lunchtimes. Employees can be called back to work during their 30-minute paid break if needed by the manager. Extending break and/or lunch times may result in disciplinary action.

Lunches and breaks are to be taken in a designated area for each kitchen. This is the only part of the workday where eating is permitted, except for tasting, as a part of food preparation.

Emergency Closings

On days that school is delayed, Nutrition and Food Service Employees should report to work during regular working hours and remain for the entire shift. If you are unable to get to work due to inclement weather, any day that you are scheduled to work, you must inform your supervisor. You must take a personal day in order to be paid for the missed time. On days that school is closed for the entire day, Nutrition and Food Service Employees should remain at home.

Use of School District Property and Materials

All Hamilton Southeastern Schools' property including buildings, vehicles, equipment, office supplies, and materials is intended for school district business only. The list of items includes, but is not limited to stationery, office supplies, postage and stamps, cleaning supplies, cafeteria food, paper products, telephones, copiers, tools, mowers, typewriters, computers, and audio-visual equipment.

Job Assignments

The workload varies each day depending on the menu. Job duties may be added or deleted by the manager, as necessary. Substitute employees should check with the manager upon arrival to receive job assignments for the day.

Staff Conduct

The Board of School Trustees expects that the staff of the school corporation will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in terms of dress, conduct, and interpersonal relationships, all staff should recognize that they are being continually observed by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern and warrant the attention of the Board only to the extent that it prevents the employee from effectively performing assigned functions during duty hours, or if it violates applicable law or contractual agreements.

Visitors

Employees should not have visitors during their shift.

Telephones

Outside electronic devices such as cellphones, iPod, iPad and Bluetooth are not permitted during work hours. Outside phone calls including texting, e-mailing and social networking is not permitted while at work. Calls may take place during breaks and lunch only. They should not occur at other times during the work shift, except for an emergency.

Student Contact

Employees should not intentionally touch students unless required to perform job functions or in the case of an emergency to prevent physical harm. If an employee touches a student in the form of discipline or redirection, disciplinary action, including termination, can be a result.

Appearance/Dress/Uniforms

Because you are representatives of your school and role models for the students in the school, a neat and clean appearance is required.

Each employee is expected to keep his or her uniform neat and clean. Sturdy slip resistant flat-heeled shoes must be worn. Shoes with open-toe, open heel, mesh or canvas shoes are not appropriate. Employees arriving to work with inappropriate footwear will be required to leave and asked to return with the proper footwear to resume working.

Black pants or capris that are ankle length may be worn. If your religion requires, you may wear a black ankle length skirt. Black denim is also acceptable. Blue denim is allowed only on dress down days observed by the entire school and every Friday. Sweatpants and leggings are unacceptable. Sweatshirts, coats, and jackets may not be worn.

Two department shirts will be provided and are to be worn daily. Managers may give approval for different tops if they promote educational, school spirit, or nutritional goals. Aprons will be furnished, and they must be clean at the start of each workday. Employees are encouraged to change aprons as often necessary to present a clean, neat appearance.

Hair restraints are to be always worn. Visors, hairnets, hijabs, or caps may be worn during serving times. If hair is loose and hanging down, it must be tied back. Extremely long hair must be worn in a bun or braid.

Jewelry is limited to a watch and a plain band/ring. Earrings and bracelets are not acceptable. Other types of jewelry, including but not limited to pierced noses, multiple earrings, eyebrow jewelry, and lip jewelry must be removed during your shift. Nail polish and artificial nails must be kept clean and may be no longer than ¼ inch in length, and gloves must be worn.

Employees are allowed to dress for the holidays and/or special school spirit or activity days. Anyone not wearing approved school clothing will be sent home to change clothes. High standards of personal cleanliness are essential in a food service department. The manager will be the final judge of the suitability of any clothing/cleanliness.

Staff Health

The Board of School Trustees encourages staff to maintain a lifestyle of wellness and to take advantage of the resources available to deal with adverse conditions that may affect jobs.
performance. While the Board's first commitment is to the education of the students, the school corporation will encourage staff to seek treatment for health problems adversely affecting performance before considering dismissal. The Superintendent may require the staff member to submit satisfactory evidence that the staff member's medical condition does not adversely affect job performance or present an undue risk to others.

It is the policy of the school corporation to provide precautions to prevent transmission of disease in the school environment and to comply with applicable State and Federal laws.

The school corporation will:

- Provide an annual in-service to all building and transportation staff concerning, but not limited to:
  - Universal Precautions – procedures for Handling Blood and Body Fluids
  - Blood Borne Pathogen In-service
  - OSHA General Industry Safety Standards
  - Exposure Control Plan
  - Procedures for Infection Control
- Provide equipment and supplies to handle, dispose and disinfect blood and body fluids.
- Offer Hepatitis B Vaccine to all nurses, bus drivers, and custodians. Any other employee at a high risk of exposure may request the vaccine. Determination will be based on an individual assessment.

Any staff member who fails to attend the annual in-service training session, to use Universal Precautions when indicated, or to follow the Exposure Control Plan may be subject to appropriate disciplinary action.

Keep confidential all employee health information as it is connected to Hamilton Southeastern Benefits Trust or as required by law. A privacy official designated by the Board will develop procedures to ensure compliance with HIPAA regulations.

Procedure for Infection Control

All illnesses or injuries occurring at school or at school-sponsored activities will be handled using Universal Precautions. All staff members will be trained annually in these procedures.

Students will be educated about how germs are spread and the procedures that they can do to prevent the transmission of communicable diseases. Staff will integrate the AIDS Curriculum Guide for K-12 into their educational plan.

Specific Procedures

- Hand washing is the single most important procedure in the prevention of infection and the spread of disease in the school environment. Hands must be washed frequently during the day, i.e., before meals, after using the restroom, after assisting students with personal hygiene.
- Gloves should be worn when coming into contact with blood or body fluids.
    - *a.* Gloves should always be available for use by staff, i.e., playground duty, coaches, classrooms, bus drivers, custodians, etc.
    - *b.* Hands should be thoroughly washed after removing gloves with an anti- microbial soap.
- Surfaces contaminated with blood or body fluids must be cleaned immediately and disinfected with either 10% bleach solution (1 part bleach to 10 parts water) or an EPA tuberculocidal solution. Solutions must be changed daily.
- Restrooms, school clinic and cafeteria areas must be thoroughly cleaned and disinfected daily.
- All waste containers in the school must have plastic liners and be changed daily. Liners in waste containers used for disposal of blood or body fluids must be tied and disposed of in the nursing clinic immediately. All nursing clinic waste containers will contain a red colored plastic liner. Gloves must be worn and hands washed.
- Linen soiled with blood or body fluids must be placed in a plastic bag for transport and then washed in hot water with chlorine bleach added.
- Soap dispensers must always be operational and filled as necessary.
- The Exposure Control Plan must be followed for an "exposure incident". Exposure incident means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral (needle sticks, human bites, cuts, and abrasions) contact with blood or other potentially infectious materials resulting from the performance of an employee's duties.
- Staff members should direct their questions related to infection control or about an exposure incident to the school nurse.

Gum Chewing

Gum chewing is not allowed in food preparation or serving areas.

Confidentiality

It is not appropriate to discuss school business outside the schools. All confidential school information and documents must remain at school. All information regarding students must be always kept confidential.

Use of Computers

Building computers are available for school related business only. Illicit use of school computers is addressed in the Support Staff Handbook.

Safety/Security

All employees should be issued an "Emergency Reference Guide" that contains specific information concerning the

specific employee's role in case of a variety of crisis situations. Become familiar with the guide and consult it if an emergency occurs.
Security audits will be conducted from time to time by central office administration and the Fishers Police Department to assess your role as one of the people responsible for the security of the school.

Other Safety Issues

Employees should observe safety practices to prevent falls, burns, cuts, sprains, electrical shocks, bruises, etc. The following procedures should become standard practice for each employee:

- Always Work with the safety of yourself and others in mind.
- If you spill something on the floor, place a wet floor sign in the area, and wipe it up immediately. Falls and slips occur on floors that are wet and littered.
- If you drop something, stop and pick it up. Someone else may not see it and fall over the object.
- Before cleaning electrical equipment, disconnect plugs.
- Use utility carts when transporting food or other items from one location to another.
- Do not place knives in the sink or drawer.
- When lifting, bend at the knees.
- Do not touch the body fluid of others. Follow universal precautions.

Universal Precautions

Care must be taken to never come into direct physical contact with any body fluids. You must contact your building custodian to resolve the spill appropriately.

Hand Washing

Use water as hot as the hands can comfortably stand. Apply soap and lather well up to the wrists. Wash hands for twenty seconds. The more friction used, the more germs removed. Rinse thoroughly under running water. Use a paper towel to turn off the faucet to avoid contact with faucet germs. Dry hands using paper towels. **Hands should be washed:**

- Before the shift begins and after each break
- After going to the restroom
- After touching nose, face, hair, or handkerchiefs
- After handling raw meat, poultry, or unwashed produce, as well as between the handling of each type of food
- After handling money
- After handling dirty dishes and before handling clean ones
- After touching unclean equipment and work surfaces, soiled clothing, and cloths
- When changing tasks

Storing Personal Belongings

Personal belongings may not be kept in the kitchen or serving areas. Lockers or storage areas will be provided for each employee. Individual locks, if used, are the responsibility of the employee.

Use of Kitchens – Requirement for Outside Groups

School kitchens will not be used unless a food service employee that is Servsafe certified is on duty in the kitchen. Arrangements for the use of a kitchen shall be made through the 1964 Catering subject to the approval of the Director of Nutrition and Food Services.

Food Removal from Premises

You will receive one free meal daily. This meal must be eaten during your shift and on site. Free meals are not to be removed from the premises at any time.

Any other food removed from the premises, that is not purchased and accounted for in the Point-of-Sale system is considered theft and can result in termination.

Transporting food between school locations is allowed with proper documentation kept on the Inventory Relocation Log.

- No purchases from vendors are to be made by school employees through the school cafeteria.

School Board Policy Regarding Food Services Management (E05.00)

Hamilton Southeastern Schools will operate school lunch and breakfast programs administered by the Director of Nutrition and Food Services under the supervision of the Superintendent.

All school cafeterias in Hamilton Southeastern Schools participate in the National Lunch Program, School Lunch Division of the State Department of Education and will comply with all state and federal requirements.

The Superintendent or his/her designee will determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued by the Federal government through the State Department of Education.

School food services will be operated on a nonprofit and self-supporting basis. The Board of School Trustees will set, and periodically review, the prices for school lunches and milk.

The Director of Nutrition and Food Services will establish procedures to be followed by individual cafeterias.

National School Lunch Program Guidelines

Hamilton Southeastern Schools has a contract with the State of Indiana for participation in the National School Lunch Program and the School Commodity Program. This includes the provision for providing free and reduced-price meals for eligible students. Through our participation in these programs, we receive Federal commodities and reimbursements, which allow us to keep the cost of student meals to a minimum.

Computer System Alerts

The Food Service Department utilizes a computer system to alert cashiers of any potential food allergy threats related to students.

Food Service employees are responsible to follow all alerts within the computer system. Alerts include but are not limited to the following: Food Allergies, Food Intolerances, parent requested limits, monetary alerts, etc.

Failure to follow these alerts may result in disciplinary action up to and including termination.

School Board Policy Regarding Food Service Procedures (E5.1)

The management and operation of the food services program is the responsibility of the Director of Nutrition and Food Services and the building principal. Food service personnel in each building will be directly responsible to the school cafeteria manager, and to the Director of Nutrition and Food Services.

Food Service Prices

The food service program will not be open to the general public. School employees and authorized visitors may participate in the food service program at adult prices. Vending machines other than those in the cafeteria may be operated after school hours for student use.

Free and Reduced Lunch

Children eligible for free or reduced-price meals will be determined by criteria established by the Child Nutrition Program. It will also provide breakfast in accordance with provisions in I.C. 20- 5-13.1.

Each school annually will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and will seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals. The building administrator may complete an application for the student known to be needy if the household fails to apply.

Student Debt

All students, adults, and employees of Hamilton Southeastern Schools must pay cash daily or prepay into their food service account, if available, for all purchases.

Students will be provided with a regular "meal deal" breakfast and/or hot lunch regardless of their account balance. The price for meals will be added to the student's account. If the account continues to carry a negative balance, then an email will be sent to the parent/guardian, or the student will be given a note to take home stating that payment is due. In addition, the food service manager will make a courtesy call to notify the parent/guardian, making certain that they are aware payment is due.

The cafeteria manager will bring any outstanding student balances to the attention of the Director of Nutrition and Food Services who will send a letter to the parents that states "…if the account is not paid in full, the matter will be turned over to a collection agency."

Food Purchasing

The Director of Nutrition and Food Services is authorized to purchase food and supplies under his/her direction in accordance with the requirements of state law.

Use of Surplus Commodities

Hamilton Southeastern Schools receives surplus commodities through the State School Food and Nutrition Office. All rules and regulations for their use as prescribed by the State will be followed.

Food Sanitation Program

To comply with local health department guidelines, Hamilton Southeastern Schools will provide only food prepared in an inspected kitchen. No food from outside establishments may be brought into the cafeteria area by any individual for consumption.

Student Sales/Food Fundraisers

Sale of non-commercial, unpackaged "homemade" food items is prohibited due to food safety and sanitation regulations. Only commercially prepared food items that are not offered in the cafeteria may be sold to students as fundraisers. Fundraisers involving food items may not be sold during the time the cafeteria is in operation.

Compensation Philosophy

Hamilton Southeastern Schools is committed to providing a total compensation package that includes wages and benefits that are competitive with similar employees in the Central Indiana area. Salary and benefits information will be provided to employees at the time of new hire enrollment. Revisions are distributed to each employee annually after Board approval.

If for some reason employment is terminated and the employee continues to receive compensation from the corporation, the employee will be required to return unearned compensation.

Overtime

Food Service employees are encouraged to accomplish all job-related tasks during regular working hours. Food Service employees may not work more than forty (40) hours per week without the issuance of overtime pay. Employees do not have the option of voluntarily working more than forty (40) hours per week without overtime pay.

Overtime must be pre-approved by an administrator. The overtime rate of pay is one and one-half times the employee's regular hourly rate.

Vacation days are non-workdays. Employees may not request a vacation day, then work the day, and request time and ½ pay for the time worked on that day.

Work Week Definition

A workweek consists of seven consecutive 24-hour periods, equaling 168 hours total. Though HSE does not permit overtime without prior authorization, for purposes of overtime calculations, the workweek begins Saturday at 12:00 am and ends Friday at 11:59 pm.

Time Records

Individual employee work hours are maintained by the payroll department. When changes of an individual's work hours occur, those changes are recorded on a green STAFF CHANGES form.

In cases in which overtime pay is earned, it is recorded on an overtime approval form and documented on a weekly time sheet.

Nonexempt hourly employees who work less than 260 days per year are required to clock in and out for the beginning and ending of their shifts. Each employee is responsible for ensuring that their clock in and out times are accurate.

Key Fobs

Full Time Food Service employees are issued key fobs for door access and ID badges for identification. In the event a key fob is lost or misplaced there will be a five-dollar ($5.00) replacement fee charged to the employee. All lost, misplaced, or broken key fobs must be reported to your supervisor immediately.