

# **Lumberton ISD**

## **Child Nutrition Department**

### **Employee Handbook**

#### **2026-2027**



## DEPARTMENT ORGANIZATIONAL CHART

### **Child Nutrition Director**

Brittany Williams

### **Child Nutrition Supervisor**

Stacy Mueller

### **Child Nutrition Managers**

Early Childhood – Jeni Alford

Primary – Courtney Mitchell

Intermediate – Melissa Miller

Middle School – Regina Rhodes

Raider Country – Heather Cloud

Millennium – Cindy Hopson

### **Child Nutrition Secretary**

Toni Kokenes

## MISSION

The mission of the Lumberton Independent School District Child Nutrition Department is to administer District approved food service programs according to the guidelines of the National School Lunch and Child Nutrition Programs and the goals of the National School Lunch Act of 1946, the Child Nutrition Act of 1966, and the School Breakfast Program of 1977.

It is the goal of the Child Nutrition Department to provide a variety of nutritious, well balanced meals while maintaining facilities that are clean and appealing to our customers. We further strive to create a relaxing and pleasant atmosphere to enhance the dining experience of our customers.

Meals served to students will be prepared following approved menus and standardized recipes and will be designed to appeal to the taste of students as well as meet their nutritional requirements. School food service is a non-profit function.

The Child Nutrition Department of the Lumberton Independent School District is committed to providing superior food and service to our valued customers.

The LISD Child Nutrition Department is responsible to the Texas Department of Agriculture to meet the requirements of the Breakfast Program and the Child Nutrition Lunch Program.

## **EMPLOYMENT REQUIREMENTS**

The following forms and information must be completed and on file with Lumberton ISD before permanent employment can begin:

1. Completion of Online Child Nutrition Application
2. W-4 Withholding form
3. Criminal History Check
4. FBI Background Check (fingerprinting) – The employee is responsible for scheduling their own fingerprinting appointment after the Lumberton ISD Human Resources office requests the fingerprinting pass. Per district policy, the employee must cover the associated fee. Fingerprinting must be completed before the first day of work.
5. Hardin County Food Safety Course – Must be completed before the first day of work.
6. Civil Rights Training – Must be completed before the first day of work.
7. Child Nutrition Handbook Acknowledgement Form – Signed acknowledgement indicating receipt and understanding of department policies and procedures.
8. Emergency Contact Information Form – Must be completed and kept current throughout employment.

All new hires and rehires in the Child Nutrition Department must complete a 100-day probationary period (excluding sick days, personal days, jury duty, and holidays). This period allows for training, adjustment to job requirements, and evaluation of the employee's ability to meet department standards. The Child Nutrition Director reserves the right to dismiss any employee who does not meet these standards.

Additionally, new hires and rehires will work as substitutes for a minimum of 30 days of employment.

## GENERAL JOB REQUIREMENTS

Excellence in food quality and service is our goal. As an active member of the Child Nutrition team, you are expected to adhere to the following requirements:

1. Physical Requirements – Must be able to perform all job duties, including lifting up to 40 pounds unassisted.
2. Communication & Literacy Skills – Must be able to read, write, speak clearly, and understand English sufficiently to follow recipes, production records, safety procedures, labels, district communications, and oral and written instructions.
3. Interpersonal Skills – Must be able to work effectively with both adults and children.
4. Record-Keeping – Must accurately maintain daily records as required.
5. Basic Math Skills – Must be able to perform simple calculations related to job duties.
6. Attendance & Punctuality – Must report to work on time and minimize absences. Notify the Child Nutrition Manager as soon as possible if unable to work.
7. Teamwork & Responsibility – Must accept responsibility for assigned duties and contribute to the successful operation of the Child Nutrition Program.
8. Professional Appearance – Must maintain cleanliness and wear the proper uniform.
9. Safety & Sanitation – Must adhere to all workplace safety and food sanitation standards.
10. Professional Conduct – Must maintain a positive and professional attitude at all times. Personal opinions on politics, religion, etc., should not be discussed while on duty. Conflicts with co-workers should not be influenced by personal problems. Must work harmoniously with colleagues, staff, and students, avoid vulgar language, and promote healthy food choices without personal bias. Must refrain from gossip, bullying, harassment, or disruptive workplace behavior.
11. Accountability – Must report any misappropriation of supplies or funds to the director.
12. Incident Reporting – Must immediately report all accidents and injuries to the Manager.
13. Safety Awareness – Must report any unsafe conditions to the Manager or Supervisor.
14. Health Code Compliance – Must ensure proper sanitation and compliance with all health regulations.
15. Timekeeping – Must accurately record all hours worked and comply with district timekeeping procedures.
16. Job Duties – Must follow all assigned kitchen duties as outlined by the Supervisor and Manager.
17. Handling Complaints – Must report any complaints from students, staff, or parents to the Manager.
18. Training & Development – Must attend all required workshops and meetings as directed by the Child Nutrition Director.
19. Positive Workplace Culture – Must promote teamwork and a positive work environment.
20. Work Assignments – Must check daily schedules, complete all assigned duties, assist in training new employees, and perform other duties as assigned.
21. Safety Data Sheets (SDS) – Must be familiar with SDS and know how to use them.
22. Regulatory Compliance – Must adhere to all local, state, and federal regulations regarding school meal programs.
23. Training Requirements – Must complete all State and Federally mandated training.
24. Policy Awareness – Must be familiar with and adhere to all policies and procedures outlined in this handbook.
25. Technology Skills – Must be able to learn and use technology required for job duties, including point-of-sale systems, computers, tablets, email, and other district-approved software.
26. Confidentiality – Must maintain the confidentiality of student and employee information and comply with all applicable district privacy requirements.

## **REASSIGNMENT & RESCHEDULING**

Employee schedules and assignments are determined to ensure the efficient operation of the Child Nutrition Department. Refusal to accept an assignment or reassignment to a designated school will be considered a voluntary resignation.

## **EMPLOYEE ABSENCES**

Employees must notify their manager as soon as possible in the event of an absence. If the manager is unavailable, the employee must inform the Child Nutrition (CN) Supervisor or Director. Additionally, all employees are required to report their absence in Frontline by entering it online in addition to notifying their manager.

Failure to report an absence ("no call, no show") will result in immediate termination on the first occurrence, unless extreme extenuating circumstances (such as hospitalization) apply.

Employees leaving campus for personal business must clock out before leaving and clock back in upon return. If frequent personal business prevents an employee from completing their scheduled hours, their total work hours may be reduced accordingly. Employees cannot make up lost time unless explicitly approved by the CN Director.

All personal business-related absences must be pre-arranged with the kitchen manager. Managers leaving campus must pre-arrange their absence with the CN Supervisor or Director. Employees who leave early will not be allowed to make up time unless approved by the CN Supervisor or Director.

## **EVALUATION**

All Child Nutrition Specialists will be evaluated twice yearly on their job performance. These evaluations will become part of the employee's file. Managers, the CN Supervisor, and the CN Secretary will be evaluated once per year, and the evaluation will be included in their employee file.

## **RESIGNATION**

Employees are expected to provide at least two weeks' notice before resigning. A letter of resignation must be submitted to the CN Director when an employee decides to retire or resign.

Any CN staff member who participates in a group or individual work stoppage or walks off the job during their scheduled hours will be considered to have abandoned their position and will be immediately terminated.

## **NON-CONTRACT EMPLOYEEMENT**

Child Nutrition employees are auxiliary (non-contract) employees, meaning they do not have property rights in their employment and may be dismissed at will.

## **EMPLOYMENT REQUIREMENTS & RESTRICTIONS/CONFLICT OF INTEREST**

Per the LISD Staff Handbook, *"An employee shall disclose in writing to his/her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District."*

## **EMPLOYEE CONSULTATION PROCEDURE**

If an employee fails to meet job requirements, the following disciplinary process will be implemented:

Initially, oral reminders and directives will be provided by the Manager, Supervisor, or Director. These discussions will be documented in writing and maintained by the Manager, Supervisor, or Director. If the issues persist, written memorandums with directives and/or reprimands will be issued, clearly outlining expectations and consequences. Continued failure to meet expectations may lead to increasingly severe consequences, including potential termination. All documented consultations will be submitted to the CN Director and placed in the employee's file for the duration of their employment.

In some cases, serious offenses may result in immediate termination, including, but not limited to, theft, fighting, and reporting to work intoxicated or under the influence of illegal substances.

## **EMPLOYEE BREAKS**

Employees working six or more hours per day may be eligible for a single break of up to 20 minutes, provided time permits.

- Breaks must be approved by the manager before being taken.
- Employees must clock out if leaving campus for their break, with prior manager approval.
- Managers are responsible for ensuring break periods are consistent and preventing misuse of break time.

## **TOBACCO USE POLICY**

The use of tobacco products on school premises is prohibited by state law. Employees eligible for breaks may leave school premises to use tobacco products but must wash their hands before returning to work. Those who choose to walk off campus may do so during their break time, but employees who drive off campus must clock out.

## **MEALS AND BEVERAGES**

Each Child Nutrition (CN) employee is eligible to receive:

- One reimbursable meal per day
- One bottled water per day

Meal Guidelines:

- All meals must be eaten in the designated break area and cannot leave school premises.
- Meals must consist of items from the reimbursable meal menu for that day (with the exception of leftovers from previous reimbursable meals).
- Employees must take all food items from the same serving line, following appropriate portion sizes and meal component requirements.
- Employees may not prepare additional food unless it is a pre-prepared item brought from home for personal consumption.
- All à la carte items must be purchased by the employee.

## **CELL PHONES**

CN kitchen staff members are to leave their cell phones in their lockers turned off or in another designated area per the manager's discretion. Exception: emergency situations with prior approval from the manager. The emergency need and length of time in effect will be determined by the manager. The employee is required to revert back to the original department policy after the approved time period has expired. The manager has the authority to confiscate the phone until the end of the workday, at which time the phone will be returned. Managers are allowed to keep a cell phone on their person for emergency purposes.

## **CHILD NUTRITION PERSONNEL CONFLICT RESOLUTION PROCEDURE**

Step One - Refer back to the organization chart. The employee shall first attempt to settle their conflict by presenting it verbally to the manager of the kitchen. This includes those times when the conflict is with the manager. The complaint shall be presented at the earliest possible time after the occurrence. If unable to resolve the conflict with the manager, contact the CN Supervisor, then the CN Director.

Step Two - If the employee conflict has not been settled as described in step one, the employee may use the district's formal grievance procedure as outlined in Policy DGBA Local. Any grievance must specify the individual harm alleged.

## **CAMPUS ACCESS BY CN STAFF MEMBERS**

All Child Nutrition (CN) staff must notify their manager before leaving and upon returning to the kitchen or commons area. Except for the manager or staff assigned to specific tasks, CN employees are not permitted to enter student hallways or access other areas of the campus without first informing the manager of the reason. Employees entering the campus as a parent must clock out, exit through the back door, and re-enter through the front entrance, following the same procedures as other visiting parents. Failure to inform the manager may result in a verbal warning followed by a formal consultation.

## **UNAUTHORIZED VISITORS IN KITCHEN & CAFETERIA**

Only LISD Child Nutrition employees are allowed in the kitchen, with exceptions for delivery personnel, repairmen, and similar services. Employees who wish to have their child(ren) on campus before the school day begins must obtain prior permission from the Child Nutrition Director at the start of each school year. The child(ren) must be students at that campus or able to ride LISD transportation to another campus. The child(ren) must remain in the manager's office or the cafeteria commons area, as determined by the kitchen manager, until it is time for them to go to class. Under no circumstances are these students permitted access to the kitchen. Employees' relatives and friends should be discouraged from visiting during working hours.

Any use of kitchen facilities outside of the regularly scheduled school day must be approved by both the Child Nutrition Director and the school's Principal. A "Request to Use Facility" form must be completed and submitted to the Child Nutrition Director for approval. A Child Nutrition employee must be present for any organization requesting to use the facilities.

## **UNAUTHORIZED USE OF FOOD**

Leftover food items that are no longer usable must be discarded. All packages taken out of the kitchen area are subject to inspection by the manager or Child Nutrition Supervisor/Director. Failure to comply with this policy may result in immediate dismissal.

## **PURCHASE OF FOOD ITEMS**

Employees are prohibited from purchasing food items for personal use from delivery trucks or sales representatives. No employee is allowed to request the delivery of items for personal use. Failure to comply with this policy may result in immediate dismissal.

## **CONTINUING EDUCATION OPPORTUNITIES**

The Texas Department of Agriculture (TDA) and the Texas Association for School Nutrition (TASN) offer courses to enhance food service skills. In accordance with USDA Performance Standards, each employee must complete a minimum number of training hours annually, specific to their job duties. Employees will be notified of available training opportunities and must submit requests to attend. Approval will be based on how the training aligns with the employee's job duties, responsibilities, and future goals (e.g., management training), as determined appropriate by the Child Nutrition Director.

Each school year, there will be required training for all Child Nutrition staff members, as mandated by USDA/TDA. Details for "Professional Growth and Development" will be shared when posted by USDA/TDA. Employees who fail to submit appropriate documentation for missed training may have the cost of the training deducted from their next paycheck.

## **ADDITIONAL HOURS ADVANCEMENT**

Employees requesting a position of more than 5 hours per day must accurately complete production records. Until this requirement is met, employees will not be eligible for additional hours. Positions of 6 hours or more require the ability to consistently complete production records and HACCP documentation accurately. These positions also require a positive attitude, strong interpersonal skills, low absenteeism, and the ability to complete job duties in a timely manner. Employees who are unable to meet these standards will not be considered for such positions. Current employees in 6-hour or more positions may face a reduction in hours if they fail to meet these expectations.

All staff members are expected to be familiar with and have a working knowledge of production record sheets. Any employee moved to a position with more hours will be on a 100-day probationary period (excluding summer break). If the employee is unable to perform the duties of the new position, they may be reassigned, and hours may be reduced. Absenteeism, behavior/attitude, and the ability to complete job responsibilities will also be factors in determining advancement, reduction of hours, or potential termination.

## **PUBLIC RELATIONS**

Every school employee serves as a public relations representative. Child Nutrition employees are expected to actively promote the food service program. Kitchens are on display, and Child Nutrition staff represent the department in their interactions with students, parents, faculty, and other visitors. Confidentiality is a key responsibility of CN staff members. The right to privacy of all students must be treated with the utmost care and respect.

## **HANDBAGS/PURSES/PERSONAL ITEMS**

Clear purses/handbags/lunch bags are required for any employee wishing to bring personal items into the kitchen. Boxes and buckets must be disposed of properly and are not for personal use unless approved by the Kitchen Manager. Teachers who request boxes for moving classroom items may be given them, provided they pick them up the same day. We cannot store these items, as they may attract rodents and pests. All packages are subject to inspection, and refusal to comply may result in immediate termination of employment.

## **EMPLOYEE HEALTH & HYGIENE**

Employees with a fever or infectious illness are prohibited from reporting to work.

LISD reserves the right to send home any employee who, in the opinion of their manager, supervisor, or director, is ill, contagious, or presents a foodborne illness or other safety concern in the kitchen or workplace. Employees exhibiting symptoms of vomiting or diarrhea must be sent home if the cause is not a non-infectious condition. Employees must be free of symptoms for at least 24 hours before returning to work.

All employees must practice frequent and effective handwashing. Handwashing stations must be accessible at all times and equipped with hot water, soap, and paper towels. Employees are not permitted to use prep sinks or three-compartment sinks for handwashing. Employees should wear disposable gloves when preparing or handling ready-to-eat foods, changing gloves frequently. Any wounds or sores must be treated and bandaged immediately. When hands are bandaged, single-use gloves must be worn, and any lesions should be covered with a bandage. If a lesion is located on the hand or wrist, it must be covered with an impermeable cover, such as a finger cot or stall, in addition to a single-use glove. Eating, drinking, or smoking is not permitted in food preparation areas.

## **EMPLOYEE PERSONAL APPEARANCE AND DRESS CODE**

Employees are required to wear the department-approved uniform while on duty. The Child Nutrition (CN) Department uniform consists of a CN t-shirt provided by the department, along with either black pants (e.g., black scrub pants) or blue jeans. Uniform pants/jeans must not be distressed, tattered, or contain holes, embellishments, rhinestones, or similar features.

Uniforms must be clean, stain-free, wrinkle-free, and odor-free. School shirts are acceptable on designated days; however, if an employee does not have or choose to wear the school spirit shirt, they must wear the standard department-approved uniform. Any changes to the approved uniform for individual campus functions must be approved in advance by the CN Director. On Fridays or Thursdays of four-day weeks, employees may wear a school spirit t-shirt of their choice.

The uniform should not be skin-tight and must allow freedom of movement. Clingy fabrics, such as knits or leggings, are not permitted. The length of the uniform should be appropriate—skirts, capri pants, or culottes

should be mid-to-lower shin length, while pants should reach the lower shoelace level. Shorts are not permitted on school days but may be worn on workdays if knee-length. All uniforms must be made from materials thick enough to ensure undergarments are not visible, including Friday wear.

All tops must have sleeves that cover at least the armpits, with a palm-length sleeve preferred for safety. Sleeves may not be rolled up or pushed up. Halter tops or low-cut tops are prohibited. Shirts must cover the midsection when arms are raised. No coats, jackets, or outerwear are allowed in the kitchen. Exceptions are made for staff working in coolers or freezers, who may wear outerwear but must remove it when leaving the refrigeration unit. Managers may wear jackets in the office but must remove them when prepping or serving food. Employees may wear a t-shirt or thermal shirt under their uniform top, provided the sleeves do not extend past the elbow (no rolling or pushing up of sleeves). Tops with glitter, stones, or similar decorations are not permitted due to safety and sanitation concerns.

Excessive makeup and perfume should be avoided during work hours. All Child Nutrition staff must wear a hairnet at all times while working. Hairnets must fully cover all hair and must be worn under hats, headbands, or any other head coverings. Hair may be uncovered only if the entire head is cut to ¼ inch or less; partially shaved styles (e.g., shaved sides with longer hair on top) do not qualify. Long hair must be neatly secured within the hairnet. Hair must be a natural color; artificial or unnatural colors (e.g., purple, pink, green, blue, etc.) and temporary dyes (spray-in, powder, glitter) are not permitted.

All employees are required to wear closed-toe, fully enclosed, non-slip, work-safe shoes with slip-resistant soles and enclosed heels on their first day of work and each day thereafter; open-toe shoes, shoes with open holes, or backless styles are not permitted, and socks must be worn with shoes; failure to comply may result in not being permitted to work, except in approved extenuating circumstances.

Artificial nails, nail polish, and any form of embellishments (stickers, decals, etc.) are strictly prohibited. Nails must be kept short, neatly trimmed, and filed to ensure smooth, cleanable edges. When looking at the back of the hand with fingers extended, nails should not be visible.

Jewelry is limited to a plain solid band (no raised stones), small stud-type earrings (up to ¾" in diameter), and wristwatches (worn only by Managers when not prepping or serving food). No hoops, dangling earrings, or more than two stud earrings per ear are allowed. Facial piercings, including tongue piercings, and piercing plugs/retainers are prohibited.

Face coverings will be optional, subject to change based on district, local, and state requirements.

Tattoos that are visible must not display offensive, obscene, or inappropriate content. Any tattoo that does not meet these standards must be covered while on school property or during school-related activities.

Violations of the dress code will be documented, and repeat violations may result in disciplinary action.

## **PUNCTUALITY AND REPORTING PROCEDURES**

Employees are expected to arrive on time, allowing sufficient time to put on a hairnet, wash hands, and be ready to work at the required reporting time. Employees should not enter the kitchen facility more than 15 minutes before their reporting time and should clock in no earlier than 5 minutes before their scheduled start time, unless prior approval from the manager is obtained. Employees must clock in before beginning work.

## **STAFF COMMUNICATION AND RESPONSIBILITY**

All kitchens utilize a group messaging system and email to share important reminders, updates, and expectations. It is each staff member's responsibility to regularly check and read both messages and emails to stay informed. Failure to do so may result in missed information and non-compliance with expectations. Staff should ensure they have access to these communication channels and check them regularly to stay up to date.

## **DISTRICT TECHNOLOGY AND WORK-RELATED PORTALS**

Employees are responsible for meeting all district-related technology requirements, including maintaining access to their work email and required portals such as Frontline, payroll, and other work-related systems. Staff members should promptly address any access issues by contacting the appropriate district department, such as Technology or Payroll, as needed. Managers may provide reminders, but it is ultimately the employee's responsibility to stay on top of their work-related tasks.

## **SAFETY**

### **Accident Reporting**

1. All accidents must be reported to the manager or director as soon as possible.
2. An accident report form must be completed for every incident. A copy of the form will be submitted to Human Resources, and further action will be taken as necessary.

### **Medical Attention**

1. A first aid kit is available for minor injuries. For guidance on whether further medical attention is needed, employees should visit the school nurse.
2. If medical attention beyond first aid is required, the employee will be directed to a physician or hospital for treatment.
3. For any injuries that require medical attention, mandatory alcohol and drug testing will be conducted as soon as practical after seeking medical care.

## **COMPLIANCE WITH DISTRICT POLICIES**

Employees must comply with all policies, regulations, and guidelines set forth by the district. Violations may result in disciplinary action, including termination of employment.

**LISD CHILD NUTRITION DEPARTMENT  
EMPLOYEE ACKNOWLEDGEMENT  
OF POLICIES AND PRACTICES**

**2026-2027**

NAME: \_\_\_\_\_  
(Please Print)

DATE: \_\_\_\_\_

My signature on this form indicates that I have reviewed a current copy of the Lumberton ISD Child Nutrition Department Employee Handbook and know where to access a copy. I understand that the handbook does not address all areas of department/district policy and procedures therefore, I am encouraged to seek answers or advice from my manager or director not specifically covered in the handbook.

I understand this form will be filed in my personnel folder in the Child Nutrition Department Office. I further understand that this handbook in no way constitutes a contract for services for the 2026 –2027 school year.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

In accordance with federal civil rights 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, audiotape, 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](mailto:program.intake@usda.gov).**

This institution is an equal opportunity provider.

**THIS FORM IS TO BE COMPLETED, SIGNED AND RETURNED TO YOUR MANAGER OR SUPERVISOR.**