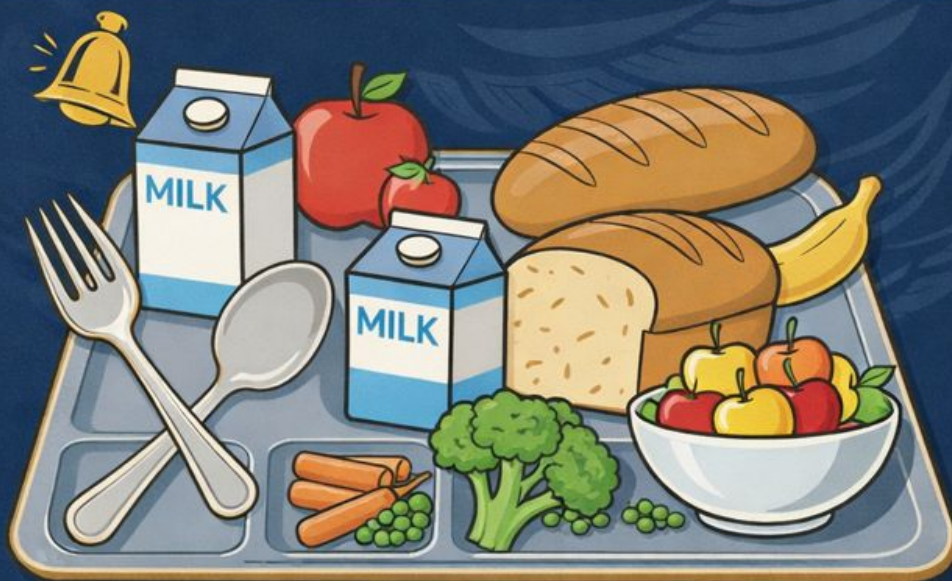




FOOD SERVICE HANDBOOK 26-27

Fueling Falcons for Flight



HILLSDALE LOCAL SCHOOL DISTRICT

Take Flight

Hillsdale Local School District Food Service Handbook

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Welcome Message

Dear Cafeteria Team,

Welcome to another exciting school year at Hillsdale! Before the first tray is filled or the first milk carton is opened, I want to say a huge *thank you* to each of you. You are the magicians behind the meals, and the friendly faces that make our cafeteria feel a little like home.

You do far more than serve breakfast and lunch. You serve smiles, encouragement, and the kind of energy that can turn a sleepy morning into a better day. A warm meal (and sometimes a well-timed joke or extra napkin) can make all the difference for our students, and you deliver that every single day.

Our goal isn't just good food, though, let's be honest, that matters too 😊; it's to create a welcoming, positive space where students feel cared for and ready to learn. Clean spaces, kind words, and teamwork behind the scenes help keep our whole school running smoothly.

As we head into this year, let's keep supporting one another, laughing when we can, and continuing the amazing work you do. Your dedication does not go unnoticed, and Hillsdale is better because of you.

If you ever have questions, ideas, or even a brilliant menu inspiration, my door is always open. Here's to a year full of teamwork, smiles, and plenty of great food!

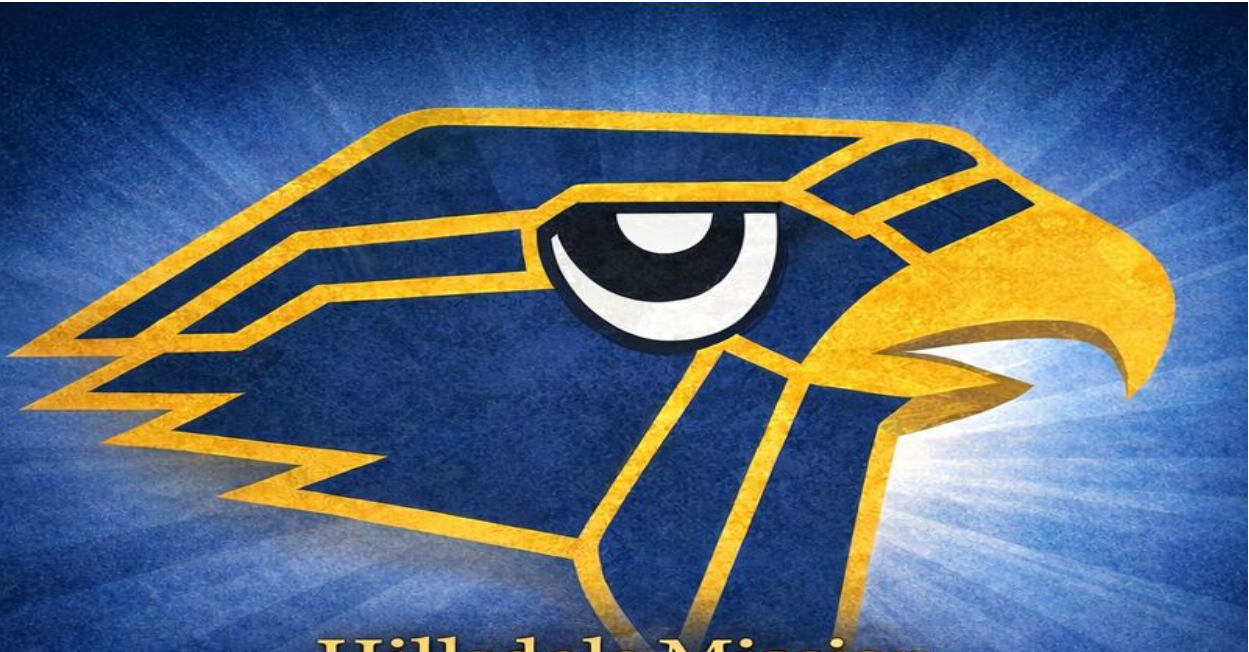
With appreciation,

Jody Raubenolt

Food Service Supervisor

Hillsdale Local School District

Mission, Vision, Motto



Hillsdale Mission

Focused on success through innovation,
empowerment, and collaboration

Vision:

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

Hillsdale Motto

Building Character. Expecting Excellence.

Introduction

The Hillsdale School Cafeteria Handbook is a comprehensive guide for all cafeteria employees. It outlines job responsibilities, expectations, and policies that support a safe, efficient, and welcoming environment for students, staff, and visitors. This handbook provides guidance to ensure consistent daily operations and compliance with state and local regulations.

The cafeteria team plays a vital role in the school's daily operations. Beyond preparing and serving meals, cafeteria staff contribute to student health, school culture, and the overall success of the school day. By maintaining high standards of cleanliness, food safety, and professionalism, cafeteria employees help ensure students are well nourished and ready to learn.

Attendance and Punctuality

Attendance and punctuality are essential to the successful operation of the cafeteria. Employees must adhere to assigned work schedules and notify supervisors in advance of any absences whenever possible. Arriving on time and being prepared to work ensures meals are served efficiently and safely. Employees are also expected to assist other staff members when their assigned tasks are completed to support overall operations.

Community Connection

Cafeteria staff interact with students daily and often form meaningful connections through friendly greetings, encouragement, and consistency. Their welcoming presence helps foster a sense of belonging and comfort for students. These positive interactions contribute to a warm, inclusive, and supportive school culture.

Community Importance

In the Hillsdale Local School District, cafeteria staff play an essential and multifaceted role in the daily lives of students and staff. Their contributions extend far beyond meal preparation. Cafeteria employees help create a positive, supportive, and welcoming school environment where students feel cared for and valued. Through their daily interactions, reliability, and dedication, cafeteria staff are an integral part of the school community.

Crisis Management

Cafeteria staff are trained to respond appropriately to food-related emergencies, including allergic reactions and medical incidents. They are also expected to adapt to unexpected challenges, including supply shortages, equipment issues, or changes in meal demand. Their ability to remain calm, flexible, and responsive helps ensure continued operations and student safety.

Dress Code and Professionalism

Cafeteria employees are expected to wear clean uniforms and closed-toe, slip-resistant shoes to promote safety and professionalism. Personal hygiene must be maintained, and employees should present themselves professionally at all times. Respectful and courteous treatment of

students, staff, and colleagues is expected and essential to maintaining a positive school environment.

Health and Safety Guidelines

All cafeteria employees must follow state and local health department regulations at all times. This includes wearing appropriate personal protective equipment (PPE), such as gloves and hairnets, practicing proper handwashing, and maintaining a clean, sanitary work environment. Employees are required to immediately report any symptoms of foodborne illness, workplace injuries, or safety concerns to the Food Service Supervisor to ensure prompt action.

Inclusivity and Accessibility

Cafeteria staff are committed to ensuring that all students have access to nutritious meals, regardless of financial circumstances. They work diligently to accommodate students with dietary restrictions, food allergies, and special nutritional needs, helping to create an inclusive environment where every student is supported.

Job Responsibilities

Cafeteria employees are responsible for performing a variety of tasks related to food preparation, service, sanitation, and cleanup. Under the direct supervision of the Food Service Supervisor, all staff members are expected to work collaboratively to maintain a well-organized, efficient, and safe cafeteria operation. Teamwork, communication, and flexibility are essential to meeting daily demands.

Primary duties include preparing and serving food in accordance with all health and safety regulations, adhering to portion-control guidelines, and ensuring meals meet nutritional standards. Employees must operate kitchen equipment safely and efficiently while maintaining a clean and sanitary work environment. This includes washing dishes, sanitizing surfaces, properly disposing of waste, and restocking food and supplies throughout meal service.

Cafeteria staff also assist with inventory control and are responsible for reporting shortages, damages, or concerns to the Food Service Supervisor. All food safety and hygiene protocols must be followed to prevent contamination and ensure food quality. In addition, employees are expected to provide friendly, respectful customer service to students and staff and adhere to all district policies and procedures related to food service operations.

Nutrition & Student Health

Cafeteria staff ensure that students receive nutritious, balanced meals that support their physical health, growth, and academic performance. By following established nutritional guidelines and dietary requirements, staff promote healthy eating habits and meet students' diverse needs. Attention to food quality, proper preparation, and safe handling ensures that meals are both healthy and appealing.

Reliability & Efficiency

The cafeteria's smooth operation depends on the reliability and efficiency of its staff. Timely meal service is critical to maintaining the school's daily schedule and minimizing disruptions to instructional time. Cafeteria employees efficiently manage food preparation, service, inventory, and cleanup to ensure breakfast and lunch run smoothly each day.

Supporting Education

A well-fed student is better prepared to focus, learn, and succeed in the classroom. Cafeteria staff support the district's educational mission by providing meals that help students maintain energy, concentration, and overall well-being throughout the school day. Their work directly contributes to a positive learning environment.

Training and Professional Development

All cafeteria employees must complete required food safety training to ensure compliance with regulations and best practices. In addition, federally required annual continuing education must be completed—six hours for five-hour cooks and four hours for three-hour cooks. Additional training sessions may be provided as needed to improve efficiency, update staff on new procedures, or address regulatory changes.

Work Schedules

Cafeteria staff work varying shifts based on their assigned hours, job duties, and the school's operational needs. Work schedules are carefully developed to ensure appropriate staffing levels across all phases of food service, including meal preparation, service, and cleanup. These schedules are designed to support efficient operations while meeting student needs during breakfast and lunch periods.

Employees are expected to report to work on time and be prepared to begin their assigned duties at the start of their scheduled shift. Start and end times may vary based on daily meal service demand, special events, or changes to the school schedule. Flexibility and cooperation are essential, as adjustments may occasionally be necessary to maintain smooth cafeteria operations.

All staff members are expected to follow their assigned schedules as approved by the Food Service Supervisor. Any changes to a work schedule must be approved in advance. By working collaboratively and adhering to established schedules, cafeteria staff help ensure that meals are served safely, efficiently, and on time for all students and staff.

Conclusion

The Hillsdale School Cafeteria is committed to providing students with nutritious, appealing meals in a safe, efficient, and welcoming environment. Every cafeteria employee plays a crucial role in the success of the food service program and the overall school community. By following the guidelines outlined in this handbook, employees help ensure a positive dining experience for all students and staff.

This handbook does not state or imply that these are the only duties and responsibilities of cafeteria staff. The complete list of duties is outlined in the Board-approved job descriptions. Cafeteria staff must follow instructions and perform duties assigned by the Board of Education.

Statement of Understanding and Agreement

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

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

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

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

Signature: _____

Date: _____

Signature form to be filed with the Food Service Department