

**FOOD & NUTRITION SERVICES**  
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**PERSONNEL HANDBOOK**

**July 2007**



**FOOD & NUTRITION SERVICES OFFICE**

**386-4780**

**Operation's Center**

**1008 West Kimberly Road**

**Davenport, IA 52806**



**TO PREPARE  
NUTRITIOUS  
APPEALING MEALS FOR  
A REASONABLE PRICE**

**Food & Nutrition Services  
Mission Statement**

## **PREFACE**

The purpose of this handbook is to help new Food & Nutrition Services employees adjust to their new jobs easily and quickly; to help everyone better understand their jobs and responsibilities; and to make all staff aware of the work rules of the Food & Nutrition Services Division. This handbook is intended to supplement the Service Agreement between AFSCME Council 61 – Local 751 - and the DCSD. At all times contract language supersedes this handbook.

Wherever in this handbook "she" or related pronouns may appear, they have been used for literary purposes and are meant to include both female and male sexes.

A copy of this document is available to all Food & Nutrition Services employees in every work location through their immediate supervisor.

It is each Food & Nutrition Services employees responsibility to comply and become familiar with the contents of this handbook.

July 2007

## PROHIBITED WORK PRACTICES

The following list represents examples of most prohibited work practices but is not an all-inclusive sampling.

### I. Work Performance-

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments.
- B. Neglecting job duties and responsibilities.
- C. Loafing, loitering, engaging in unauthorized personal business or prolonged visiting while on duty.
- D. Disclosure of confidential information and records to unauthorized personnel.
- E. Intentionally falsifying records or giving false information to government agencies, private organizations or to employees responsible for record keeping.
- F. Failure to observe all safety rules and practices, including the use of protective equipment and clothing, or in the operation of vehicles and equipment.
- G. Failure to report, within 24 hours, all accidents or injuries which occur during working hours or while performing school district business, including reporting traffic accidents involving any school vehicle.

### II. Attendance and Punctuality-

- A. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time.
- B. Unexcused or excessive absenteeism.
- C. Abuse of sick leave privileges.
- D. Leaving the place of duty during the work shift without permission
- E. Failure to observe the time limits of breaks.

### III. Use of Property-

- A. Abuse or misuse of district or private property, materials and equipment.
- B. Stealing or unauthorized possession and use of district or private property, equipment and materials.
- C. Unauthorized posting or removing of notices signs posters or similar materials.
- D. Unauthorized use of district property or leased sites.

### IV. Personal Actions and Appearances-

- A. Threatening fellow employees, representatives of other agencies or the general public or attempting to inflict bodily harm.
- B. Threatening, intimidating, interfering with or using abusive and profane language toward others, including ethnic slurs.
- C. Horseplay, including but not limited to practical jokes, pushing, running or throwing objects.
- D. Failure to observe smoking regulations.
- E. Unauthorized possession of weapons.
- F. Making false or malicious statements concerning other employees, supervisors or the department operations.
- G. Sexual harassment or harassment of any kind toward any staff or student. This includes comments, jokes, gestures, touching, or any action which may be perceived as harassment by an individual.
- H. Unauthorized possession or use of alcoholic beverages or narcotics during work hours, while on district time or property or while engaging in district business.
- I. Reporting to work in a condition which is unsafe to the employee, fellow workers and physical property or to be unable to perform job responsibilities due to the influence of alcohol and/or narcotics when such use affects the performance of job functions.
- J. Immoral conduct or indecency as it affects the job.
- K. Eating or drinking in unauthorized areas.
- L. Violation of health and sanitation procedures, directions and requirements including littering or creating unsanitary conditions.
- M. Selling commercial or private products or services on district time or premises.
- N. Unauthorized solicitation of funds or donations for any purpose on district time.

"Prohibited Work Practices" cont.

- O. Unauthorized distribution of printed matter on district premises.
  - P. Unauthorized possession, lending, borrowing or duplication of keys; careless or improper use of keys or failure to report promptly the loss of keys.
  - Q. Dress or grooming which is inappropriate or unsanitary for the employee's specific assignment.
  - R. Failure to submit to inspection any personal packages taken from the employee's work area upon the request of a supervisor.
  - S. Soliciting or accepting unauthorized compensation, reward, gratuity or gift of any kind of value for any matter related to the employee's job as an employee of the district.
  - T. Engaging in unauthorized political or union activities while on paid time.
- V. Outside Activities and Employment-
- A. Transacting business as an employee of the district with any business entity in which the employee has an interest except as authorized by law.
  - B. Engaging in any outside activities or employment which may impair the employee's independence of judgment or his ability to perform his duties as an employee of the district.

As stated earlier, the Prohibited Work Practices does not constitute the entire list of violations for which any employee may be disciplined. Other rules are provided by statute, by Iowa Code and by administrative procedures established by management to meet specific conditions. Violation of these rules will also result in appropriate disciplinary action.

## WORK SCHEDULE

### Work Schedule

Food and Nutrition employees will follow the official academic calendars of their individual building of the Davenport Community School District working the same number of days that the students are in attendance in their assigned building. Additional workdays may be scheduled for such purposes as: in-services, cleaning or meetings. Your manager or cook-in-charge will notify you of these dates.

All employees shall sign-in and be at their work area prepared to work at their assigned starting time. Your scheduled work hours will be posted in your building. Arriving late for work or leaving the job early will not be permitted. In emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income producing activity takes precedence over your job with DCSD.

Occasionally your scheduled work hours may be adjusted to accommodate a heavier or lighter workday or weekly Wednesday early dismissal. Should your hours need to be modified for the day, you will be given the choice to makeup those hours during that same workweek. Other changes may also be necessary to accommodate early dismissals, late starts, audits, or bell schedule changes. Employees whose regular work schedules are being modified for the subsequent school year will be notified by August 15. Should it become necessary to reduce an employee's hours after the beginning of the work year, and/or change the job classification of an employee, the District agrees to give two (2) weeks advance written notice of permanent work schedule and/or job classification changes.

### Rest Period

Employees working 5.25 hours or more receive two 15 minute paid breaks. Employees working 4 to 5 hours get one 15 minute paid break. Employees working less than 4 hours are not entitled to a paid break. Breaks are to be taken midway through your day, or as near as possible. You may not combine the two 15 minute breaks, nor are you allowed to take breaks at the beginning or end of your scheduled work day. Employees may have their break times changed should an emergency arise.

### Time Sheets

Time sheets are to be completed daily. See appendix for sample form. Indicate the **actual time** you start work and the **actual time** you leave. You are not to work before or after your scheduled work hours unless prior approval from your immediate supervisor has been given. Employees are paid on a bi-weekly basis: with payroll terminating on alternate Fridays and wages for services rendered to be paid on the following Friday. Payday may be temporarily changed when an emergency develops which is beyond the control of the District. Checks will be issued by your immediate supervisor. Employees may choose to have their paycheck automatically deposited in a financial institution of their choice. This can be done by completing an "Employee Authorization Payroll" form. *See appendix for sample.* This form is also used to change the financial institution of choice.

Hourly rates for job classifications are listed in the bargaining unit contract. When it becomes necessary to temporarily transfer an hourly rated employee to a higher job classification for 50% or more of the daily work schedule of the higher job classification, that employee may be entitled to pay differential. Pay differential will be reflected on your biweekly check if you qualify. *(For further information on pay differential, see contract under wages.)*

See Article V of Food & Nutrition Services Agreement between the AFSCME Local 751 and The Davenport Community School District for additional information concerning:

- Computation of hours worked
- Overtime
- Work Schedule
- Voluntary Work
- Rest period
- Lunch
- Time Sheets

## **Appointments and Seniority**

See Article IV for additional information concerning:

- Seniority
- Probation
- Layoffs and Recalls
- Job posting

## **Summer Food and Nutrition Program:**

The Davenport Community School District has been a sponsor of this Federally fund program since 1987. Any Food and Nutrition employee with seniority is eligible to bid on available positions in this program. Employees maintain the same position year to year unless they resign or transfer within the Summer Food and Nutrition Program. See Article XIII.

## **Absence From Duty**

Should it become necessary for an employee to be absent for any reason, it is the employee's responsibility to notify the appropriate personnel as far in advance as possible and complete all required forms. Only in an extreme emergency should someone else call in for an employee. Employees are expected to personally speak to their supervisor when they are unable to work. Those employees working long hours must call in by 5 A.M. or the night before, short hour employees must call in no later than 7 A.M. This will allow time for subs to be contacted. All head cooks, cooks, cashiers, and workers are to notify their manager or cook-in-charge. All managers and van drivers are to notify the Supervisor of Food and Nutrition Services or designated rep. If a cook-in-charge must be absent for any reason they are to notify their production kitchen manager, principal and Supervisor of Food & Nutrition Services or designated rep. In addition all cooks-in-charge must contact their production kitchen manager when personnel from their satellite kitchen will be absent to arrange for subs. At that time a decision will be made if a sub is necessary to fill in on that day. There should be an understanding between the employee and the school district as to when the employee will be returning to work. Upon returning to work the employee must complete a "Leave or District Assignment Request" form 5530. *See appendix for sample.* Absences of 3 consecutive days, or longer, will require a release from your doctor stating that you are ready to return to your regular position. If you are absent from duty for 3 consecutive workdays without proper notification and authorization, you shall be considered to have abandoned your position and may be terminated.

Unpaid leaves of absence are discouraged because of food production requirements, but will be granted at the discretion of the Supervisor of Food and Nutrition Service or designated rep. Approval for unpaid leaves of absence must be secured at least one week in advance by filling out a "Leave or District Assignment Request" form 5530. No more than one employee per school will be granted an unpaid leave at one time. Approved unpaid leaves will be granted on a first-come-first-serve basis. An employee with greater seniority will be given preference only if her leave request is submitted and approved 30 calendar days before the leave is scheduled to begin. No leaves will be granted during the first or last week of the school year. Please allow at least three working days processing time on leave requests.

Extended leaves of absence without pay for one or two semesters may be granted with just cause at the discretion of the district. Leaves for first semester should be applied for by July 1, or as soon as possible thereafter. If an extended leave is granted, the employee forfeits her right to bid on any job opening that might become available during her approved leave. The employee is responsible to pay insurance premiums if they are currently receiving insurance benefits during this time. Upon return the employee will be placed in the job classification they were holding before the leave was granted, however they are not guaranteed placement in the same building. *(For additional provisions regarding extended leaves see your union contract.)*

## **Leaves of Absence**

Paid leaves, as stated in the Food & Nutrition Services Agreement, include jury duty, bereavement, emergency, health and personal business leaves. For terms of qualifying for such leaves; see the Food Service Agreement, Article VI. All absences must be requested on the "Leave or District Assignment Request" Form 5530. Care should be taken in filling this form out. If you have questions over filling out this form, see your immediate supervisor. Leaves for bereavement, emergency, health

### **"Leaves of Absence" con't.**

& personal business can be taken in one hour increments.

No leaves of absence will be granted during the first or last week of the school year.

### **Health leave**

- 1) At the beginning of each school year, a total of fifteen (15) days of health leave allowance (accumulated from year-to-year regardless of the number of years of continuous employment for employees hired prior to July 1, 1998. Hires after July 1, 1998 have a maximum accumulation of 180 days) shall be credited to each employee. Beginning July 1, 2007 new employees will be credited with ten (10) days of health leave allowance and will receive an additional day for each year of service up to fifteen (15) days.
- 2) During the month of December each year, employees will receive a record of their accumulated health leave from the Director of Human Resources.
- 3) New employees whose services commence after July 1 shall be granted a pro rata share of the ten (10) days allowed.
- 4) Scheduled holidays which intervene during an employee's absence due to personal illness are not deducted from health leave allowance.
- 5) Health leave may be taken in one hour increments.
- 6) Maternity leave shall be treated as any other illness or disability.
- 7) In order to be eligible for health leave allowance, it is the responsibility of the employee to notify their immediate supervisor as soon as possible regarding the illness and to present such reasonable evidence as requested to confirm the necessity of such absence. A doctor's statement may be required as evidence of the employee's ability to resume employment after a confining or disabling illness or accident.
- 8) After a confining illness or disabling accident, a doctor's certificate or statement must be submitted with your report before you will be allowed to return to work. It must contain the following information:
  - a. Date of the examination
  - b. Time period during which you were unable to work
  - c. Date you can return to work and resume your normal duties.
  - d. Doctor's signature
- 9) Abuse of health leave, frequent sickness or suspected abuse of health leave may necessitate a doctor's certificate for each absence, even if the absence is only one day.
- 10) Every attempt shall be made by the employee to schedule medical and personal appointments at times when the least; if any, amount of time away from work is required. The appointment time on the Absence From Duty form is required, documentation maybe requested.

### **Long-term Disability (LTD) Insurance Leave**

1. After all accumulated health leave has been exhausted; an employee scheduled to work an average of 4 hours or more per workday, may apply for LTD Insurance coverage. The Employee's Benefit Department at the Administration Building should be contacted concerning application for disability insurance.
2. There is twenty-day lapse after expiration of health leave before insurance coverage begins.
3. Each employee's accumulated sick leave balance is available through the payroll department at the Administration Building. Ask for the payroll specialist.
4. While on LTD Leave, all benefits stop accumulating.

### **Family Medical Leave Act (FMLA)**

For any qualifying staff (generally, full-time) who are absent for more than 3 consecutive days for health reasons or 3 total days for family health reasons, it will be necessary to file for FMLA. Contact Sue Herzmann at ASC, 336-5000, or inquire at FNS office.

## BENEFITS

See Article VII and Article VIII in the contract for additional information concerning:

- Health Insurance
- Life, Accidental Death & Dismemberment Insurance
- Disability Insurance
- Dental Insurance
- Holiday Pay
- Vacation Pay

### Resignation and Retirement

Resignations:

In order to resign in good standing, **an employee must fill out a letter of resignation, which includes at least two weeks notice. They must also complete the “Personnel Termination/Resignation” form.** This should all be done at the Human Resources Office located at the Davenport Schools Administrative Center, 1606 Brady Street. The Administrative Center is open from 7 - 4:30 Monday thru Friday. *(See appendix for sample.)*

Check with the Food and Nutrition Services office concerning possible purchasing or selling back of previously worn shirts.

Upon termination of an employee’s services with the school district, all salaries due the employee will be paid in full at the next scheduled pay period. (Providing all reports, records, keys and name badges have been returned to the Food and Nutrition Services Office.)

Retirement:

There are two types of retirement systems available to employees. Each of these systems is supported in part by deductions from the members participating and in part by matching contributions from the District. These are the Federal Social Security System and the Iowa Public Employees' Retirement System. *(Contact the Employee’s Benefit Department at the ASC for additional information.)*

A Golden Pass shall be given to all retirees from the Davenport Community School District. This pass shall permit the employee and his or her spouse free entry to all school extra curricular events. An employee must have ten years of service with the system prior to retirement to qualify for the pass.

### Tax Sheltered Annuity Program

Employee’s of the DCSD may participate in individual Tax Sheltered Annuity Plans in addition to those set forth in negotiated contracts as provided annually by board action. Those employees interested should contact the Employee’s Benefit Department at the ASC.

### Liability Insurance

The school district is covered by a Comprehensive General Liability and Catastrophe Insurance policy, which includes all employees as “additional insurers.” This policy provides protection for any employee who may be accused of being responsible for any act resulting in bodily injury or property damage, so long as that employee was performing his or her assigned duty in the prescribed manner at the time the injury or damage occurred. It does not necessarily protect the employee when the employee is guilty of “gross negligence” as defined in the insurance policy in the performance of his or her assigned duties.

### **Parking and Work Entrance**

Check with your immediate supervisor on where you may park and what doors you are to enter from. Some schools have assigned parking, and only a few selected doors may be unlocked.

### **School Cancellations**

Should it become necessary to cancel or delay school, a decision should be made by 5:45 a.m. Cancellations are announced on local TV, radio stations, and also on the District HOTLINE (323-2400, Ext. 9618). It is your responsibility to listen for such cancellations. If school is canceled Food and Nutrition employees are not to report to work. This is an unpaid day. Canceled days are generally made up at the end of the school year.

### **Food Consumption & Payment**

All employees shall be granted a complimentary adult lunch or a combination of food and/or beverage items valued up to the approximate dollar value of an adult lunch, to be eaten during a scheduled rest period or outside the work schedule. The choice of the food items selected is at the discretion of the employee. All meals must be eaten in the cafeteria; no portion of the employee's meal may be taken home for consumption later. Food is not to be carried out of the kitchen, even as scraps for pets. Employees are not to be eating while on the job, except at designated morning break or lunch time, and when "tasting a product." All beverages (including canned and bottled) must be in a non-breakable, enclosed container. **No beverages** are allowed on the serving lines or cashier counters at anytime.

The only non-paying adults eating lunch or taking a break in the school kitchen are the school food service personnel. Other school employees are allowed to eat school meals but must pay the adult price. Parents visiting school with their child are allowed to eat if they pay the adult price. Other outsiders, delivery drivers, etc., must also pay the adult price and are discouraged from eating in the cafeteria on a regular basis.

Employees may purchase bakery and purchased ala cart items to be consumed off site with prior approval from their immediate supervisor. Employees will pay the going rate to the designated cashier and in return the cashier will issue a receipt for purchases made that day. All items are to be paid for on that day. Cashiers are not allowed to accept charges.

Purchasing any product from Food and Nutrition vendors is prohibited if business is conducted during work hours, product is delivered to the school, or the employee receives any special benefits as a result of the school/vendor relationship.

### **GIFTS**

Gifts to Food and Nutrition Services personnel may be accepted only in accordance to Board Policy #103.3 and the Iowa Code ch. 68B (1993).

## PROFESSIONAL & PERSONAL APPEARANCE

Uniform shirts may be purchased at the Food and Nutrition Services Office during regular business hours. All employees are required to wear the district-designated shirt the first day of work. It will be the only shirt allowed, except on occasions as stated below. The first shirt will be automatically deducted from your uniform allowance. No other expenses can be reimbursed from your uniform allowance until you have completed probation.

Once a week, preferably on Friday, your kitchen may choose to wear a different shirt to promote school spirit days, holidays, special school or cafeteria planned events. All employees who choose not to participate on such days must wear the district uniform top. Your manager will let you know what shirts are acceptable to wear on these days. Uniform requirements are to be met daily. A uniform/laundry allowance is provided in accordance with the contract; see Article IX, section 5. Original receipts should be brought to the Food & Nutrition Services Office. Any original receipt brought in \$25.00 and under will be paid back in cash within a day or two (depending on how busy the office is at the time). Any original receipt over \$25.00 will need to be sent down to accounting from the FNS office for a check to be issued. You will be reimbursed in two/three weeks.

**Employees have until 1 week after their last June paycheck is received to turn in receipts for that school year.**

**Any employee not meeting the following requirements can/will be sent home without pay.**

### **I. ATTIRE**

Uniform:

1. Purchased uniform shirts from the Food & Nutrition Service Office.
2. **White or khaki pants**, culottes, or skirts. Cotton walking shorts, no shorter than 2" above the top of the knee cap. **No** pants with elastic or ribbed cuff at the ankles, nor jean styles with pockets sewn on the outside and made of denim fabric, or leggings are allowed. Pants cannot have rivets.
3. Closed-toed, skid resistant, leather or vinyl, preferably white shoes. **NO** canvas or cloth shoes; or mesh tongues.
4. Uniforms should be well fitted, for your appropriate body size. They should not be tight or reveal undergarments.
5. Uniforms should be clean, pressed and in good repair **daily**.
6. Panty hose or socks must be worn.
7. Appropriate undergarments must be worn.
8. Picture nametags with identification of employees' full name **WILL** be worn at all times. Nametags must be worn on the upper half of the body. Employees' losing their nametag will be required to have a new one made at the cost of \$5.00. Any employee not wearing a nametag can and will be sent home without pay.
9. **NO** finger nail polish or fake or acrylic fingernails are to be worn.
10. Sweaters or shirts can be worn that will cover your top. If added warmth is needed a turtleneck of matching solid color or white can be worn under your uniform top. Turtlenecks must have snug fitting sleeves. Sweaters and shirts must have snug fitting sleeves and be zipped or buttoned at the waist
11. Sweatbands around head may be worn if cleaned daily.

Hair:

Hair should be clean and neatly arranged. **All** employees must have their hair restrained. Employees with long hair will have it tightly pulled back. Hairnets and bows with attached nets are considered acceptable means for restraining hair. All hair outside of nets must be restrained with a cosmetic (hair spray, gel, mousse, etc.) hair restraint.

Jewelry:

1. Rings: No more than a total of two rings are allowed. A wedding set is considered as one ring. Rings must be worn securely fitted.
2. Necklaces: To be worn inside shirt.
3. Earrings: Two earrings per ear. Button styles are to be no bigger than 7/8" (size of a nickel) and hoops must touch the bottom of the earlobe. No dangling earrings. Pierced ornamentation will be worn in ears only.
4. No bracelets.
5. Watches but must be tight fitting, no loose-bracelet styles.
6. Pins – No more than 2 pins may be worn at one time. Professional pins may be worn all year. Holiday pin, 1 week prior to the holiday. Pins may not be larger than 2 inches diameter, no dangling parts.

Employees should direct any questions they might have concerning acceptable attire to their immediate supervisor. Manager's are responsible for communicating what is appropriate attire and reserve the right to send home an employee whose attire does not fall into district policy.

### **Care instructions for District Uniform Tops**

- Follow all the care label instructions exactly, unless you must pretreat for a specific stain. Stains should be pretreated immediately, then washed as soon as possible. Always pre-test stain removers and bleaches on a hidden part of the garment before using.
- To minimize wear on the outside of your shirt and to prevent color loss, turn it inside out before washing and drying. When line drying, put bright colors in the shade. When machine drying, be careful not to over dry. Over drying can cause wrinkling, puckering, harshness and excessive shrinkage. You can prevent over drying by tumble drying only to the damp stage, then hang on a clothes hanger for final air-drying.
- Emergency Care--Ballpoint ink: spray with hair spray, then flush with water. Put in normal wash as quickly as possible. Other foods or beverage spills: dip a cloth in club soda and sponge the spot.
- Tea and coffee with milk or cream: soap should not be used. Garment should be given a cold water soak, then a normal wash.
- Green vegetables, tempera paint, grass, beets, color bleeding, soft drinks containing dye, cherries, bluing, carrots, felt tip pen ink, mustard: Gently rub liquid detergent into the stain, thoroughly rinse and soak in solution of all fabric powdered bleach and water. If stain does not come out, a solution of liquid chlorine bleach (if it is safe for fabric) may be tried. Garment should then be put through normal wash.
- Grease, suntan lotion, lard, automotive oil, margarine, butter, colorless salad dressing, bacon fat, ointment, face cream, mayonnaise, baby oil, hand lotion, cooking oil, hair lotion: gently rub heavy duty liquid detergent into the stain. Thoroughly rinse and then wash in hot water.
- Washable ink, preserves, alcoholic beverages, jellies, tea, coffee, beer, tomato juice, wine, cola drinks without dye, fruit juice, berries: soap bars or flakes should not be used as they will set the stain. Using detergent, presoak in cold water, then wash as normal in warm water.
- Ice cream, milk, mud, feces, cream, pudding, baby food, cheese sauce, school paste, egg, baby formula, blood, mucus, vomit, wine: Hot water will set these stains, so it should not be used. Pre-treat with enzymes or detergent, presoak in cold water, then wash normally in warm water.
- Carbon typewriter ribbon, pine resin, candle wax, tar, furniture polish, lipstick, eye makeup, carbon paper, floor wax, shoe polish, crayon: Dry cleaning solvent is to be sponged or sprayed on before rubbing gently with heavy duty liquid detergent for oily or waxy stains. Bleach solution safe for the fabric is used to treat dye stains. Garment is then given a normal wash.
- Deodorant: Apply heavy-duty liquid detergent, then wash in warm water. Aluminum or zinc salt build-up may be impossible to remove.
- Perspiration: Apply heavy-duty liquid detergent or soak in warm water with a presoak product for 15-30 minutes before putting in a normal wash.
- Lead pencil: Lift excess off with art-gum eraser without hard rubbing. Apply pre-washed aerosol product and rub in heavy duty detergent. Rinse in warm water, then put through a normal wash.
- Paint, latex (water base): Allow to soak in cold water before washing in cool water with heavy detergent. If more than six hours of drying has occurred, try sponging or spraying with dry cleaning solvent, then gently rub with heavy duty liquid detergent. Garment is then put through a normal wash. Removal of dried paint may be impossible.
- Paint, alkyd (oil base): While the paint is still wet, rub paint thinner into stain. Once the paint is softened, use heavy-duty detergent to wash the garment. Removal of dried paint may be impossible.
- Rust: Requires a commercial rust remover.

## **II. PERSONAL HYGIENE:**

One of the primary responsibilities of employees is to practice good personal hygiene. Neatness inspires self-confidence and discourages practices that can lead to unsafe conditions that affect the employee and any food they may come in contact with. Our image is conveyed in part, by our well-groomed staff.

1. Wear a clean uniform daily.
2. Bathe and wash hair daily.
3. Keep fingernails short: clean them frequently.
4. Use good oral hygiene.
5. Do not comb or smooth hair while working.
6. Use a deodorant or antiperspirant.
7. **Absolutely no** gum chewing allowed
8. Wear plastic gloves when you have a hand cut or wound. Keep all bandages clean.
9. Wash hands often and indicate on the hand washing chart every time that you have washed your hands. Use plenty of soap and hot water. Wash hands before work, after using the restroom, coughing, sneezing, using handkerchief, touching hair, or after touching any part of your body, after smoking, eating or going on break, handling dirty dishes, when going from dirty to clean end of dishwasher or pan sink.

## **III. PERSONAL CONDUCT:**

Our goal is to provide nutritious, well-balanced, attractive meals. To encourage this we stress friendly, helpful, knowledgeable service. Working with students requires patience, kindness and tact. Should problems arise with students or staff and are not resolved to their satisfaction, refer them to your immediate supervisor. Be courteous and pleasant at all times. Smile! Your smile may be all it takes to turn someone's day around. Strive to portray a positive image of your building, the Davenport Community School District, and the Food and Nutrition Service Division. The Food and Nutrition Services Division is a direct reflection on you. If you are performing your responsibilities to the best of your ability, people entering your area, or observing you will form a positive opinion. We rely on the students and staff returning to do repeat business.

There are many attributes that contribute to a harmonious working atmosphere. It is expected that all employees will respect each other, and also cooperate and be receptive to the directions of their supervisor. Vulgar language and malicious gossip can destroy morale and hinder productivity. This will not be tolerated. Arguments of any kind should be avoided at all times. Should problems arise, please privately discuss the situation with your immediate supervisor. If matters are not resolved to your satisfaction and the situation involves another employee, you may file a "Complaint Against School Personnel" (see appendix for sample) or follow the grievance procedure as outlined in the contract.

### **Personnel allowed in kitchen and use of facilities**

Only cafeteria employees and other authorized adults (delivery personnel, technicians, certain staff members, etc.) are allowed in the school kitchen behind the serving area. Children, friends and others needing to talk to an employee should stand in the entry area of the kitchen and have someone contact the employee to come to them. Only those people with official business should be in the school kitchen; all others should not come past the entry.

The telephone in the school kitchen is to be used for official business related to the operation of the school kitchen. Only personal calls of an emergency nature are permitted.

District employees wanting to use kitchen facilities, equipment, or utensils for a school function must receive prior approval from the Supervisor of Food and Nutrition Services or her designated representative. Board policy states the school property is not to be used for personal use at any time.

### **Van driver stops**

Van drivers are not to make any unauthorized stops unless requested by a manager, the Supervisor of Food and Nutrition Services or designated representative and in the case of an emergency.

### **Smoking**

Smoking is prohibited on school grounds or in district facilities, including school vehicles as per School Board Policy #103.15. This requirement includes students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district facility grounds immediately.

### **Drug and Alcohol Use or Possession**

The use, possession, sale, transfer, purchase, or being under the influence of alcohol or illegal controlled substances or other intoxicants by employees at any time on district premises, or while on district business, is absolutely prohibited. Such violations will be dealt with according to District Policy.

### **Grievances**

It is the policy of the District insofar as possible to prevent occurrence of grievances and to deal promptly with those that do occur. When any written grievance comes or is directed to the attention of the Supervisor of School Food and Nutrition Services or designated rep, by an employee or her/his representative, the Supervisor of School Food and Nutrition Services or designated rep, shall promptly discuss all relevant circumstances with the employee, consider and examine the cause of the grievance, and attempt to resolve it to the extent that he/she possesses authority. Failing resolution at this time, the grievance procedure as stated in the Food & Nutrition Services contract will be followed.

Additional information regarding grievances can be found in Article III of the contract.

### **Evaluations**

Performance evaluations are important to employees and the division. They are a means of measuring an employees progress, a time to set goals and answer concerns an employee may have. New employees will be evaluated during the first 40 work days of employment and again during their first year. Employees with seniority will be evaluated yearly. Those receiving unsatisfactory evaluations will be re-evaluated within 3 months and this will continue until improvement is noted or termination occurs.

Employees transferring will be evaluated within 40 days of their transfer, and again during their first year of employment.

### **Discipline Procedure**

Food and Nutrition Services employs a progressive disciplinary procedure for violation of rules and regulations.

Most disciplinary action begins with a simple verbal warning that a problem exists and the supervisor expects the employee to respond with a specific behavior that should remedy the problem. If the behavior is not corrected within the period established during the verbal warning, the supervisor will proceed with the following procedure:

1. First Violation - The employee will receive a written reprimand from the appropriate supervisor. The reprimand will be signed by both parties to acknowledge such. A copy of the action will be placed in the employee's personnel file.
2. Second Violation - The employee may receive a 1-5 day suspension without pay following a conference with the employee. Written documentation will be sent to the employee by the Human Resources office and a copy will be placed in the employee's folder.
3. Repeated violations may result in termination of employment. The above procedures of reprimand will revert to the first violation after twelve (12) months if positive work habits are demonstrated.

Operational Procedure:

- a) Only the immediate supervisor of an employee shall invoke the discipline procedure. Others observing a violation shall report such to the appropriate supervisor.

- b) Informal reminders only can be given by persons other than the immediate supervisor.
- c) If a supervisor does not take appropriate action when informed of a violation, that inaction may be reported to that person's supervisor.

## SANITATION AND SAFETY

### Sanitation

The most important function of a school cafeteria is to serve nutritious, healthy, wholesome food to students and school personnel. A school cafeteria must maintain good sanitation practices in order to help assure that all food meets these requirements.

Sanitation is more than cleanliness. Not only are items free from visible dirt, but they are free of microorganisms that cause disease. Many diseases transmitted through food frequently start with an infected food handler. A wide range of communicable diseases and infections may be spread by careless food handling practices. Open sores, boils, sore throats, flu symptoms and colds are sources of bacteria that can cause food-borne illness.

Illnesses that are caused by food contaminated with harmful bacteria fall into two categories:

- Food-borne infection: the illness is caused by the living harmful bacteria.
- Food-borne intoxication: the illness is caused by the poisons or toxins from the bacteria.

Sources of bacteria that cause food poisoning:

- People are the main source
- Foods of animal origin: surface of raw meat or poultry, raw or unpasteurized milk, cracked or dirty eggs

Five of the most common types of bacteria that cause food-borne illness are:

- Salmonella
- E.coli
- Staphylococcus aureus
- Clostridium botulinum
- Clostridium perfringens

It is part of your job as a school food service employee to handle food in a sanitary and careful manner to protect the individuals for which it is prepared. Some rules to keep in mind are:

1. Inspect all dishes and serving utensils for cleanliness before using.
2. Wash hands frequently and for a minimum of 20 seconds.
3. Make sure that all work surfaces coming in contact with food are cleaned and sanitized. Especially before and after preparing food.
4. Use sanitizer between preparing different food items to help prevent cross-contamination.
5. Serve hot food hot above 140 degrees F, and keep cold food refrigerated below 40 degree F. until served. Check temperature regularly.
6. **Never assume** temperatures are correct -- **use a thermometer.**
7. Use all single-serve items (note: paper containers and plastic utensils) once and discard them.
8. Discard cracked and chipped dishes and glassware.
9. Avoid touching the surface of any equipment or utensil that will come in contact with food or the mouth. Handle silverware and cups by the handles.
10. Place clean flatware in silverware containers with the handles up.
11. Use tongs, spoons, or plastic gloves when dispensing or mixing food; avoid handling food with hands.
12. Store clean equipment and utensils above the floor in clean dry places protected from dust, insects, and overhead leakage.
13. Move equipment to sweep under and around it.
14. Serving containers should be stored rim down on shelves.
15. Use towels, pot holders, and dishcloths only for their intended function.
16. Keep materials clean. When linens or utensils are dropped on the floor, they should go through the appropriate cleaning process before reuse.
17. Help keep lockers and restrooms clean and sanitary.

18. Use the two-spoon method for tasting (not the stirring spoon): dip one teaspoon into the product, pour into another teaspoon and taste from that one. Be sure not to stand over the product while tasting; this will avoid any food particles from falling back into the pan of food.
19. Do not dip fingers into the food if the serving spoon falls in.

#### Sanitation con't.

20. Wash your hands at the "clean end" only of the dishwashing machine. Always wash your hands each time you go from the dirty dish end to the clean end.
21. **Cover coughs or sneezes with a handkerchief or tissue, not a towel. Wash your hands after blowing your nose, coughing, or sneezing.**
22. If you have a cold or dysentery, avoid preparing or handling food.
23. All large equipment should be wiped, or spot-cleaned daily as needed to maintain cleanliness.
24. Keep work areas neat and clean. Wipe up all spills immediately.
25. Keep all wet rags in use in sanitizer solution.
26. Make sure all bottles are labeled with proper contents.
27. Keep all chemicals and cleaners separate from food.

**It shall be the responsibility of each employee to work towards complete cleanliness of facilities and equipment.**

#### Safety

Accidents are expensive to the employer and employee. To the employer, accidents cost time and money. To the employee, accidents cost pain, discomfort, and sometimes money. Accidents are usually caused by carelessness or mechanical failure of equipment. **Safe work procedures are a requirement of the job, not an "optional" item.** Safety is a habit. A safe work place is the result of safe conditions and safe actions. The best-known safety device is a careful worker. Should an accident happen it is the responsibility of the injured employee to fill out an Employees Work Injury Report, form A-5300 (*see appendix for sample*) within 24 hours of their injury.

Our cafeterias contain many pieces of equipment to help make the task of serving large numbers of students an easier one. This equipment is quite costly and deserves to be treated with respect and care.

Employees who are new to the kitchen should be instructed in the operation of the particular machines they are to use. The same type of equipment may differ from one kitchen to another. Manufacturer's instructions for daily and periodic cleaning and maintenance must be followed. Employees should report malfunctioning of equipment to the manager at once. If the breakdown presents a dangerous situation, probability of food spoilage or serious interference with preparation of the menu, your manager should be contacted.

#### **General safety rules:**

1. **Know where Material Safety Data or MSD sheets are located in your kitchen.** This is an OSHA requirement.
2. Know what Personal Protection Equipment (PPE) is required, where it is located and how to use it.
3. When lifting, bend your knees, grasp the load firmly, and then lift slowly and evenly by straightening the legs. Keep your back as straight as possible. Get help for heavy loads and use carts whenever possible.
4. Use flammable liquids only as directed. Keep them to a minimum and handle them with care.
5. Do not store soap or other chemicals in unmarked containers or near food items where a container could be picked up by mistake or leak into food products.
6. Do not overload carts. Make sure you can see where you are going. Always push, do not pull!
7. Use safe and adequate ladders for obtaining materials from storage; avoid overreaching. Never stand on the top step of a ladder.
8. Safety goggles, masks, oven sleeves and mitts are available from your immediate supervisor and are to be used consistently.

#### • To prevent injuries from mechanical equipment you must:

1. Never use any machines until you are trained in their use.
2. Report mechanical defects promptly, even though it slows your work.
3. Avoid talking to, or otherwise distracting, fellow employees while they are working with power equipment.
4. Use all available mechanical safeguards. Pull the plug or throw the switch before cleaning or adjusting any machine. Keep fingers, hands, utensils, containers, etc. away from moving parts. Wait until the machine stops completely before removing food.
5. Make sure all electrical appliances are in the off position before being plugged into an outlet.

6. Take particular care when cleaning the slicing machine. Pull the plug. Turn the gauge to zero. This position closes the blade on most machines. **Do not** touch the edge of the cutting blade. Clean the blade from the center out. While cleaning one side of the blade, hold a protective cloth in the other hand to rotate the blade. Wear a protective glove while cleaning.

### Safety con't.

7. Mixing machines should not be started until the bowl is properly placed and the attachment is secured.
8. Always use the stomper to push food into the grinder.
9. Use only dry mitts or potholders when handling hot utensils.

- To prevent injuries from cuts you must:

1. Pay attention to what you are doing when using knives. Do not daydream.
2. Cut away from your body and fellow workers.
3. When drying a knife, keep the sharp edge away from you.
4. Use a cutting board rather than palming fruits and vegetables.
5. **Keep all knives in their proper storage place when not in use. Do not place them in the sink; lay them in a designated container; or, better yet, wash, sanitize and store each knife yourself when you are done using it.**
6. Keep knives sharp; keep handles in good condition. A sharp knife is safer than a dull knife as it cuts with less pressure so there is less danger of slipping.
7. If a knife falls, do not grab for it; get out of the way! The floor can take it better than your hand or foot.
8. Use the knife for the operation for which it's intended. (For example: boning knives, carving knives, paring knives, etc.) **Do not use knives to open cartons or cans.**

- To prevent accidents while serving on the line:

1. Never hand cups, bowls or plates containing hot liquids or food to students. Put them on the serving counter for them to pick up. This will avoid spillage, burns, and other hazards to both the student and you. Warn the students that plates are hot!
2. Avoid overfilling containers with liquids or hot foods. Make sure that the edges of the plate, bowl or cup are free of food.
3. Protect food from foreign substances. If you break an article near open food containers, immediately report this to the supervisor so that food can be removed from service.

### Fire Safety

In school food service kitchens there are many fire hazards. The careless employee is by far the most dangerous. A careful employee protects himself, his job, and his work area from fire and makes use of proper methods in the use and care of work equipment.

You should make it your business to:

- Know the school's fire signal.
- Know what you do in case of fire.
- Know where the fire extinguisher, baking soda and salt for smothering fires are kept.
- Know how to use the fire extinguisher.
- Know how to shut off exhaust fans.

You should also:

- Leave the oven door open a few minutes before lighting
- On all gas ovens, set the thermostat before turning on the oven. Turn off the oven in the reverse order. (Turn off gas; then turn thermostat to lowest setting.)
- Keep hoods, ranges and other equipment free from grease.
- Help maintain good housekeeping to reduce the hazards of fire.
- Be sure light bulbs are guarded and the materials are no closer than eighteen inches from the bulb

### Work Improvement

Application of the principles of motion economy of the body, organization of materials, and arrangement of the work place can make jobs simpler, quicker, and less fatiguing.

### **Work Improvement con't.**

Some of those principles are:

1. Both hands should be used for productive work.
2. The hands should move simultaneously in opposite and symmetrical directions, beginning and ending their movements at the same time.
3. Smooth, continuous, curved motions should be used, rather than straight-line motions involving sharp changes of direction.
4. Movements of the body should be confined to the shortest distance and to wrist and forearm movement whenever possible.
5. The work place should be designed so that motions of the hands and arms are kept within the normal work area. Arcs made by the hands when the upper arms are comfortably relaxed at the side define the normal working area. Maximum working area is the arc defined when the arms are extended from the shoulders.

Work requiring use of the eyes should be done within the range of normal vision.

Equipment and supplies should be stored near the work place and arranged close to and in front of the worker. Always putting the same tool in the same place will help establish an automatic work pattern.

Gravity feed and delivery should be used when possible; i.e., tilting kettle, sliding cut celery off the board into a pan, etc.

The work area should be as small as possible to minimize walking. Carts and pan racks should be used to reduce trips.

The height of the work place should be appropriate for the worker. Tables may be elevated or workers may stand on sturdy risers to achieve a comfortable height. (Generally the tabletop should be about four inches below the elbow.)

The flow of work is another important factor in work improvement. Food should flow from receiving to storage to preparation to service to clean up without lines of traffic crossing other operations.

Equipment should be stored near where it is to be used. Frequently used items should be placed in accessible spots, not in some remote general storage area. Heavy items should be placed where they can be reached without body strain.

Workers must realize that they themselves can do much to simplify their work:

1. Wear comfortable clothes and shoes.
2. Avoid body strain in lifting, bending, reaching or pushing.
3. Analyze the job before you start.
4. Assemble the needed tools and supplies.
5. Arrange them within easy reach.
6. Plan the workflow from raw material to finished product.
7. Maintain good posture.
8. Eat a good breakfast before coming to work. Lack of food may result in low blood sugar fatigue symptoms.
9. Take scheduled rest breaks. Working past the fatigue point leads to inefficiency, careless work and accidents.

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## **WORKERS COMPENSATION**

### **Procedure for handling injuries on the job:**

Compensation in case of an accident while performing school duties is provided by the Board of Education through Workers Compensation. This provides compensation for loss of time and for medical expenses when treated by the district approved physician.

**In case of a true emergency, you should go to the closest emergency room or call for an ambulance.**

In the event of a non-life threatening work injury or illness during “regular hours” you should:

1. Report to your school office **IMMEDIATELY**.
2. Your school office will call Work Fitness, and an appointment will be made at an appropriate medical office to treat your injury. The office will give you this Employee Injury Packet to provide all the information needed to successfully treat your injury.
3. Included in this packet is the **DCSD’S EMPLOYEE’S FIRST REPORT OF INJURY REPORT**. Please fill out this form and return it to the nurse/secretary immediately.
4. Complete the Work Fitness Authorization form with your nurse/secretary before you leave your building & present at the Check-in Desk when you arrive at Work Fitness. (Trinity Work Fitness, 3540 East 46<sup>th</sup> St. Davenport, IA 52806) A map is provided on back of the Work Fitness Authorization Form for your convenience.
5. On completion of your exam, **you must report to the checkout desk** where you will receive a copy of your Work Status Summary Report. This summary will note any restrictions or follow-up appointments that may be necessary. A copy is also faxed to the DCSD’s Worker Comp. Office at the Operation’s Center. If a prescription is needed after completion of your exam, it will not be filled at Work Fitness. Please take your prescription to any Walgreen’s Pharmacy and they will fill it for you.
6. Report back to your building nurse/secretary with your Work Status Summary Report to discuss your treatment and return to work plan. It should be noted that the Davenport Community School District has an active return to work program. If your doctor allows you to return to work with limitations, the district will find work within your physical restrictions somewhere in the district
7. **DO NOT USE YOUR GROUP HEALTH INSURANCE MEMBERSHIP CARD** if this injury or illness occurred while working or acting in an official capacity for the Davenport Community School District.

**Injuries occurring between 5:00-8:30 P.M. Monday through Friday or 9:00 A.M. - 6:30 P.M. on the weekend should be treated at Trinity at Terrace Park-4500 Utica Ridge Road, Bettendorf, Iowa.**

**IMPORTANT NOTICE:** In accordance with section 85.27 of the Workers Compensation Code of Iowa, if you choose to be treated by any other treatment center and/or physician, you may not qualify for any Workers Compensation Insurance Benefits. **You may be liable for all medical costs.**

If you have any questions regarding this procedure, please call Donna Cooper at the Operations Center, 386-3351.

It is your responsibility to follow safety procedures and guidelines. Failure by an employee to follow safety and sanitary work procedures after being instructed or to report any accident for OSHA and Workers Compensation records shall be cause for disciplinary action. Injuries that occur at the work place do not necessarily prevent you from working, but may alter your task or assignment temporarily.

## RECYCLING

The Davenport Community School District is committed to being a progressive environmental organization. A key part of our commitment to the environment is reducing waste, recycling or re-using materials. The Food and Nutrition Services Department is committed to helping in the achievement of this goal.

We currently recycle the following list of office paper items in addition to cans:

- Adding machine tape
- All correspondence including direct mail pieces, advertisements, etc.
- All white and colored papers
- Any envelopes (even with plastic windows or labels on them)
- Receipts
- Computer printouts
- Newspaper (must be kept separate)
- Corrugated cardboard (must be kept separate)
- Fax and telex sheets
- Folders (manila or colored)
- Carbonless forms
- Paper from legal, steno and note pads
- Brochures (glossy or non-glossy)
- Posters
- Self-adhesive notes
- Soft-covered books with white pages
- Magazines (must be kept separate)
- Pamphlets

Office paper items that can not be recycled in this program at this time include:

- Anything that does not tear
- Carbon Paper
- Food waste such as candy wrappers, paper plates, napkins, cups or any other paper that is wet from a food or beverage
- Manuals with glued bindings
- Chip Board (Cereal boxes, back of legal pads, etc.)

Van Drivers take the flattened cans to the can baler located at the KCAE

Your daily contribution will make this recycling program a tremendous success. You make the difference. The difference you make will allow our great planet to prosper healthfully. ***Don't trash it - Recycle it!***

## REQUIRED FORMS

New employees shall provide the Human Resources office with the following:

1. Social Security Card
2. IPERS beneficiary forms
3. State & Federal W-4 forms
4. I-9 form
5. Driver's License or ID card
6. Personal Data Sheet
7. Completed Insurance Forms (where applicable)
  - a. Health
  - b. Life
  - c. Disability
  - d. Dental
8. Criminal records check:  
A written criminal conviction "records check" is required prior to employment.
9. Physical release and examination form, and functional job screen
10. Any other forms as required by the Director of Human Resources
11. Signed statement from front of handbook indicating an understanding of the contents of The Food and Nutrition Services Department Handbook.

New employees must also view the following films:

1. Universal Precautions Training Film
2. Employee Right to Know (MSDS)
3. Confidentiality Video

### **Probation:**

New employees are on probation for 40 working days. At the end of this time an evaluation by their immediate supervisor will occur. Failure to do satisfactory work may result in dismissal or probation being extended. Employees will remain on probation until all above paperwork is completed. Failure to complete within a reasonable length of time could lead to dismissal. During probation employees are not eligible for any benefits except health leave. Probationary employees also do not have bidding rights for posted positions.

### **Equal Employment Opportunity/Affirmative Action Policy**

It is the policy of the Davenport Community School District to provide equal employment opportunity and not to illegally discriminate on the basis of gender, race, national origin, religion, age, marital status or disability in its educational programs, activities or employment as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. The agency will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented.

It is also the policy of this agency to provide a fair and supportive work environment for all employees regardless of their gender, race, national origin, religion, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age marital status or religion, made by one employee to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to: Bob Mata, Associate Director of Equity and Human Resource Services, Davenport Community Schools or to the Director of Iowa Civil Rights Commission in Des Moines, IA. or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

## **Harassment**

It is the policy of the Davenport Community School District to maintain a learning and working environment that is free from harassment.

It shall be a violation of this policy for any employee of the DCSD to harass another employee or student through conduct of a sexual nature or conduct designed to reduce the dignity of the individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. It is a violation of Policy No. 504.7 for students to harass employees through conduct of a sexual nature or conduct designed to reduce the dignity of the individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. Persons found in violation of this policy will be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, termination, or other sanctions determined appropriate by the supervisor, administration, and/or Board of Education.

Each school employee shall be responsible for promoting understanding and acceptance of and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting.

This policy governs vendors or any others having business or other contact with district personnel or students.

Any employee who believes they have been the subject of sexual harassment should report the alleged act immediately (within 48 hours after the alleged harassment occurs\*) to their immediate supervisor or the Director of Affirmative Action and Educational Equity. An investigation of the complaint will be undertaken immediately.

\*All claims will be pursued with the same dispatch irrespective of compliance with this 48 hour suggested time span.

## CAFETERIA RESPONSIBILITIES

### Custodial

Setting up for Breakfast and/or Lunch:

1. Lunch tables
2. Trash receptacles
3. Milk buckets (is used)
4. Get cases of milk out of cooler.

During Breakfast and/or Lunch

1. Clean up spills on floor.
2. Assist FS staff in wiping tables if not busy with other duties.
3. Empty and change trash receptacles as needed.
4. Assist in monitoring when children dump trays during lunch period.

After Breakfast and/or Lunch

1. Empty trash receptacles & assist in monitoring when children dump trays during lunch period.
2. Take down tables.
3. Dispose of waste milk.
4. Clean floors - providing own supplies.
5. Assist van driver in loading the truck with food transport units.

Supervision

1. Assist in occasional supervision of students as any adult would.
2. Assist in monitoring trash can proper disposal; trays properly placed in trash can and pushed down [or if plastic trays, placement on cart]; milk cartons, napkins, or other disposables in trash can.

Food and Supplies Delivery

1. Assist in carrying in the food transport containers. Food & Nutrition Services staff will assist in carrying in additional supplies; canned goods, fresh fruit, case goods, silverware.
2. Receive commercial supplies if Food & Nutrition Services staff is not on duty (deliveries from food distributor), leaving invoice for cook.
3. Receive stockroom deliveries and take to the food service area.

Emergencies

1. Custodians may be called away from these duties by other occasional emergencies in the building. It is expected that Food & Nutrition Services staff will "fill in" for custodians in these situations.

Checking temperatures

1. During non-school days when custodians are on duty, custodians will check the temperature of freezers and/or coolers daily for malfunctions and report to Maintenance Dept. Walk-in units have Per Mar alarm systems.  
Refrigerators/ Coolers: 33° to 40°  
Freezers: -10° to -20°

Special Cleaning

1. Custodians will clean light fixtures, vents, grates, cafeteria (not kitchen) walls as needed, usually in summer, possibly again mid-year if needed.

Staffing

1. Custodial Dept. will provide one custodian to be on duty in the cafeteria at lunchtime.

## CAFETERIA RESPONSIBILITIES

### Food Service

#### Setting up for Breakfast/Lunch

1. Mix up sanitizer, have milk bucket ready.
2. Clean tables and sanitize.
3. Move milk cooler into place.

#### During Breakfast/Lunch

1. Wipe tables. Custodians will assist when free.
2. Sell milk if needed Assist in getting cases of milk out as needed.

#### After lunch

1. Wipe tables with soapy water.
2. Assist in monitoring trashcan area for proper disposal; tray placement in trash can, on mobile cart, or in transport unit.
3. If plastic trays are to be washed on the site, FS staff will move them back into the kitchen for washing.
4. Move milk coolers back into place, if needed.
5. Prepare transport units for pick up by driver.

#### Regular Cleaning

1. Food Service will supply rags, sanitizer, trash bags, cleaners for the kitchen area. Any custodial cleaners desired must be ordered on an "S-form" through Food and Nutrition Services Office.
2. Food Service staff will clean milk coolers, kitchen area, equipment, kitchen floor in production kitchens, kitchen walls and ovens at satellite schools.

#### Equipment

Food Service will provide equipment needed for meal service: tables of all sorts, trash cans, buckets. (Custodians could donate empty wax buckets if available.) Any needed repairs for cafeteria tables can be directed to Maintenance by Custodial Staff.

#### Material Safety Data Sheets

Food service will provide this information to custodians for cleaning products used.

## EDUCATIONAL REQUIREMENTS

New employees must successfully complete Basic School Foodservice within one (1) calendar year of employment. If the appropriate training course is not completed as prescribed, the employee's wage will be frozen at the wage rate in effect on the previous June 30 until such course is completed. Course work not completed in a timely fashion will result in termination.

New employees must attend a FNS New Employee Orientation within their first calendar year of employment.

Present employees must meet the requirements of their job classification as set forth below prior to June 30, 1997, or their wage rate will be frozen until such courses are completed.

It is the responsibility of the employee to be sure the Food & Nutrition office is provided with completion certificates for any course work they take.

All employees are encouraged to complete the 20-hour Safety & Sanitation course. Employees scheduled to work 6 hours or more daily are required to complete the 20 hours Safety & Sanitation Course.

Sample of a job posting and request for transfer can be found on page 24 -33 & 47.

### Manager

- High School Diploma or GED
- Certified at Level II, ASFSA Certification program. 90 credit hours, formal training. Course work includes; Basic School Foodservice, Safety & Sanitation, Nutrition Education, Food Prep, Personnel Management, and Foodservice Management. Must maintain certification status.

### Head Cook/Baker II

- High School Diploma or GED
- Course work includes; Basic School Foodservice, Safety & Sanitation, Nutrition Education, Food Prep and Interpersonal Relationships. Service Merchandising & Nutrition Education, Menu Planning.

### Cook /Baker I

- High School Diploma or GED
- Successfully completed Basic School Foodservice, Safety & Sanitation course, Food Preparation course, Service Merchandising and a Nutrition Education or Menu Planner class. Those candidates already having completed this class will be given higher consideration in bid process.

### Cook-in-Charge (Breakfast &/or Lunch)

- High School Diploma or GED
- Successfully completed Basic School Foodservice, Safety & Sanitation course and a Personnel Management/Interpersonal Relationships course. Those candidates already having completed this class will be given higher consideration in bid process.

### Cashier

- High School Diploma or GED
- Successfully completed Basic School Food service
- If working 6 hours or more, Safety & Sanitation is required

### Worker

- High School Diploma or GED
- Successfully completed Basic School Food service
- If working 6 hours or more, Safety & Sanitation is required

### Van Driver

- High School Diploma or GED
- Successfully completed Basic School Food service
- If working 6 hours or more, Safety & Sanitation is required





















## SCHOOL NUTRITION ASSOCIATION

The School Nutrition Association is a professional association whose membership is open to persons engaged in school food service or related activities in public or private schools.

The local chapter (Scott School Nutrition Association) was organized in 1961. School food and nutrition employees in the Davenport area are eligible for membership in the local, state, and national organizations. Local chapter members meet five times a year. Demonstrations in food preparation and use of equipment; improved methods of work; and lectures on subjects of interest to food service personnel have contributed to the professional growth of the members.

Listed below are reasons for which the association is working:

To ever increase the health and vigor of our nation through proper food.

To teach people what to eat - that knowledge which is basic to good living.

To secure legislation that will enable school food services to meet the full measure of their responsibility in nutrition and education.

To acquaint administrators, educators and the general public with the vital role of school food service in national health and well being.

Employees certified at Level II Certification, SNA Certification program will receive 40¢ per hour premium pay. Certification at Level I results in 20¢ per hour premium.

Members of the School Nutrition Association are pledged to improvement of school, community and national health through well-directed quality food service. The association serves its members by publishing a journal ten times a year and by holding a convention annually. The School Nutrition Association-Iowa also schedules conventions and issues newsletters.

All school food service staff members are encouraged to become members. Ask your manager for a membership application or call the Food Service office at 386-4780.





# Appendix