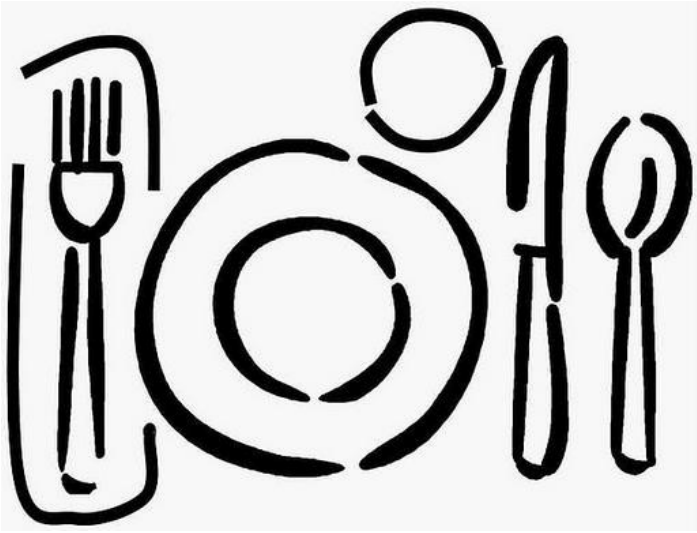
CAFETERIA STAFF HANDBOOK

Joliet Township High School District
#204

Joliet, Illinois

2026-2027



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ARTICLE 1 INTRODUCTION

Joliet Township High School District 204 is committed to a safe, quality educational program. To promote this goal, the school district operates a complete food service program for the benefit of students and staff. Consequently, this handbook is designed to provide information regarding the operation of the food service program. The intent of this handbook is to encourage fair and equitable treatment of all employees, promote quality service, identify current job classifications and duties, specify current wages, hours, benefits and working conditions, and to provide for prompt, equitable resolution of disputes.

ARTICLE 2 EMPLOYMENT

The employment of cafeteria personnel is to be conducted in the following manner:

a) Human Resources will post, advertise and compile information on applicants.
b) A reference check and a Criminal History Background Check will be completed.
c) A written recommendation will be sent to the Director of Human Resources. If approved, he or she will recommend the Superintendent present the applicant to the Board of Education for employment.
d) Employees can print a copy of the current Cafeteria Staff Handbook or view it on-line at http://jtweb.jths.org/hr/Pages/ContractsandHandbooks.aspx

ARTICLE 3 PROBATIONARY PERIOD

New food service employees shall complete a ninety (90) calendar day probationary period beginning on the date approved for hire by the Board of Education. Summer break is not included in the 90-day count. During the probationary period, an employee is subject to discharge for any reason upon the written recommendation of the cafeteria supervisor and with the concurrence of the Director of Support Services and the Assistant Superintendent for Business Services. Employees will be under constant evaluation during the probationary period.

Food Service employees accepting a promotion into a new classification shall complete a thirty (30) working day probationary period, during which the employee may be returned to their original classification at the recommendation of the supervisor and Director of Support Service.

ARTICLE 4 TRANSFERS - FILLING POSITIONS

Notice of vacancies will be posted electronically on the district's website. Applications for said positions will be considered from within the regular cafeteria staff first. Vacancies will be filled with the most qualified candidate as determined by administration.

Personnel may be transferred involuntarily when it is established that the transfer is for the good of the District. When a change of job classification or assignment is necessary, the cafeteria employee will be consulted prior to the final decision. Staff members who are reassigned to lower categories on a permanent basis shall receive the salary for the lower category.

ARTICLE 5 JOB CLASSIFICATION

Employees will be assigned to positions they are qualified for as determined by job descriptions and by administration.

The Director of Support Service will discuss the creation and classification of new positions and reclassification of existing positions with the Food Service Welfare Committee prior to instituting any change.

ARTICLE 6 ANNUAL EVALUATIONS

Classified staff members will be evaluated by the designated supervisor on an annual basis using forms and procedures developed through Human Resources. The evaluation will be shared with the employee. The employee will be given a copy of the evaluation if requested. Failure to complete an evaluation will not preclude discipline or discharge of an employee.

ARTICLE 7 PERSONNEL FILES

Employees shall have the right to be notified of any new information added to their files and to review and reproduce, at their own cost, any material in the file. An employee shall have the right to include an answer or statement they wish to make regarding material in the file. Arrangements should be made through Human Resources.

Appropriate district officials shall have access to employees' files as may be reasonable or necessary for the administration of the district.

ARTICLE 8 TERMINATION AND REDUCTION IN FORCE

Employees wishing to terminate employment shall give ten (10) working days' advance notice, in writing, to their immediate supervisor, stating date and reason for leaving. Employees may be discharged or suspended without pay for conduct detrimental to the best interests of the School District, such as gross disobedience, dishonesty or immorality. Employees may also be terminated because of a reduction in the number of authorized positions. If necessary, a reduction in force shall be in accordance with classification seniority.

An employee honorably dismissed as a result of a reduction in force in any classification will then be eligible to exercise general seniority in the next lower classification. Re-employment will be in the reverse order of the previous honorable dismissals based on classification seniority. Classification seniority is defined as the length of continuous service in one of the established cafeteria employee classifications, dated from the date of the employees' most recent entry into that classification.

General seniority is defined as the length of continuous service with the district from the date of original employment.

ARTICLE 9 WORKING HOURS

The normal work day may range from four (4) to eight (8) hours depending on the job assignment, and the basic work week is twenty (20) to forty (40) hours, Monday through Friday. Beginning and ending times depend on the position and length of assignment and may be changed or rotated throughout the year. Cafeteria workers generally do not work during vacation periods. Part- time cafeteria employees are entitled to one (1) assigned fifteen (15) minute break during the day. Full-time employees are entitled to two (2) assigned fifteen (15) minute breaks and one (1) half hour of non-paid lunch. If an employee is not on his/her assigned break or lunch, they must be at a work station at all other times. Breaks and lunch cannot be combined or used at the end of the day to allow the employee to go home early.

ARTICLE 10 PAY DAYS

District 204 staff members are paid every two (2) weeks throughout the school year. The pay period covers two (2) weeks, with paychecks issued on the first Friday following the end of the pay period. Pay periods end on Saturdays.

ARTICLE 11 SUBSTITUTE CAFETERIA PERSONNEL

In the event of an illness, a substitute worker may be provided upon the request of the supervisor. Substitutes may be requested for circumstances other than illness on a limited basis at the authorization of the Director of Support Services.

Existing personnel working in a higher classification due to an absence will receive the higher rate of pay after working 59 minutes in the higher classification. After 59 minutes, the higher rate of pay is paid retroactive from the first minute.

ARTICLE 12 PAYROLL DEDUCTION

Deductions are required by law for the Illinois Municipal Retirement Fund, State and Federal Withholding Tax, Social Security and Medicare. In addition, arrangements can be made through the Business Office for direct deposit or to purchase a tax-sheltered annuity. Additional information concerning payroll deduction plans may be obtained from the Business Office.

Illinois Municipal Retirement Fund - IMRF is the common reference to the Illinois Municipal Retirement Fund, a fund into which all eligible non-certified school employees contribute and into which the school district contributes for you. It not only benefits you when you are retired, but also if you are disabled while an employee of the school district, and in case of your death, your family will benefit. Current rates and base, and other detailed information may be obtained from the Business Office.

ARTICLE 13 PARKING PERMITS

Parking permits are required to park on school property and may be obtained from the Principal's Office at each campus. Specific areas available to staff members are listed at each school.

ARTICLE 14 INSURANCE

A. ELIGIBILITY

All full-time cafeteria personnel, who regularly work thirty-five (35) hours per week or more, shall be allowed to participate in the group major medical insurance plan. The cost to the employee shall follow the District policy.

Personnel who regularly work from twenty (20) to thirty-four (34) hours per week shall be entitled to the same insurance coverage as full-time personnel on a cost share basis; i.e., the employee pays forty percent (40%) of the cost of coverage and the district pays sixty percent (60%).

Retired employees may continue to receive health, dental and vision insurance coverage provided the retiree is at least age fifty-five (55) and less than age sixty-five (65), has been employed by the District for at least five (5) full years, has immediately taken an IMRF and/or Social Security pension and has not accepted employment with another school district. The retiree is responsible for the full amount of the premium applicable to the particular coverage except that full time employees retiring from District 204 will be entitled to a monthly contribution from the District in the amount of forty ($40.00) dollars for single medical coverage and seventy ($70.00) dollars for family medical coverage.

B. BENEFITS AVAILABLE

1. Health Insurance: HMO, PPO, PPO Blue Select or HSA
2. Dental Insurance
3. Vision Insurance
4. Life Insurance
5. Personal Property Reimbursement:
   The Board of Education shall provide a fund to reimburse employees for damage to personal property while on school premises. The fund shall be limited to $100.00 for any one loss per employee and a total for $1,500.00 for any fiscal year, with a $25.00 deductible per person per occurrence. Exclusions shall include (a) intentional damage, (b) ordinary wear and tear, (c) moth or vermin damage, and (d) personal automobile. The Board of Education reserves the right to purchase a like replacement or to reimburse the employee up to the limits above.

C. WORKMAN'S COMPENSATION

All employees of the district regardless of part-time or full-time status are covered by Workman's Compensation Insurance. Workman's Compensation pays medical expenses and pays limited weekly benefits starting with the third (3rd) day of absence due to injury while on duty. Wages will not be paid nor sick leave authorized for any day for which Workman's Compensation salary benefits are paid. Wage payments will stop as of the first (1st) day of absence and will resume upon the return to duty of the employee. Accumulated sick leave may be used for any days of absence not covered by Workman's Compensation. Any employee injured while on the job must report the incident immediately to the immediate Supervisor.

ARTICLE 15 SICK LEAVE

Sick leave of seventeen (17) days at full pay shall be granted to all full-time (regularly employed with thirty-five (35) hours or more per week) ten (10) month employees. Full-time employees may accumulate unused sick leave to a maximum of two hundred and forty (240) days.

All cafeteria personnel regularly employed thirty-four (34) hours per week or less are entitled to ten (10) units (equated days) of sick leave and may accumulate unused sick leave to a maximum of one hundred and twenty (120) equated days.

Sick leave shall not cover those days' employees are not regularly scheduled to work; i.e., days off at Christmas and extra days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness in the immediate family or household, and as otherwise may be defined in Section 24-6 of the Illinois School Code. A physician's certificate may be required for personal illness or injury absence.

It is understood that the term "immediate family" shall be construed as: spouse, parent, child, brother, sister, grandparents, parents-in-law, brother or sister-in-law, son or daughter-in-law, grandchildren or legal guardian.

If for any reason the employee cannot be at work as scheduled, notice shall be given to the appropriate supervisor a day or more in advance, or in an emergency, before 7:00 am on the day of the absence. If your shift begins before 7:00 am, you must call your supervisor at least one hour before your report time. If you fail to provide the proper notification, you will not be allowed to use an earned sick or personal leave day. Employees must notify your supervisor before a shift begins if you need to leave your job early. You will not be allowed to leave early if you fail to provide advance notice, except in emergency situations. Employees who fail to report to work and fail to report their absence in advance (no call, no show) will be dismissed from employment after three (3) occurrences. Absence due to assault while in the performance of duty shall not be charged against the employee's normal sick leave.

Deduction of sick leave and personal leave for full-time (regularly employed with thirty-five (35) hours or more per week) cafeteria staff shall be as follows:

1/2 hour to 2 hours = 1/4 day
after 2 hours - 4 hours = 1/2 day
after 4 hours - 6 hours = 3/4 day
over 6 hours = full day

Sick leave and personal leave deductions for part-time cafeteria employees is calculated using ¼ day increments. Each ¼ day may be different, depending on the number of hours an employee works each day. Example, if an employee regularly earns the following hours per day:

	4 ½ hours	5 hours	6 hours
¼ day is deducted if you take off:	1 hour or less	1¼ hours or less	1½ hours or less
½ day is deducted if you take off between:	1 & 2 ¼ hours	1 ¼ & 2 ½ hours	1 ½ & 3 hours
¾ day is deducted if you take off between:	2 ¼ & 3 hours	2 ½ & 3 ¾ hours	3 & 4 ½ hours
1 day is deducted if you take off more than:	3 hours	3 ¾ hours	4 ½ hours

ARTICLE 16 PERSONAL LEAVE

Three (3) days of approved personal leave (equated to regular daily working hours) may be granted with pay in the event of an emergency or business of a personal nature which must be taken care of during a work day, except those items of business connected with income producing endeavors or with other employment. The appropriate form must be completed and submitted to your supervisor. Requests should be submitted in advance but may be requested for last minute situations. A reason must be provided for days before and after holidays. The form must be submitted to Human Resources bearing the approval of the immediate supervisor. Personal leave is deducted from sick leave when used. Personal leave will not be granted when it is requested to extend a vacation or holiday period.

ARTICLE 17 BEREAVEMENT

Bereavement leave shall be deducted from sick leave and shall be granted as follows:

1. A maximum of five (5) days granted per death of father, mother, spouse, son, daughter.
2. A maximum of three (3) days per death of sister, brother, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian, grandchild, grandparent or other near relative who resides in the same household.
3. Day of funeral per death of a near relative, not residing in the same household.

ARTICLE 18 MATERNITY LEAVE

Maternity leave may be granted to non-probationary cafeteria employees. Maternity leave is defined as the period of time requested and given prior approval for before and after the birth of a child, during which time the employee is not reporting for duty.

Request for maternity leave shall be made to the Director of Support Services as soon as it is determined that there is a need for such a request. The employee and her doctor shall determine the length of time the employee can safely carry out her full responsibility and inform the Director of Support Services promptly. The date at which the leave is expected to commence and indication of intent to return should be requested.

Those employees eligible under the Family and Medical Leave Act (FMLA) will be allowed up to 12 workweeks of unpaid leave a year. During an FMLA maternity leave, sick leave may be used during the time that the employee is unable to work, to the extent that it has been accumulated. The balance of the leave shall be without pay. The employee may continue fringe benefits during unpaid maternity leave by paying the required premium.

Those employees not eligible under FMLA may request a maternity leave for the time that the employee is unable to work. Sick leave may be used during that time to the extent that it has been accumulated. The balance of the leave shall be without pay.

ARTICLE 19 LEAVE OF ABSENCE

A leave of absence may be granted without pay or fringe benefits, for good cause as defined by Board policy. Employees have the option to pay their fringe benefits during this absence. In the event a leave is granted, it shall not exceed one (1) calendar year, subject to recommendation of the administration and approval of the Board. Individuals on a leave of ten or more consecutive months out of a school year will not receive credit for that year for salary schedule placement nor the determination of seniority.

ARTICLE 20 DOCK DAYS

Employees are encouraged to schedule unpaid absences at times that do not interfere with their job. The school district discourages employees from taking time off without pay for vacations. If an unpaid absence cannot be scheduled so it does not interfere with working days, employees will be allowed a maximum of 1 day per school year. Any additional days off will be considered unexcused, and subject to disciplinary action. All time off without pay must be pre-approved by the Cafeteria Supervisor and the Director of Support Services on a regular District #204 Leave Request form.

ARTICLE 21 COURT APPEARANCES

For school-connected incidents, there shall be no loss of salary or leave days. For jury duty, an employee's salary shall be reduced by the amount of the fee received for services rendered, or the employee may submit the amount earned to the district and there shall be no loss of personal leave. For subpoenaed testimony in court, there shall be no loss of salary unless the employee is party to the court action. For personal cases, personal leave shall be used. Excessive absence due to court appearance will result in disciplinary action.

ARTICLE 22 WAGES

All salaries are determined annually by the Board of Education and shall be effective on July 1 of each fiscal year. When a promotion or demotion occurs, the employee will move to the appropriate salary schedule on the date approved by the Board of Education.

All personnel will receive overtime for hours worked in excess of eight (8) hours in a workday or forty (40) hours in a workweek. Overtime payment is at one and one-half (1-1/2) times the straight time.

Employees who work additional time or leave early will be paid/docked in 1/4-hour increments based on 7/8-minute procedure. This provides for no additional payment or docked time if the time is 7 minutes or less. If an employee works or leaves early eight minutes or more, then a ¼ hour will be paid/docked.

Personnel who sub for the Supervisor position will receive a $10.00 hourly rate increase for the hours allotted.

If a person was or is employed during July 1 through March 31, a full year of service credit will be given for that year. If employed after March 31, no service credit will be given for that year. Each employee earning a year of service credit will advance one placement step on July 1 of each year. Advancement is contingent upon continuous employment. Therefore, individuals who leave the district and are re-employed at a later date will begin at the beginning of the wage scale with no service credit.

Joliet Township High School								
Cafeteria 2026-2027 Salary Schedule								
	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8
STEP	SERVICE WORKER	CASHIER	ASSISTANT COOK - PT	ASSISTANT COOK - FT	HEAD CASHIER - PT	HEAD CASHIER - FT	HEAD COOK - PT	HEAD COOK - FT
1	$15.92	$16.22	$16.33	$16.48	$16.44	$17.06	$16.72	$17.94
2	$16.22	$16.53	$16.64	$16.79	$16.75	$17.38	$17.03	$18.28
3	$16.56	$16.87	$16.99	$17.14	$17.10	$17.75	$17.39	$18.66
4	$16.91	$17.24	$17.35	$17.51	$17.46	$18.13	$17.76	$19.06
5	$17.29	$17.62	$17.73	$17.90	$17.85	$18.53	$18.16	$19.48
6	$17.55	$17.87	$18.00	$18.16	$18.11	$18.80	$18.42	$19.77
7	$17.81	$18.12	$18.27	$18.43	$18.38	$19.08	$18.70	$20.07
8	$18.08	$18.38	$18.54	$18.70	$18.65	$19.36	$18.97	$20.36
9	$18.35	$18.64	$18.82	$18.98	$18.93	$19.65	$19.25	$20.66
10	$18.63	$18.90	$19.10	$19.26	$19.21	$19.94	$19.54	$20.97
11	$18.90	$19.17	$19.39	$19.54	$19.49	$20.23	$19.83	$21.28
12	$19.19	$19.45	$19.68	$19.91	$19.85	$20.61	$20.19	$21.67
13	$19.48	$19.72	$19.98	$20.26	$20.21	$20.97	$20.55	$22.06
14	$19.77	$20.00	$20.28	$20.56	$20.51	$21.28	$20.86	$22.38
15	$20.06	$20.29	$20.58	$20.67	$20.62	$21.41	$20.97	$22.51
16	$20.37	$20.58	$20.89	$21.03	$20.97	$21.74	$21.32	$22.86
17	$20.67	$20.87	$21.20	$21.18	$21.17	$21.89	$21.50	$23.04
18	$20.98	$21.17	$21.52	$21.63	$21.61	$22.33	$21.92	$23.47
19	$21.30	$21.47	$21.84	$22.08	$22.09	$22.81	$22.40	$23.94
20	$21.62	$21.78	$22.17	$22.58	$22.57	$23.29	$22.89	$24.42
All employees off of the salary schedule will receive a 3.41% increase								

ARTICLE 23 HOLIDAYS

The following holidays shall be granted to all food service employees:

Labor Day	New Year's Eve
Columbus Day	New Year's Day
Veteran's Day	M.L. King's Birthday
Thanksgiving Day	Lincoln's Birthday OR President's Day (per Superintendent)
Day after Thanksgiving	Casmir Pulaski's Birthday
Christmas Eve	Good Friday
Christmas Day	*Memorial Day
Presidential Election Day	

Employees will receive their daily rate of pay for all legal school holidays, provided they work the last scheduled work day before and first scheduled work day after the holiday, or have an approved absence. In the event that a person is absent excessively before and after a holiday, a doctor's verification may be requested to verify illness.

*Memorial Day (only for employees working their last scheduled day before Memorial Day and first scheduled day after within the week of the Holiday)

Employees substituting in a higher classification and who are receiving a higher rate of pay shall receive holiday pay at the higher rate of pay and hours if the employee works in the higher classification a minimum of two days before and two days after the holiday.

Employees working on a legal holiday will receive holiday pay and their normal hourly wages for the time actually worked.

ARTICLE 24 PHYSICAL EXAMINATION

The Board of Education requires all new employees to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease to include evidence showing absence of tuberculosis. Such evidence shall consist of a physical examination made by a physician licensed to practice medicine in the State of Illinois. The examination shall be made not more than ninety (90) days preceding time of presentation to the Board for employment, and the cost of such examination shall rest with the employee. The completed physical examination record and test results must be submitted to District Human Resources. Employees shall complete a Tuberculosis Test biannually at the Will County Health Department. Employees showing signs of Tuberculosis shall remain off work without pay pending a review and recommendation by a physician.

ARTICLE 25 DRUG TESTING

In order to enhance the safety of our students and staff members, District 204 reserves the right to require an employee to submit to drug and/or alcohol testing in the following circumstances:

1. Pre-Employment: A pre-employment drug test shall be required of an applicant only after he/she has been offered the position.
2. Post-Accident: When an accident occurs in the workplace and the employee's performance cannot be excluded as a contributing factor based on information available at the time of the accident, or when a serious injury results from the accident.
3. Reasonable Suspicion: An alcohol or drug test shall be conducted if a supervisor or District official has reasonable suspicion that an employee has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Employees who refuse testing, or who test positive for alcohol or drugs will be subject to discipline, up to and including termination of employment. At the District's sole discretion, an employee who admits to alcohol or drug use prior to testing may be referred to a treatment program in addition to, or in lieu of, discipline.

ARTICLE 26 RETIREMENT

All full-time (thirty-five (35) hours or more per week) eligible staff members who retire from School District 204 and immediately take retirement pension benefits, will be reimbursed by the Board of Education for sick leave days not used for retirement service credit up to a total of two hundred (240) days at the rate of $25.00 per day. All part-time employees (less than thirty-five hours per week) who retire from School District #204 and immediately take retirement pension benefits, will be reimbursed by the Board of Education for sick leave days not used for retirement service credit up to a total of one hundred and ten (150) days at the rate of $17.00 per day. Retirees can use up to two hundred and forty (240) days of accumulated unused sick leave toward retirement service credit as allowed under the Illinois Municipal Retirement Fund regulations. The following will disqualify a staff member for eligibility for sick leave payment:

A. Dismissal by the Board of Education
B. Having previously received this benefit from the Joliet Township High Schools District 204

ARTICLE 27 ADVERTISING, SOLICITING AND SELLING

Neither the school nor its organizations shall be used as an instrument for advertising by non-school business, or profit-making organization, or any room. undertaking deemed primarily commercial in nature by the Board of Education and the Superintendent.

ARTICLE 28 MEALS

Staff can purchase options served on the faculty line**.** Food Service employees will be entitled to one meal per day from the student reimbursable meal options. Coffee and items prepared within the school may be taken in limited quantities at the discretion of the cafeteria supervisor for breaks. Bottled water and soft drink items and Pre-packaged, cakes, pies and other items must be purchased. Food may be consumed in the dining or break room.

Staff can use ice and water from the dispenser for drinks or have milk, or 4 oz juice drinks or up to one Gatorade per day

ARTICLE 29 CERTIFIED FOOD SAFETY MANAGER

The School District will reimburse employees the actual expenses relative to successfully obtaining or renewing Food Safety Manager Certification. Such expenses shall include the application fee, test fee, and registration fee. Employees will earn up to eight (8) hours of pay at their regular hourly rate of pay for successfully completing an 8-hour Food Safety Manager Course and receiving the Food Safety Manager Certificate. The training time should be used to fulfill the USDA training regulations. An employee cannot miss a regularly scheduled workday to attend a new or refresher class. All classes must be scheduled so they do not interfere with an employee's regular assignment.

ARTICLE 30 GRIEVANCE PROCEDURE

Cafeteria personnel have the option of discussing a grievance/concern with the welfare advisory committee and to request that a member(s) be present during the steps outlined below:

I. Grievance defined: A grievance is defined as any controversy between the School District and any employee covered by this Handbook, which relates to a claim that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Handbook.

II. Grievance Procedure:

Step One The employee should verbally discuss a disputed situation with their supervisor in an attempt to solve the disagreement. Such discussion should occur as soon as a possible dispute is recognized, allowing for a correction to be instituted before the actual event if possible.

Step Two Any employee having a question that relates to a problem or misinterpretation shall present the dispute in writing to their immediate supervisor within five (5) working days of the dispute. The supervisor shall meet with the grievant and shall provide a written response within five (5) working days following the meeting.

Step Three If a settlement is not reached, the employee shall have the right to file a written grievance with the Director of Support Services within five (5) working days after the supervisor's response. The written grievance shall contain a concise statement of the facts upon which the grievance is based and a reference to what has been violated, misinterpreted or misapplied. The Director of Support Services shall take action on the written grievance within five (5) working days after the receipt of said grievance. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the immediate supervisor and the Assistant Superintendent for Business Services.

Step Four If the action taken by the Director of Support Services does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Assistant Superintendent for Business Services. Failure to file such appeal within five (5) working days from receipt of the written memorandum of the Director of Support Services will waive the right of the employee to file. The Assistant Superintendent for Business Services shall take action on the grievance within ten (10) working days after the receipt of the appeal, or, if a conference is held, within ten (10) working days after the conclusion of said conference. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the immediate supervisor and the Director of Support Services. The decision of the Assistant Superintendent is final.

ARTICLE 31 LONGEVITY

Longevity:

- -After five years: $325
- -After ten years: $425
- -After fifteen years: $525
- -After eighteen years: $625
- -After twenty years: $725
- -After twenty-five years: $825
- -After thirty years: $1,025
- -After thirty-five years: $1,225

APPENDIX A
DISTRICT 204 REQUIRES THAT YOU

BE NEAT – BE CLEAN – BE SAFE

DRESS CODE REQUIREMENTS:

Employees shall provide, and wear clothing suited to kitchen preparation use. Clothing color shall be determined by the School District. Pants with leather shoes that include non-skid soles with closed toe and heel so that the front and back of foot is fully covered (no sandals or open shoes) is the required attire with the JTHS issued shirt/jacket/apron. Cafeteria staff are eligible for up to a $100 reimbursement each school year for the purchase of work shoes that meet the dress code requirement. Shoe purchases should be made on or after July 1st of the new school year and approved by the cafeteria supervisor prior to submission. Clothing shall not have holes or inappropriate designs as determined by administration. Socks shall be worn at all times. Employees shall provide and wear an adequate hair net or appropriate equal at all times and shall wear sanitation gloves (plastic) when mixing or handling food ingredients, food products, or food utensils. Deviation from the required dress code must be approved in advance by administration.

District #204 shall provide up to five (5) aprons, jackets or shirts per week to all food service workers. Employees shall wear the provided aprons, jackets and shirts during the work day. Appropriate JTHS spirit wear may be worn on Friday's. Additional aprons, jackets or shirts will be provided as needed.

Fingernails must be trimmed and maintained. Fingernail polish and artificial fingernails are not allowed. Jewelry cannot be worn except for one plain ring such as a wedding band or medical information wrist band. Items such as, but not limited to rings with stones or crevices, bracelets, watches, hoop and dangling earrings, facial and body piercing are not allowed. Small post earrings are acceptable. Necklaces must be short and be concealed under your shirt, so they never dangle above food.

SANITATION CODE REQUIREMENTS:

Each employee is expected to wear clean garments and shoes each day. Each employee is expected to maintain the highest standards of sanitation in:

A. Conducting their work;
B. Personal hygiene;
C. Maintaining and handling of kitchen equipment, utensils and food.

Each employee must (as a provision of employment) furnish, at their expense, a required physical examination. Subsequent annual examinations will be reimbursed at established rates per examination.

Each employee is charged with the responsibility of notifying their supervisor of any possible infection, or subjection to any communicable disease.

SAFETY CODE REQUIREMENTS:

Employees shall at all times keep their assigned work areas in an orderly, safe condition, free of safety hazards such as:

A. Wet floor;
B. Litter and/or debris;
C. Obstacles such as carts, pails, mops, etc., not returned to storage. Employees shall use proper physical practices in the following:

A. Lifting (maximum weight and knee bending)
B. Reaching (too far for proper balance)
C. Bending (waist and knees)
D. Climbing (proper ladder or platform)
E. Walking while carrying articles (maintain visibility and balance.) Employees shall exercise proper caution when working with automated equipment such as:

A. Do not wear loose fitting smock or apron while using heavy mixers.ect.
B. Maintain proper attention while using slicers, shredders, knives, etc.
C. Report all accidents at once, no matter how minor.

Employees shall be thoroughly acquainted with the location and use of the following:

A. Fire Extinguisher and equipment
B. First aid equipment or supplies

Repeated or flagrant failure to comply with these guidelines shall constitute cause for possible disciplinary action.

CELL PHONES/ELECTRONIC DEVICES:

On a trial basis, employees be allowed to carry his/her cell phone or any type of personal electronic device during working hours. Phones and personal electronic devices must be turned off and out of site and used only in case of emergency. Staff that have special circumstances such as a family member in hospice, family member with medical concerns, etc. should communicate with their cafeteria supervisor to obtain permission to leave the cell phone on during the workday. Phones and personal devices cannot be stored or used in work areas such as drawers and cabinets, serving areas, food prep areas, dishwasher/pots and pans scrubbing areas, storerooms, freezers and coolers.

TITLE: **CAFETERIA SUPERVISOR**

QUALIFICATIONS:

1. Associates degree or higher in one of the following areas: Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, or Culinary Arts or other equivalent area.
2. Valid Food Safety Manager Certificate
3. Two years' minimum management experience in a large commercial or institutional food service program supervising full and part time employees.
4. Proficient computer literacy using Microsoft Word, Excel, Power Point, Internet, email, online ordering guides and the ability to learn other required software systems.
5. Knowledge, experience and ability to supervise the planning, preparation and serving of meals to students and staff.
6. Experience creating recipe and cycle menus meeting USDA guidelines
7. Ability to generate and provide nutritional and dietary information.
8. Knowledge and experience with the USDA School Nutrition Program and Free and Reduced meals.
9. Member of the Illinois School Nutrition Association (or join upon employment).
10. Experience in developing and providing individual and large group professional development.

REPORTS TO: Director of Support Services

JOB REQUIREMENTS:

1. Assist with creating and reviewing recipes and menus.
2. Create and publish nutritional information for the recipes and menus.
3. Maintain records and provide professional development to food service staff.
4. Establish quality standards for the presentation and service of food.
5. Enforce District procedures, policies and welfare agreement.
6. Assist with administering the free and reduced lunch program.
7. Enforce nutrition standards and portion sizes to meet nutritional requirements.
8. Adhere to District 204, State of Illinois and USDA regulations.
9. Supervise and evaluate food service staff.
10. Assist with recruiting and interviewing new staff.
11. Order and maintain adequate inventory of food and supplies using an online order system.
12. Maintain time sheets, attendance, employee certifications, rotations and assignments.
13. Monitor monthly financial records and daily production records.
14. Supervise and maintain a safe and clean working, cooking and serving environment according to HACCP principles, Will County and State of Illinois health codes.
15. Willing to work irregular hours due to breakfast, lunch and special functions.
16. Attend professional development seminars and workshops regularly.
17. Actively promote the food service program to parents, students, and staff.
18. Assist with Summer School Food service if required in the future.
19. Ability to assist with student refunds, waivers, and student fee information if needed.
20. Complete other duties as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

10-month position

Salary and benefits to be determined annually by the Board of Education.

TITLE: **HEAD COOK**

QUALIFICATIONS:

1. Knowledge in procedures for complete preparation of a variety of foods in large quantities.
2. High School graduate with strong Food Service background or minimum two-year equivalent experience in mass feeding preparations.
3. Food Safety Manager Certification
4. Proficient use of Microsoft Word, Excel, Internet, Email and District 204 Software
5. Knowledge and experience to enforce HACCP Plan and required documents
6. Knowledgeable of USDA nutrition and dietary requirements
7. Ability to train Assistant Cooks and other staff

REPORTS TO: Cafeteria Supervisor

JOB GOAL: To maintain a continuous flow of cooked foods according to pre-set specifications and menus.

JOB REQUIREMENTS:

1. Supervise and maintain food preparations including salads, bakery and food.
2. Read, interpret and prepare items from large quantity recipes.
3. Portion control all products, to reduce waste and assure proper serving size
4. Maintain such records as necessary for inventory control of equipment and supplies.
5. Help Supervisor order inventory items for cooks area as well as entire kitchen.
6. Maintain the cleanliness of the entire cooking area.
7. Accept irregular working hours as needed, ensuring catering, special function and daily meal preparations.
8. Supervise the Assistant Cooks and provide training as necessary.
9. Have the ability to operate a cash register at "rush" serving times.
10. Assist in all areas of the cafeteria operation as requested by the Supervisor.
11. Closely assist the Supervisor in daily operation, including ordering for cafeteria and to assume leadership role in the absence of the Supervisor.
12. Prepare and monitor production records.
13. Assist with Free & Reduced Lunch applications as needed.
14. Review all serving areas to assure proper meal components are available on each line.
15. Monitor and enforce HACCP Plan temperature logs, etc.
16. Other duties may be assigned by Supervisor.

TERMS OF EMPLOYMENT:

Approximately ten months duration. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated annually in accordance with Board and administrative Policy.

TITLE: ASSISTANT COOK

QUALIFICATIONS:

1. Knowledge or ability to be trained in procedures for complete preparation of a variety of foods, salads and bakery goods in large quantities.
2. High school graduate with strong Food Service background or minimum two-year equivalent experience in mass feeding preparations.
3. Food Safety Manager Certificate.
4. Proficient use of Microsoft Excel, Email, Internet and District 204 websites.

REPORTS TO: Cafeteria Supervisor

JOB GOAL: To maintain a continuous flow of prepared salads, bakery products and foods according to pre-set specifications and menus.

JOB REQUIREMENTS:

1. Assist and perform food preparations, including salads, bakery and food.
2. Read, interpret and prepare items from large quantity recipes.
3. Portion control all products to assure proper serving size and reduce waste.
4. Assist in maintaining such records as necessary for inventory control of equipment and supplies.
5. Help the Head Cook order inventory items for kitchen.
6. Maintain the cleanliness of the entire cooking area.
7. Accept irregular working hours as needed, ensuring catering, special function and daily meal preparations.
8. Have the ability to operate a cash register at "rush" serving times.
9. Assist in all areas of the cafeteria operation as requested by the Supervisor.
10. Closely assist the Head Cook in daily operation, including ordering for the cafeteria and to assume leadership role in the absence of the Head Cook.
11. Assist with Free and Reduced Lunch Applications as needed.
12. Assist with cleaning, serving, and stocking lines.
13. Assist with preparing food.
14. Monitor and enforce HACCP plan, temperature logs, production records, etc.
15. Other duties may be assigned by Supervisor.

TERMS OF EMPLOYMENT:

Approximately ten months duration. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated annually in accordance with Board and Administrative Policy.

TITLE: HEAD CASHIER

QUALIFICATIONS:

1. High School graduate with some bookkeeping experience or minimum two-year equivalent experience in handling money and record keeping.
2. Knowledge or ability to be trained in Point of Sale Computer System
3. Experience in teaching people new skills
4. Ability to identify reimbursable meals
5. Proficient in use of computer systems

REPORTS TO: Cafeteria Supervisor

JOB GOAL: To maintain the operation of the point of sale system, meal counts, identifying and correcting errors and to teach and assist cashiers to perform the cashiers job.

JOB REQUIREMENTS:

1. Operate point of sale during serving times.
2. Add prepayments daily.
3. Maintain necessary meal counts each day.
4. Maintain necessary counts on types of meal designation each day.
5. Assist in the administration of the free and reduced price lunch program
6. Prepare daily reports for Supervisors and District need
7. Train individuals to use the point of sale system and how to identify reimbursable meals.
8. Assist in all areas of the cafeteria as requested by the Supervisor.
9. Assists with catering and special function activities.
10. Ability to recognize a reimbursable meal pattern.
11. Other duties may be assigned by Supervisor.
12. Update menu boards using paper, poster and electronic system.
13. Check mistakes or discrepancies for point of sales after every meal.
14. Update prices and keys on point of sale system.
15. Send negative balance letters out.
16. Upload applications daily.
17. Assist with cleaning, serving, and stocking lines.
18. Assist with preparing food.
19. Prepare and mail notices concerning free and reduced lunch benefits.
20. Follow HACCP plan, sanitation procedures and proper food temperatures.
21. Make sure all food components are offered to students every serving period

TERMS OF EMPLOYMENT:
Approximately ten months duration. Salary to be determined by the Board of Education.

EVALUATION:
Performance will be evaluated annually in accordance with Board and Administrative policy.

Position Title: **CASHIER**

Qualifications:

1. High School Diploma or GED equivalent.
2. Knowledge or ability to be trained in operation of point of sale system.
3. Successful food handling and serving for mass feeding operation.
4. Ability to perform kitchen duties as a helper.
5. Experience and/or ability to identify USDA meal patterns.
6. Proficient in use of computer systems

Reports To: Cafeteria Supervisor

Job Goal: Correctly identify sales and enter point of sale system efficiently and accurately.

Performance Responsibilities:

1. Set up counters and restock throughout serving periods.
2. Ability to portion quantities of food and serve students.
3. Ability to follow directions and help prepare food and beverages.
4. Ability to help maintain the sanitation and cleanliness of the kitchen and cafeteria. This includes the operation of the dishwashing machine.
5. Ability to follow proper procedures for washing of glass, china, silver and other utensils, as necessary, and the proper storage of these items after cleaning.
6. Ability to maintain the kitchen area and cafeteria in a clean and sanitary condition, especially the main area of assignment.
7. Ability to operate the point of sale system.
8. Assists in all areas of the cafeteria operation as requested by the Supervisor.
9. Assist with catering and special function activities.
10. Assist with Free and Reduced Lunch applications as needed.
11. Maintain count sheets for meal classifications and how to handle meal counts if the point system fails
12. Ability to recognize a reimbursable meal pattern.
13. Follow HACCP plan, sanitation procedures, and proper food temperatures
14. Assist with cleaning, serving, and stocking lines.
15. Assist with preparing food.
16. Make sure all food components are offered to students every serving period.
17. Other duties may be assigned by Supervisor.

Terms of Employment: Approximately ten month duration.

Salary: Salary to be determined by the Board of Education.

Evaluation: Performance on job requirements will be evaluated annually by the supervisor in accordance with Board and Administrative policy.

TITLE: **SERVICE WORKER**

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Capable of serving large groups and monitoring required serving sizes.
3. Ability to operate dishwasher assuring proper temperatures for sanitation.
4. Experience and/or ability to deal with high school students.
5. Capable of assisting with kitchen duties.
6. Experience using computers.

REPORTS TO: Cafeteria Supervisor

JOB GOAL: Clean and sanitize all dishes, cooking pans and utensils and provide a continuous supply of food to students and staff during the serving periods.

JOB REQUIREMENTS:

1. Ability to set up and restock counters for serving purposes.
2. Ability to portion quantities of food and recognize a reimbursable meal.
3. Ability to follow directions and help prepare food and beverages.
4. Ability to help maintain the sanitation and cleanliness of the kitchen and cafeteria.
5. Ability to follow proper procedure for washing of glass, china, silver and other utensils, as necessary, and the proper storage of these items after cleaning.
6. The ability to maintain the kitchen area and cafeteria in a clean and sanitary condition, especially the main area of assignment.
7. The ability to operate a cash register at "rush" serving times.
8. To assist in all areas of the cafeteria operation as requested by the Supervisor.
9. Assists with catering and special function activities.
10. Assist with Free and Reduced Lunch applications.
11. Operate the dishwasher and manually wash cooking and serving equipment and utensils.
12. Follow HACCP plan, sanitation procedures, and proper food temperatures.
13. Make sure all food components and supplies are available on the serving line throughout the day.
14. Other duties may be assigned by Supervisor.

TERMS OF EMPLOYMENT:
Approximately ten month duration. Salary to be determined by the Board of Education.

EVALUATION:
Performance will be evaluated annually in accordance with Board and Administrative policy.