STUDENT NUTRITION

Employee Handbook

2026-2027

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INTRODUCTION

Welcome to the Mansfield ISD Student Nutrition Department. This handbook has been provided to communicate the policies and procedures which direct the performance of your duties as an employee of the Student Nutrition (SN) department for the district. The handbook is only a partial compilation of policies, but it includes those policies that pertain specifically to your job within the SN Department. Further information on applicable policies is available in the MISD Auxiliary Handbook and the Board Policy Manual online at http://www.mansfieldisd.org >Departments>Human Resources> Employee Docs & Forms>Handbooks.

This handbook is neither a contract nor a substitute for District Policy or Auxiliary Handbook. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District and Student Nutrition rules and guidelines.

Student Nutrition Mission Statement

To inspire healthy lifestyles.

MISD Student Nutrition employees are expected to provide quality customer service at all times. All decisions and actions will be based on the Mansfield ISD Vision 2030 Values:

Students First
Continuous Improvement
Integrity
Communication
Positive Relationships
Resiliency

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SN KITCHEN STAFF WORK CALENDAR

2026-2027 Student Nutrition Workdays

	Date	Description	Manager (186)	Asst. Manager/ Baker (181)	Specialist (178)
Wed.	July 29	SN Training-Managers	X		
Thurs.	July 30	SN Training--Managers	X		
Fri.	July 31	SN Training Managers & Asst. Mgrs.	X	X	
Mon.	Aug. 3	SN Training Managers & Asst. Mgrs.	X	X	X
Tues.	Aug. 4	SN Training Managers & Asst. Mgrs.	X	X	X
Wed.	Aug. 5	SN Training Managers & Asst. Mgrs.	X	X	X
Thurs.	Aug. 6	SN ALL -- Training	X	X	X
Fri.	Aug. 7	SN ALL -- Training	X	X	Off
Mon.	Aug. 10	SN ALL -- Training	X	X	X
Tues.	Aug. 11	SN ALL--Kitchen Prep.	X	X	X
	8/12-5/20	Student Days	170	170	170
Fri.	Sept. 18	Tchr. Workday	X	X	Off
Fri.	Oct . 9	Parent/Teacher Conference Day	X	Off	Off
Mon.	Oct. 12	ALL STAFF Holiday	Off	Off	Off
Mon.	Jan. 4	Tchr. Workday (SN Mgr. Only Workday)	X	Off	Off
Tues.	Jan. 5	Tchr. Workday (SN Mgr. Only Workday)	X	Off	Off
Wed.	Jan. 6	Tchr. Workday (SN ALL - Staff Workday)	X	X	X
Fri.	Feb. 12	Holiday (Bad weather makeup #1)	Off	Off	Off
Mon.	Feb. 15	Holiday	Off	Off	Off
Fri.	March 26	Holiday (Bad weather makeup #2)	Off	Off	Off
Fri.	May 21	Tchr. Workday (SN ALL - Staff Workday)	X	X	X

Program Overview

Student Nutrition (SN) participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). These federally assisted meal programs allow schools to receive monetary reimbursement from the US Department of Agriculture (USDA). To receive these benefits, schools must serve meals that meet federal meal pattern requirements. **Students must be provided access to all required meal components and quantities. This means the first and last student receiving a reimbursable meal must have the same food choices.**

Mansfield ISD practices Offer vs. Serve (OVS), allowing students to decline up to 2 food components at lunch and decline 2 food credits at breakfast.

The meal pattern for lunches consists of five food components:

- Fruits
- Vegetables
- Grains
- Meat/Meat Alternate
- Milk

Under Offer versus Serve (see section "Offer versus Serve") for lunch, all students, at any grade level, must select:

- At least 3 of 5 food components **AND**
- One of the choices selected must be at least a ½ cup serving of fruit and/or vegetable.

The breakfast meal pattern for breakfast consists of 3 food components:

- Fruits
- Grains
- Milk

Under OVS for breakfast, at least 4 food items must be offered. (We offer 5.) All students, at any grade level, must select:

- At least 3 food credits **AND**
- One of the choices selected must be at least a ½ cup serving of fruit or juice.

Adult & Visitor Meals

Adults and visitors receive up to one entrée (entrée includes the meat and grain) and up to four fruit and vegetable side items (side items may be duplicated). They may also have a choice of milk, tea, or bottled water.

Student Nutrition employees receive one (1) meal free of charge daily (see "Food and Breaks"). All other adults and visitors must pay for meals. SN staff may customize meals from the student reimbursable menu and may include milk, tea, or bottled water. SN staff may have an additional bottle of water while on shift. All other à la carte snacks and beverages must be purchased, and no ingredients may be prepared solely for employee meals.

Charge Policy

In order to better serve our community, the SN Department allows students to charge reimbursable breakfast and lunch meals. All employees are expected to follow the MISD Student Nutrition Charge Policy standard operating procedures (SOP).

- All grade levels
    - Students are eligible for one reimbursable breakfast and reimbursable lunch daily at their meal eligibility rate (free/reduced/full-paid). All other items are charged at the à la carte rate.
    - Students may charge one reimbursable breakfast and lunch a day up to a maximum of $25.
    - Students that are at the charge limit must be offered a Courtesy Meal at lunch. There are no Courtesy Meal options for breakfast. If Angel Account funds are available, cashiers will offer a reimbursable meal in lieu of a courtesy meal. Follow department procedures.
    - When a cashier offers a Courtesy Meal, he/she should do so discretely and with kindness. **Do not take a tray and throw the food in the trash in front of a student.** Set it aside to be counted and discarded after service.
    - If the student account has a negative balance, a la carte purchases are NOT allowed (account or cash).
    - A la carte items must be entered on student account to document transactions, verify account balance, review account restrictions, and notify cashier of allergens. Do not use the "Student" meal key in ExpressPoint to allow students to purchase a la carte items with cash when the student has a negative balance.
    - SN Department Admin will email parents when account balances are negative.
    - With the exception of family, Student Nutrition staff may not pay for all or part of a student's purchase unless approved by Student Nutrition Administration.

MISD employees may charge any items up to -$15. Other adults and visitors are not allowed to charge, and purchases must be paid for at the time of service. MISD district employees may request to have an account set up in the Point of Sale (POS) system. Encourage district employees to deposit money in their account.

Failure to follow department charge policy procedures will result in disciplinary action up to and including recommendation for termination.

Employment At-Will

Student Nutrition employees, including substitutes, are considered "at-will" employees. The employee may voluntarily quit his/her job at any time. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the district.

- Student Nutrition personnel will be employed on an hourly basis. **Employees are hired to work for the school district wherever needed and not for one specific school.** Thus, assignments may be changed anytime the Director or designee deems advisable. Refusal to accept such an assignment to a designated school will be interpreted as insubordination and may result in termination.
- Any employee who is arrested for any felony or any of the offenses listed in the Auxiliary Handbook must report the arrest to his or her supervisor within 3 calendar days and may be recommended for termination.
- Upon termination of employment, all uniforms, aprons, ID badges, card keys, iPads, charging cords and parking stickers must be returned before final payroll checks can be released. Failure to return district property may result in MISD Police involvement.

- Employees must submit a resignation with two weeks' notice in writing to be eligible for rehire (refer to the Auxiliary Handbook).

SN Substitutes

- SN Substitutes follow the Kitchen Specialist job description.
- Managers can assign any kitchen duty responsibility to Substitutes while working in the kitchen.
- All staff are expected to complete any assigned duty including meal prep/cooking, serving, cleaning, stocking items as needed, and other tasks required for meal service.
- All SN Substitutes must have a valid food handler permit to work in a kitchen.
- Substitutes must work at least four (4) assignments every month to remain active, unless other arrangements have been approved by the Student Nutrition Office.
- Substitutes must be able to work a minimum shift of 4 hours (10:30-2:30) in order to accept an assignment, unless other arrangements have been made with the SN Office.
- Substitutes are required to work until the end of the assigned campus work day to assist with cleanup and other end-of-day duties.
- Daily substitute assignments will come from the SN Office. Any other assignments are subject to change.
- Substitutes are required to attend mandatory department training annually.
- Substitutes are expected to follow all district & departmental policies and procedures including dress code.

Failure to follow the substitute policy will result in disciplinary action up to and including recommendation for termination

Chain of Command

Each employee of the SN Department should follow the chain of command when discussing problems or situations arising in the kitchen.

- All kitchen staff, including substitutes, assigned to a particular campus should approach the cafeteria manager first when discussing work-related problems. Should an issue not be resolved at the manager level, an appointment with the zone supervisor should be requested.
- The cafeteria manager will report to the supervisor first when discussing work-related problems. Should an issue not be resolved at the supervisor level, an appointment with the Assistant Director of Operations should be requested.
- The supervisor will report to the Assistant Director of Operations or designee when discussing work-related problems.
- Student Nutrition office staff will report to their assigned supervisor when discussing work-related problems.

Hours of Employment

Hours of employment are determined by the needs of each individual campus and can be changed at any time during the course of the school year, as necessary. All changes will be approved and implemented by the SN Director or designee. Any request for a decrease in hours must be submitted in writing by the employee to the Student Nutrition Director or designee.

Assignments or additional hours may be assigned for a temporary amount of time, when the operation calls for it (e.g., extra hours might be available if a co-worker is out on leave). Once the temporary assignment has ended, the employee will resume the regularly scheduled hours.

Temporary assignments or additional hours must be approved by SN administration. Permanent assignment changes will be accompanied by a signed status change form.

Timekeeping records must accurately reflect hours worked. Do not work "off the clock."

Additional Time

For the purposes of Student Nutrition, additional time is defined as any time outside and above an employee's scheduled shift. **All additional time must be approved in advance by the supervisor.** Comments must be added to the Skyward timesheet to document the purpose for additional time.

Employees may not clock in more than 7 minutes prior to scheduled start time and must clock out no more than 7 minutes after end of shift unless additional time has been approved. SN campus employees needing to report late or leave prior to end of shift cannot make up the time and must use available personal leave for the discrepancy. Substitutes are paid for actual time worked and do not accrue paid leave.

Student Nutrition Campus Work Schedule Policy

The SN Manager assigns all job responsibilities within the kitchen. **Each employee could be assigned any duty at any time**. The SN Manager will create a daily work schedule for their kitchen staff to follow. The work schedule will include the following:

- Detailed description of prep duties, including timeframe to be completed
- Serving duties, including in-between duties
- Clean up
- Cashier and any additional duties as necessary

Managers will assign work schedules daily for self, assistant managers/bakers, and specialists. Work schedules will be adjusted to meet the needs of the kitchen. It is up to the discretion of the manager to rotate work schedules on a daily, weekly, or monthly basis. Employees must complete tasks within the assigned timeframe.

Absences

All staff must have their Manager's personal and kitchen phone number in the event of an absence. The employee must report the absence by speaking directly to the kitchen manager. Employees may not leave a voicemail message or speak to another SN employee, district employee, or campus office staff.

You must contact your manager **by 6:00 AM or two hours prior to shift start time**, whichever is earlier, to report your absence for the day. You can notify your manager via text message only with managers' permission. The Student Nutrition manager will reply to confirm receipt of the text message. If the employee does not receive a reply, the employee must call the Manager.

- On the day of the absence, the employee must call the Student Nutrition Manager by 2:00 p.m. to update the Manager on his/her anticipated return. Should an employee fail to notify their Manager and a substitute is assigned, the employee may be reassigned to another campus as a substitute for the day. Campus assignment for the day will be at the discretion of SN administration and based solely on need. Failure to report to an assigned campus will result in disciplinary action.

- **All advanced absence from duty requests for personal leave must be submitted through the appropriate system five (5) days prior to requested absence.**
- Student Nutrition staff will record hours worked through Skyward True Time.

SN personnel are not to report for work with elevated temperature, vomiting, severe rash, diarrhea, or any other communicable diseases. The campus SN Manager has the authority to send any employee displaying any of the above symptoms to the school nurse to be assessed.

The immediate supervisor will approve or deny the request in accordance with district policy of Discretionary Personal Leave (See Attachment Section.)

Employees requesting sick leave the day before and/or after a scheduled holiday or the first or last day of the school year may be required to submit a doctor's statement to certify illness.

In case of prolonged absence due to sickness or injury, daily call procedures may be amended on the authorization of the employee's supervisor. An absence of three (3) consecutive days without notifying the department will justify immediate termination (no-call, no-show; refer to Auxiliary Handbook).

Failing to follow absence reporting procedures will result in disciplinary actions up to and including the recommendation for termination. Managers failing to document employees who do not follow all absence procedures will receive disciplinary action.

SN Managers who will be absent from work or need to leave the kitchen

- **Advanced absence notice procedure**: Notify the Assistant Manager of your absence to arrange for him/ her to assume your place, including exchange of keys for the kitchen, if necessary.
- **Unscheduled absence:** The Manager must call the supervisor immediately. Do not leave a message, email, or text. You must contact your supervisor by 5:00 a.m. **The manager must contact the assistant manager and additional staff to open and prepare breakfast and give any information needed for the daily operation**. Managers must contact their supervisor by 2:00 p.m. to let the Student Nutrition department know whether they will return to work the following day.

Discretionary Personal Leave

Please reference applicable section of Auxiliary Handbook.

Nondiscretionary Personal Leave

Please reference applicable section of Auxiliary Handbook.

Tardiness and Excessive Absenteeism

Please reference applicable section of Auxiliary Handbook.

Time System

Every employee is responsible for properly clocking in and out each day through the appropriate system. All staff will record time worked through Skyward True Time.

- Employees may not clock another employee in or out. Clocking in/out for another employee is considered a falsification of time documentation and is subject to disciplinary action up to and including termination per the MISD Auxiliary Handbook.
- Managers will accurately verify and approve all employees' time weekly.
- Any time clock adjustments made by managers should be accompanied by a note in the timekeeping system.
- Managers or staff that come to the SN Building for a work-related meeting will remain on the clock during the drive over and clock out at the time determined by SN administration upon the completion of the event.
- Managers are the only staff that may adjust time sheets for their kitchen staff. Specialists may not manually adjust their own timesheets.
- Three (3) occurrences within a pay period of failure to clock in and/or out may result in disciplinary action.
- Any additional time worked beyond scheduled shift hours must be approved by the manager or supervisor. Working extra time without prior approval is grounds for disciplinary action.
- All time worked by an employee must be accurately recorded on a timesheet. Do not work "off the clock."

Food and Breaks

Every SN employee is entitled to receive one (1) meal free of charge daily. SN employees include kitchen staff, SN office staff, SN warehouse delivery staff, and SN maintenance staff. **All other MISD employees are required to purchase meals and à la carte items.**

Free meal=Breakfast or lunch with milk, tea, or one (1) 16 oz. bottled water. SN staff may have an additional bottle of water while on shift.

- SN employees may enjoy the amount of food that is reasonable to consume onsite during their work shift. Do not put food in your locker, personal bag, apron, or pocket to hold for later consumption.
- A la carte snack and beverage items are an additional charge.
- SN employee meals must be entered into the POS daily using the correct employee ID number or Program Adult key.
- Employees may not add funds or ring up à la carte items on their own account. A different cashier should be asked.
- The meal must be eaten on campus and may not be carried out of the building.
- **Employees are not permitted to take foods purchased with program funds from district property for personal use, including leftover, discarded, and/or expired foods.**
- Any food purchased by employees may not be removed from the campus. (Note: Student Nutrition office staff, on occasion, may bring food out of the building to transport to the Student Nutrition office to allow SN office staff time to eat, providing adequate office coverage.)
- Leftover food brought for a special occasion (staff pot-luck, birthday, catered meals) may be taken home by staff at the end of the shift and must be recorded on the campus food removal log.
- Any food brought from home must be stored in a separate, designated area for employee food.
- No eating or drinking is allowed in the kitchen or serving areas while the employee is preparing or serving food.
- No chewing gum during the workday.
- Employees may bring an approved cup or container for drinks. Drinks must be kept in the manager-designated drink area(s) away from food prep and service areas.

- Cups must have a lid and straw or be a "sip" type cup such as a travel mug.
- Open drink containers are not acceptable.
- Bottles with twist top lids and cans are allowed in the manager's office only.

- SN employees may have up to a 30-minute paid break for lunch, **time permitting,** during a designated time set forth by the Student Nutrition Manager.

Employees may not leave campus during a shift, including breaks, unless consent has been given by the manager or SN administration.

Safety

Please reference applicable section of Auxiliary Handbook

Only authorized personnel are allowed in the kitchen during preparation and serving. This means Student Nutrition employees, campus administrators, maintenance and custodial personnel, as necessary, and authorized delivery service personnel.

- Only certified food safety personnel may prepare and serve food or cashier unless approved by SN Administration.
- Only SN employees are permitted to access our equipment, including ice machines.
- No visitors, including off-duty personnel, will be allowed in kitchens during hours of operation and assigned workdays.
- No employees' children or other children are allowed in the kitchens unless cleared by SN Administration (ex: student "field trip" of kitchen).

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) provided by the SN department must be utilized when performing applicable job duties. PPE includes single-use gloves, cutting gloves, rubber gloves, hot pads, burn sleeves, goggles, etc. Kitchen staff is responsible for supplying their own slip-resistant shoes.

Reporting Injury in the Workplace (Worker's Comp)

- **All employees <u>MUST</u> immediately** report any and all accidents or injuries to the SN Manager.
- **SN Manager <u>MUST</u> immediately** report all accidents or injuries to the field supervisor.
- **Field Supervisor <u>MUST</u> immediately** report all accidents or injuries to the Assistant Director of Operations or the designee.
- **THE INJURED EMPLOYEE <u>MUST</u> REPORT TO THE NURSE ASSIGNED TO THAT LOCATION AND HAVE THE INJURY EXAMINED.** The nurse will complete an accident report, and the employee will sign it.
- SN employees who fail to immediately report an injury will receive written documentation for failing to follow the procedure for reporting injury in the workplace.
- Mansfield employees are covered by Workers' Compensation – refer to Auxiliary Handbook.
- Employees who have an injury covered by Workers' Compensation are responsible for attending follow-up doctor's appointments as scheduled. Follow-up medical appointments should be scheduled during non-work hours when available by the doctor's office.
- Employees able to return to work without restrictions following a Worker's Comp incident need to take a copy of the DWC73 Form to their campus manager.
- Decisions to return to work with restrictions will be reviewed by the MISD Benefits office on an individual basis. Employees with restrictions must be cleared by SN administration prior to returning to work.

- Any employee that is unable to report to work due to injury or illness is prohibited from attending any MISD Student Nutrition event including meetings, training, and/or celebrations.
- No employee shall seek medical treatment after scheduled work hours or weekends without prior approval from their campus manager. Employees will receive a DWC73 after they are seen by a W/C doctor, and it must be given to their campus manager prior to returning to work.

Deliveries to Kitchens
Vendor deliveries must be checked for accuracy and quality within 24 hours of arrival. Any discrepancies or rejections must be reported to the supervisor and vendor within this 24-hour period.

Hazard Analysis and Critical Control Points (HACCP)
Student Nutrition staff will be responsible for following all HACCP standard operating procedures (SOPs) contained in the HACCP manual.

Student Nutrition Employee Food Handler Permit Requirement
All staff must hold an approved Food Handler's Permit or ServSafe Certification **before** beginning work in the kitchen.

Employees may not work if their Food Handler's Permit or certification is expired.
- It is the employee's responsibility to keep the Food Handler Permit current.

ServSafe®
- Student Nutrition Managers, Assistant Managers, and Bakers must obtain/maintain current ServSafe® Certification.
- Student Nutrition Managers working with an expired ServSafe® certification must obtain a food handler's permit until they obtain their certification. ServSafe® recertification must be obtained within 6 months of expiration.

Manager Meetings and Zone Meetings
- Manager meetings, including zone meetings, are mandatory to attend. Your supervisor must be notified 48 hours in advance if you are unable to attend the meeting.
- Managers are responsible for bringing their Manager Reference Manual to each Manager Meeting.

Maintaining a Professional Appearance in the Kitchen
- SN administration has final judgment on whether an employee is following the dress code.
- Name badges are required by the district and are to be worn daily (refer to Auxiliary Handbook).
  - No lanyards are allowed when working in the kitchen.
  - Name badge may be in pocket or under shirt but must be on person at all times.
  - Name badges must be visible when employee is outside of kitchen area.
- SN employees will practice appropriate personal hygiene for food service and maintain a neat and professional appearance at all times. Appropriate personal hygiene includes clean hair, clean body and teeth, and clean clothes.
- Hair should be clean and neatly combed. Hairstyle should maintain food safety standards. Long hair (for both men and women) should be pulled up and secured above the collar.

- Beards/moustache must be kept clean and professional. Beards must be covered by an approved beard restraint provided by the SN Department. A moustache presents a minimal risk of contaminating food and is not required to be covered.
- Jeans or black pants are to be worn daily.
- Department-issued uniform shirts will be worn Monday-Wednesday (unless another district/department spirit shirt is designated). Thursday is department spirit shirt. Friday is school/district spirit shirt.
- Spirit shirts include: SN department shirts, MISD district or campus shirt, college/military shirt, or plain black t-shirt.
- SN issued or personal jackets may be worn when entering freezer or cooler. Hoodies, jackets, or sweaters that are clean and do not present a risk of physical contamination (no glitter, beads, rhinestones, etc.) may be worn during prep or service. SN freezer jackets should not leave the kitchen.
- Uniforms must be clean, free of wrinkles and stains, and should fit properly. Uniforms are to be worn only when on duty. Uniforms must not be faded, torn, or damaged.
- Pants must maintain a professional appearance and be safe in the kitchen. Pants must be solid black or denim and without holes or frays. The length of the pants must reach the top of the shoe. No spandex, jeggings, leggings, or yoga pants allowed.
- Any clothing worn in the kitchen must be free of glitter, rhinestones, jewels, "bling," or other material that may detach and cause a food hazard.
- Fingernails must be short to medium in length, clean and neatly filed. Nails are too long if you can look at the palm of your hand and see your nails over the ends of your fingers. (See addendum for sample photo of nail lengths.)
- Shoes are to be slip-resistant work shoes. No open heel, open toe, or "Mary Jane" style shoes are allowed while working in the kitchen.
- The district will furnish aprons for cooking. These should always be clean and free of wrinkles.
- All SN employees must report ready to work at their scheduled time and must be dressed in the appropriate uniform prior to reporting to work each day.
- SN employees may carry a small purse or handbag to be stored in a locker for their personal items.

Head Coverings and Jewelry

- Headcovers must be worn at all times during prep and service.
- Head covers must cover all hair, including bangs. Hair extending below the collar must be restrained off the collar.
- Head coverings must have school-appropriate patterns and logos only.
- SN administration has final judgment if the clothing worn by an employee meets the dress code.
- Student Nutrition-issued head coverings may be furnished to the department as part of your uniform. Lost or misplaced hats may be purchased from the MISD Student Nutrition office, as available.
- An employee's hair must be completely covered when wearing an approved ball cap. Employees unable to completely cover hair under the ball cap will need to wear an invisible hairnet to be furnished by the employee. **All hair must be covered and restrained at all times.**
- No more than one single piercing on the face.
- All earrings must have a secure back. The stud part of the earring may be no larger than pea-sized.

- Piercings should be a stud no larger than pea size or hoops that are ½ inch or smaller.
- Necklaces may be worn. The chain of the necklace must be long enough to be concealed under the uniform. Should the employee bend over and the necklace fall loose from the uniform, the necklace chain is not long enough. No chokers are allowed.
- Rings: Rings/bands are permitted at the risk of the employee, but should not be a physical contaminant. Student Nutrition is not responsible for damage or loss of personal property.
- Watches: Banded watches are allowed (buckle or stretch bands). No jewelry-type watches are permitted. No bracelets or wristbands allowed.

Phone Use

- SN campus employees may carry cell phones on their person during work hours. Cell phones must be kept on silent or vibrate for notifications.
- Employees may check cell phones during break time. Hands must be washed after handling the phone and returning to food prep or food service.
- Personal phone use is not allowed during the work day as indicated in the Auxiliary Handbook.
- **Bluetooth earbuds are allowed in one ear only** and will be removed during meal service times.

Proper Glove Use

- SN employees will wash hands before putting on gloves for a new task.
- Gloves should be put on using proper safety measures as outlined in department training material.
- Hands must be washed, and gloves changed:
    - when gloves become dirty or torn.
    - before starting a new task.
    - after an interruption such as taking a phone call, adjusting your uniform or hairnet, or touching your face.
    - after handling raw meat and before handling ready-to-eat food.

Inter-School Product Transfers

- Only SN managers or field supervisors are to transfer products. This includes before, during, and after hours of operation. If there is a concern, please contact your supervisor.
- Product may not be taken home for next day transfer.
- All transfers must be pre-approved by supervisor.
- SN Transfer Log will be completed electronically by the receiving manager.
- This policy is in place to protect employees, product, and the integrity of the department.
- Failure to follow transfer policy will result in disciplinary action up to and including recommendation for termination (refer to HACCP SOP for product transfer).

Reasonable Suspicion Searches

Per District Policy (DHE), the District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

Travel Policy

When traveling from your cafeteria to an SN meeting, transferring food, or completing an approved work-related task as an extension of your shift, the employee will not clock out. The employee will clock out at the end of the meeting or approved task. Mileage logs are available for managers only. Managers may submit a Mileage Log at the end of the month to be reimbursed for approved travel. Mileage must be submitted through Skyward by the 6th of the following month to be eligible for reimbursement.

Tobacco
State law prohibits smoking or using tobacco products on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Other prohibited tobacco products include: smokeless products, electronic cigarettes, and any other electronic vaporizing device. Employees may be recommended for termination for violation of tobacco use policy.

Radios
- Radios must be placed in a designated area away from food preparation or below prep tables.
- Radios are allowed during preparation time and during cleaning at the end of lunch. The choice of content, including music and podcasts, must represent everyone's tastes or a station voted on for the day. Any music played in the kitchen should be school-appropriate and may not contain foul language or parental advisories.
- Music during service is allowed for planned and communicated special events/promotions that will be established by SN Administration.
- At no time should the volume be so loud that employees are not able to hear instructions from the manager or employees are unable to carry on conversation at a normal level.
- No radios or CDs are to be played during meal service unless approved by SN Administration.
- Volume should not be able to be heard beyond the preparation area or by customers unless approved by supervisor for a unique occasion.
- No ear buds or Bluetooth devices are allowed on the serving line.
- Earbuds or Bluetooth devices may be worn in one ear during prep and cleaning but should not impede an employee's ability to hear other staff or kitchen alarms. Staff must follow handwashing protocol after touching them during work hours.

Failure to follow the above policy, or should we receive any complaints regarding radio use, the privilege will be removed from that kitchen or possibly all kitchens depending on the Director's decision.

Chairs
The SN department does not allow the use of chairs/stools in the preparation, serving or cashiering area without SN Administration approval.

Money Handling Procedures
All money handling procedures must be followed in accordance with department procedures. *End of Day paperwork should not be signed prior to completing the daily close-out.* Failure to follow procedures will result in disciplinary action up to and including termination.

Start-up funds must be counted and verified daily by the manager and one other employee before the meal service period begins for each terminal.

Start-up funds must be removed from the bank bag and placed in the cashier drawer to be used during meal service.

At the end of service, all cash and checks in the POS drawer must be counted and verified daily by the manager and one other employee. This includes the start-up funds. All cash counts must be recorded on the cashier worksheet and the Express Point cash counter screen.

The final deposit will be counted by the manager and verified by one other employee.

All financial transactions must be documented as outlined in the End of Day Money Handling training provided annually.

Do not add personal funds to daily deposit or start-up funds to balance the funds.

Any variance greater than +/- $3.00 between the Calculated Cash and Actual Cash on the daily Primero Activity Report must be reported to the Field Supervisor or SN Administration.

A Change of Custody form is to be signed and dated by the campus front office staff that takes the deposit bag from the Student Nutrition staff.

SN cashiers are to comply with all department money handling processes including double counting money at the POS, the correct completion of paperwork, and ensuring sales and account deposits are recorded correctly.

Account Restrictions, Food Allergies and Special Diet Requests:

- When an account restriction is received in writing by a student's parent or guardian, the manager should add the restriction to the account and file the form in the manager's office.
- If an account restriction is received via email, the manager must print the account restriction and follow the above procedure.
- When an account restriction is received verbally by phone, ask for a follow-up email or account restriction form and make the change in the POS immediately.
- If an account restriction is unclear, the manager must request further clarification. Never add a restriction that is not clearly stated.
- All account restriction additions or adjustments must be accompanied by a comment in the "Picture/Notes" section in the student account. The person entering the note must include the form of communication (email, parent phone call, etc.) and a brief description of what restriction was added or adjusted. ("Ex: removed allergen information per parent phone call.")

If a manager receives an account restriction due to allergies or a special diet is requested, the manager must immediately call or email the department menu coordinator for further instructions. No substitutions can be made without approval from the menu coordinator, assistant director, or director.

It is the responsibility of the manager and the cashier to read all account alerts for the students. Failure to read and adhere to account restrictions can result in disciplinary action up to and including termination.

ADDENDUM:

Nail Length—Short and medium lengths are allowable. Site supervisors have the final say regarding appropriate length for safe food handling purposes.

Acceptable Nail Length Examples

