

Richland-Bean Blossom Community School Corporation

NUTRITION SERVICE PERSONNEL GUIDELINES AND POLICY PROCEDURES:

Welcome to RBB Edgewood Schools!

The following is a policy and procedure guideline for Nutrition Services Staff. It is our goal to provide safe, nutritious, and satisfying meals to all of our students. The rules of our kitchen staff have been implemented to do just that.

PAYSCALE: The current pay scale was discussed with you during your interview process. The pay cycle is bi-weekly, payday is on Friday, and checks are direct deposit only. Your first check might be a hard copy depending on the timing of payroll.

BENEFITS: Health, Dental, and Life Insurance is available for our full-time Supervisors only. If you are eligible, please make an appointment with our human resource personnel to complete your paperwork. **We do have supplemental insurance available for all staff. All staff must schedule an appointment to see them during the open enrollment time.**

ATTENDANCE: As a continuing effort to provide excellent customer service, a full staff is essential. Please try to schedule appointments before or after work hours. If you have to schedule an appointment during the day, please let your Supervisor know and put your AESOP request in as soon as you know. Please do not report to work if you have a fever, vomiting, or have uncontrollable cold-like symptoms that may lead to the spread of bacteria. Your attendance and tardiness record will be a factor in your evaluation. If you need to schedule a day off or are sick, please report it to your Supervisor ASAP and put it in AESOP online or by phone 1-800-942-3767 immediately upon the request. This is your responsibility to track in AESOP, failure to do so will result in not getting paid for the day. Please note that new staff have a 40-workday probation period before receiving any paid leave days. If your attendance goes into unpaid days, you may be terminated from your appointed position.

ON-TIME: Walking in the door at your scheduled time is not on-time, please arrive 2-3 minutes early to put your items away and then clock-in.

MEALS: All Nutrition Services personnel will receive one complimentary breakfast and lunch during their working hours. All other items must be purchased through the register at full adult price. All food must be consumed in the dining room or break area only. Employee's drinks must be stored in Employee Designated areas.

GUM CHEWING: Gum chewing is not permissible during working hours.

DRESS CODE: Hair restraints must be worn by all Food Service Personnel at all times. All employees are furnished with RBB ball caps and uniform shirts. After a 90-day probation period, and the commitment of employment throughout the school year, you will be provided a shoe allowance. We ask that you choose a slip resistant type of sole to wear at work only. It is

your responsibility to provide white, black or khaki pants, capris, or long skirts. Short skirts are not appropriate. No shorts may be worn (except for HS currently no air, and summer feeding-knee length), no short skirts above the knee, no sleeveless garments in the kitchens, no open toe or heel shoes, socks or stockings must be worn, no high heel shoes. You may wear a sweater; however, sweaters are not to be worn on the serving line. Do not wear aprons outside of the kitchen, please remove them before leaving the kitchen area. The only jewelry permitted is a watch and one ring (wedding band). *Facial piercings need to be removed or taped and covered so they do not fall out.

HAND WASHING: Washing your hands is a key way to prevent cross contamination. Wash your hands after any activity that could pose a cross contamination: Using the restroom, taking out the garbage, touching your skin, etc.. Hands should be washed only in designated sinks and never in sinks used to prepare food. Follow ServSafe procedures to wash hands. After washing, then put on your gloves.

GLOVES: Gloves act as a Second Skin for hands. Use gloves at all times to avoid bare hand contact with ready-to-eat-foods. Always change gloves when soiled; wash hands, and get a new pair of gloves.

PERSONAL HYGIENE: Nail polish, fake and “long” nails are not acceptable for food service personnel. Also, a higher approach to personal hygiene must be taken for food service employees. We must present ourselves in a professional manner. Uniforms must be clean and free of wrinkles.

PHONE CALLS: Excessive personal calls should not be made. You can have your cell phone on you, but we DO NOT want to see it during service times. If you use your phone, WASH your HANDS! Please use your cell phone before or after work or during a break. Also, if there’s an emergency, please ask your Supervisor to attend to your phone.

DELIVERIES: Please CHECK IN all deliveries. All orders must be checked in. When putting the delivery away, the item must be dated, and rotated.

CUSTOMER SERVICE: All food service personnel shall present a pleasant and friendly demeanor on a daily basis. Smiles must be worn regardless of any conflicts or personal issues you may have. Remember, we are at a school, set an example for children- no bad attitudes, crankiness, etc... Follow handbook rules for each school- no excessive swearing (no swearing in front of children at all) no put-downs, treat each other with respect.

ACCOUNTABILITY: All portion guidelines are to be explained by your supervisor. Do not give any more or less when portioning. These food portions are imperative in our operation. Also, when running a register, it is imperative to assure you have the right student/account. Incorrect transactions and portioning may result in disciplinary action.

CHILDREN AT WORK: Due to liability/insurance purposes, children are not allowed in the kitchen unless through nutrition education engagement. They can be in the dining room/office only if a secondary school student. If your starting hours need to be adjusted due to this, please let me know immediately.

CONDUCT POLICY: Proper conduct is essential. We must set a good example for our students. The following infractions could lead to discharge. Stealing, any violation of the student handbook, excessive swearing, smoking on school property, transferring or removing any item from one facility to another without approval. Gossip, and/or slander of students, parents, school officials, and co-workers. Any form of insubordination.

SAFETY 1st: All PPE (personal protection equipment) must be worn and be aware of your surroundings at all times. Also, earbuds are NOT permitted as they can become a safety hazard.

TEAMWORK: As you all know, a TEAM is not successful unless we work together. Help each other, ask questions, COMMUNICATE!

I have read, understand, and will adhere to the guidelines, policies and procedures.

Signed _____ Date _____