

Perry Community School Nutrition Service Handbook



Personal Conduct

Work as a team!

Customer Service

- SMILE!
- Say Hi
- The students are our customers, let them know you appreciate their business!
- All School staff are our customers, be kind and respectful

Professional Behavior

- Be honest
- Be courteous, pleasant and respectful to everyone all times
- Be a Team Player
- Teach, train and mentor each other
- Ask for assistance and offer assistance

Cell Phone Use

- Cell phones are not permitted on your person while at work
- Cell phones need to be in your locker
- Cell phones are not to be at your work station
- Must have manager approval for any exception

Dress Code

You must be in dress code when you punch in for your shift.

Hair restraints

- Hairnets, hats, bandanas, or any other hair restraints must be worn. Hair needs to be restrained at all times and out of the face and off the shoulders.

Uniform

- Uniform shirts will be provided
- Uniform shirts must be worn Monday thru Thursday
- Pants must be black, blue, navy, gray or kaki. Solid Dark Colors
- NO denim or jeans except on Fridays
- School spirit shirts/or Workplace Pro T-Shirts can be worn on Fridays
- Shorts may be worn when temperature is over 85 degrees
 - Shorts must be no shorter than 2 inches above the knee
 - No denim shorts unless it is Friday

Shoes

- Sturdy closed-toed shoes only.
- No sandals
- No open-toed shoes

Jewelry

- Only a wedding band is allowed
- No other jewelry can be worn
- No artificial nails
- No fingernail polish

Sanitation

Aprons

- Wear a clean apron everyday
- Remove apron when going outside or to the restroom
- Change your apron when it becomes soiled

Handwashing

- Use designated hand sink
- Wash hands (using soap) for at least 20 seconds
- Dry hands with paper towels
- Turn off water with paper towel
- Wash hands before starting work
- Wash hands after you touch any part of your body, this includes scratching your face, arm or your head, etc.
- Wash hands after you use the restroom
- Wash your hands when you start a new task or returning from outside

Work Day

Scheduled work hours are assigned at the beginning of each school year. For most Nutrition Service employees, scheduled days follow the school calendar. It is expected that employees will be available and ready for work those hours/days. Occasionally supervisors may request that employees work extra hours to assist with receiving of grocery orders, shortage of staff, catering events. etc. Extra hours worked will be paid during that same pay period.

Letter of assignment/ contract hours are not a guarantee of hours. Each supervisor/manager has the discretion to request a staff to come in late or leave early depending upon the decrease in business. This reduction in hours will not be made up unless the staff request to take personal time.

See your letter of assignment- second paragraph "The scheduled workday shall be X hours per day or as directed by the supervisor"

Absences

If you have the following symptoms you are not to report to work. Vomiting, Diarrhea, Fever, sore throat (other than sinus drainage)

Procedures for calling in

- Must call your kitchen manager 2 hours prior to your start time.
- If your start time is 6:30 am, then please call or text no earlier than 5 am.
- Keep the kitchen manager informed if you will be sick the following day
- You will need a doctor's note to return to work if you are gone 3 days in a row.

Personal Days

Personal days must be arranged in advance. Request for personal days may be denied. It is the discretion of the Manager to approve or deny personal time. The kitchen manager may limit the number of staff gone on any day. The limit may be 1 employee per kitchen. According to the support staff contract, personal leave may not be taken the day before or after a holiday without the Nutrition Directors approval.

Tardiness

Tardiness is punching in any time after your scheduled/assigned start time. If your start time is 6:30 and you punch in at 6:31 this is considered tardy. Consistent tardiness will not be tolerated.

You should be ready to work once you punch in—put belongings in locker, put hairnet on, wash hands. There is no punching in and THEN taking your coat off/ putting your personal belongings in your locker. This should ALL be done prior to you punching in.

Breaks

Any staff member that works 6 or more hours is required to take a ½ hour unpaid meal period.

Fifteen minute paid breaks will not be given to any staff member. If "extenuating circumstances" arise a staff member may arrange for a 15 min break with the manager.

Restroom breaks can be taken at any time necessary.

No food shall be kept or consumed at a work station. A beverage in a spill proof container may be at your work station.

Meals

Those staff members that take a ½ hour unpaid meal period will be allowed to consume a school prepared meal. This could be a breakfast OR a lunch meal. Only one meal will be allowed for said staff member.

Purchases

Nutrition staff may purchase ala carte items as students and any other school staff does. Purchases for baked goods must be approved by the Director. Invoices must accompany baked goods purchases as any other caterings. No purchases can be made from the grocery vendors.

Snow Days/Weather-Related Late Starts and Early Outs

The Superintendent is the decision-maker for school closing, late starts and early outs. Staff are urged to add their name and number into the messenger system to get phone notifications of late starts or closures.

In the event that the Superintendent determines that school should be closed, no staff will report to work except those that work year-round. Any days missed due to closures will be added to the end of the school year. All employees are expected to work those days.

If there is a late start to school, all staff will still report to work at their normal times or the time they feel the roads are safe to travel. All schools will serve a cold breakfast on late start days.

Accidents

All accidents or incidents in the Nutrition Service department are to be reported to your supervisor. The injured staff will need to call the EMC nurse to start a claim. Calls to EMC must be done within 24 hours of the incident. If calls are not made your claim may be denied later. Each school does have a nurse on staff that can assist in determining if medical attention is necessary.

Timesheets/Paydays

Employees will punch in and out for all shifts. Timesheets will be verified/signed each week. Should staff want a copy of their time sheets they may log into Frontline and print a copy. Extra copies of timesheets will not be automatically printed. Paydays fall on the 1st and the 16th of each month. If staff would like a print-out of their deposit, they may print from the office computer before or after their shift as long as the computers are not being used by staff still on the clock.

Evaluations

Per the support staff hand book, an evaluation will be administered in the first year of employment and an evaluation will be administered every 3 years thereafter. Per the Nutrition Service handbook, an evaluation will be given midyear and end of year. Nutrition Staff will be evaluated on the following.

- Attendance and Punctuality
- Productivity/Quality of Work
- Adaptability
- Behavior and Attitude
- Safety and Sanitation

Thank you for being part of the Perry Nutrition Department!

Go Blue Jays!!!

Perry Community School Nutrition Service Handbook

I have read and received a copy of the Perry Community Schools Nutrition Services Handbook. I agree to abide by the guidelines as a condition of my employment and my continuing employment at the Perry Schools.

I understand that if I have questions, at any time, regarding the contents of said handbook, I will consult with my immediate supervisor or the Nutrition Director.

Employee Signature: _____

Employee Printed Name: _____

Receipt by: _____

Date: _____