

Child Nutrition Program
School Food Service
Employee Handbook
2015-2016



Chickasaw City School System
201 N. Craft Hwy
Chickasaw, AL 36611
www.chickasawschools.com

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**Child Nutrition Program
School Food Service
Employee Handbook
Chickasaw City School System
Chickasaw, AL**

Board Members

Robert McFall, President
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Jenny Parker
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Superintendent

Mrs. Kathy Odom

For distribution to: Principals and Food Service Staff

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National School Lunch and Breakfast Program History

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well being of our Nation's children. The program is designed by Congress as a means of:

- Providing nutritious, reasonably priced, reduced, or free lunches to eligible school children
- Contributing to a better understanding of good nutrition
- Fostering good food habits
- Providing approximately one third of the Recommended Daily Allowance for nutrients in each lunch

In 1966 Congress established the School Breakfast Program to provide breakfast for students who do not eat breakfast at home. Studies in Massachusetts and Iowa have shown a definite connection between eating a nutritious breakfast and improved physical and mental performance.

Students who participate in both the breakfast and lunch program consume approximately fifty percent of their meals at school during the school year. The health benefits of consuming needed nutrients in school meals and the opportunity to learn to eat a variety of foods contribute to the development of lifelong, good nutrition practices.

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**Code of Ethics For
Child Nutrition Program Employees**

A dependable, reliable child nutrition employee will:

- Maintain high standards of personal conduct, be honest, and fair in all aspects of employment with the Chickasaw City School System.
- Improve job performance by seeking new knowledge and skills related to work in food service.
- Cooperate with administrators and associates to achieve a high quality, cost effective child nutrition program for Chickasaw City School System students.
- Uphold policies and procedures of the Chickasaw School System, State Department of Education and USDA.

Program Objectives

The primary objective is to make nutritious meals available to all students who wish to participate in the program. CNP personnel, school administrators and staff shall promote and encourage participation by:

- Marketing the nutritional benefits of the program to students, parents, and the community
- Merchandising foods attractively
- Considering students' food preferences
- Offering high quality food
- Providing a clean, attractive facility
- Providing an adequate lunch period for each student
- Planning joint nutrition education activities involving the teaching staff and child nutrition personnel.

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Menu Planning

Central cycle menus for breakfast and lunch are planned annually for use in the Chickasaw City Child Nutrition Program. These menus shall be used according to the instructions in the front of the menu book provided to each CNP manager at the beginning of each school year.

All menus planned, served, and claimed by the school for federal reimbursement shall meet the minimum USDA requirements for food quantities and menu components. Menus will be based on the Food-Based Menu Planning (FBMP) approach for all age/grade groups.

Public Relations

As employees of the Chickasaw City School System, CNP personnel must promote positive public relations. Funds to pay salaries come either from tax monies, student or adult payments for meals. Participants should be treated in a courteous, friendly manner as “customers”. Pride in the cafeteria facility, the quality of food offered and the service provided will promote a positive public image to students, parents, school staff, and the community.

School Calendar

Annually the Chickasaw City Board approves a school calendar that serves as a guide for student attendance and work days for employees. Revisions are made in the calendar by the Board as needed. The calendar for the current year is posted by the CNP manager in each cafeteria.

CNP managers and assistants will work all days that meals are served to students and any additional days for cleaning, professional development training or other purposes approved by the Board.

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**ROLES & RESPONSIBILITIES FOR
CHILD NUTRITION PROGRAM MANAGER**

Roles/Responsibilities:

- A. Serves and evaluates nutritionally sound menus incorporating timesaving production techniques and effective merchandising
- B. Directs purchases and orders all food supplies and equipment according to system established specifications and procedures
- C. Assumes responsibility for receiving, storing, handling, preparing, and serving of food according to established standards
- D. Assures that sanitation and safety practices in all phases of the school food service operation meet established standards
- E. Maintains a required system of accountability
- F. Plans schedules and work assignments in a manner that provides for the most effective and efficient operation of the total program; trains, supervises, and evaluates food service staff according to established procedures
- G. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner
- H. Involves students, staff, and community in CNP activities
- I. Implements policies and procedures relating to the Child Nutrition Program; communicates concerns to appropriate supervisor
- J. Directs preparing and serving meals for special functions and community activities
- K. Implements a professional growth plan
- L. Manages the program in accordance with federal, state, and local regulations
- M. Utilizes available monetary and other resources to maintain a financially stable food service operation
- N. Any duties as directed by CNP Director, Central Office staff or principal

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**ROLES & RESPONSIBILITIES FOR
CHILD NUTRITION PROGRAM ASSISTANT**

Roles/Responsibilities:

- A. Participates in job related training and professional growth activities
- B. Practices procedures in food preparation, use and care of equipment, and personal habits to assure that system, county, and state sanitation standards are met
- C. Follows standards of safety in preparing, storing, and serving food
- D. Follows the Child Nutrition Program manager's assignments and instructions in producing and serving food and in facility maintenance
- E. Follows the Child Nutrition Program manager's instructions in portioning, garnishing, and serving meals
- F. Participates in implementing promotion of special school and community activities consistent with Board policy
- G. Maintains required forms and records as assigned by the manager
- H. Follows system procedures in personnel matters
- I. Demonstrates the ability to work cooperatively with the school and the community
- J. Participates in implementing cost containment measures while maintaining quality
- K. Demonstrates the ability to learn computer technology and operate a point of sale
- L. Any duties as directed by manager/principal, CNP Director or Central Office staff

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CHICKASAW CITY BOARD OF EDUCATION
POLICIES RELATED TO CHILD NUTRITION PROGRAM

The Chickasaw City Board of Education authorizes the Superintendent and/or their designee to develop a Child Nutrition Program Employee Handbook.

CHILD NUTRITION PROGRAM MANAGEMENT

The Child Nutrition Program (CNP) shall provide food service for breakfast and lunch in all Chickasaw City Schools. The CNP management shall be coordinated within the Central Office, with the local school principal responsible for its management in his/her school.

SANITATION INSPECTIONS

The principal has primary responsibility in seeing that the child nutrition staff meets applicable rules and regulations relative to sanitation. The principal may request assistance from the Central Office in discharging this responsibility.

PRICE AND PAYMENT OF SCHOOL FOOD SERVICES

Students and employees are eligible to participate in the Chickasaw City Child Nutrition Program. Meals and a 'la carte items are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food must be consumed on campus unless authorization for take-out meals is given by the Superintendent. The unit price of breakfast and lunch paid by students and adults in local schools will be approved by the Board of Education. Only students officially approved for free or reduced-price meals in accordance with state and USDA guidelines may be served food and/or beverages without charge or at a reduced price. Cashiers will collect all payments due for meals, extra portions and a 'la carte items at the time the food service is provided. The principal may invite parents and other guests to have a meal at school on special occasions or when the guest is at the school performing volunteer services. Guests served by the Child Nutrition Program shall pay the adult price for the meal unless the cost of the meal is paid by the principal who extends the invitation. Meals and a 'la carte foods may not be sold to guests or the public on a request and/or carry-out basis.

SCHOOL SALE OF COMPETITIVE FOOD AND BEVERAGES

During meal service times, the Child Nutrition Program may sell only those competitive foods and beverages which make a significant contribution to the students' daily requirement for nutrients. Food services operated for profit in the school, separate and apart from the non-profit breakfast and lunch program, may not compete. All income from concessions or extra sale items being vended or sold during meal service periods must be deposited into the Child Nutrition Program account. Reference: State Board of Education Resolution (as amended) July 12, 2005 Resource: Statewide Committee to Review the State of Health of America's Youth with Particular Emphasis on Alabama's Youth: Implementation Guidelines for Exercise and Nutrition

OUTSIDE FOOD POLICY

Chickasaw City Schools has a District Policy that no outside food products can be brought into the cafeteria in the original boxes or bags; for example, McDonald's, Subway bags or Little

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Caesar's pizza boxes. Items that are prewrapped or placed in a non -identifiable container will be acceptable. Carbonated beverages in the original containers are also prohibited. It is permissible if they are placed in a thermos or other container in which they cannot be identified. These guidelines should be followed by both students and adults in the cafeteria.

SPECIAL FUNCTIONS

Special functions include the preparation of any meals, food or beverage by the Child Nutrition staff other than for programs (breakfast and lunch) approved under the official Child Nutrition application. Principals are authorized to approve special functions provided they conform to all approved policies and procedures, do not interfere with the serving of meals to students, and do not result in expenses to the Child Nutrition Program for food, supplies, utilities or labor. A report of each special function should be made to the Central Office on an approved form and attached to the monthly child nutrition financial report.

FOOD SAFETY PROGRAM

For purpose of this policy, each school within the Chickasaw City School System will implement and maintain a food safety program based on the Hazard Analysis Critical Control Point (HACCP) guidelines as required by the United States Department of Agriculture. The Board of Education of Chickasaw City recognizes that the food safety programs in the schools participating in the National School Lunch Program or the School Breakfast Program will conform to Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act. The Board of Education of Chickasaw City will maintain a food safety program in each school following HACCP guidelines for the preparation and service of school meals served to children.

CHARGED MEAL POLICY

It is the intent of the Chickasaw City Board of Education to provide an opportunity for every student to eat a nutritious breakfast and lunch during the school day. It is also the intent of the Chickasaw City Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. Program regulations do not allow for meal charges to the Child Nutrition Program. Students must remit payment for meals at the time of service. If a student does not have funds in their account to pay for their school breakfast or lunch, they may receive a charge from a non-public local school funding source to reimburse the Child Nutrition Program. However, no charges will be given for a 'la carte items or extras. A note will be sent home to the parent informing them of the charge. When a student receives their third charge, they must call their parents before any additional charges can be given. Adults/Employees may not charge meals.

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GENERAL PROCEDURES
FOR CHILD NUTRITION PROGRAM MANAGERS AND WORKERS
CHILD NUTRITION PROGRAM OPERATION
CHICKASAW CITY SCHOOL PUBLIC SYSTEM

1. **GENERAL REGULATIONS**

1.1 **WORK SCHEDULE:** Each employee is to work the number of hours and follow the schedule for the hours as assigned by the Central Office. Schedules and hours are subject to change. Employees should report promptly to work and be ready to work at assigned start time. After reporting for work, an employee shall not leave their assigned work area without notifying the manager. Failure to adhere to work schedule may result in docked pay.

1.2 **JOB ASSIGNMENTS:** CNP assistants will be given daily job assignments by the manager. Each assistant is expected to perform the duties assigned, whether they are given orally or in writing. Job assignments will vary according to the manager's discretion, and assistants are expected to cooperate with the manager when change is necessary. CNP employees will not be assigned duties unrelated to the Child Nutrition Program.

1.3 **EMPLOYEE MEALS:** Employees on the school CNP payroll may eat one lunch without charge provided the meals are consumed at school. All food service employees are to have one-half hour for lunch. The one-half hour lunch break will be scheduled by the manager; it shall not be taken at the end of the day. No children of employees are allowed any meals free of charge. Children of employees should eat meals at appropriate schools and pay as appropriate.

Employees should consume the same food items offered for the student meals. No special food items not served to students will be prepared for employees or others. Any employee who does not desire to consume the school meal may bring items for personal consumption. These items should be fully prepared. A 'la carte items offered to students and staff are not allowed for meals or snacks for CNP employees. These items must be purchased by the consumer.

1.4 **ON THE JOB INJURIES:** If an employee is injured at work the CNP manager shall notify the principal and CNP Director and an accident report shall be filed with the Central Office **IMMEDIATELY** (within twenty-four hours). Employees who have on the job injuries are eligible for continuation of pay, according to Board Policy. Employees injured at work are eligible to file a claim with the State Board of Adjustments for reimbursement of medical expenses and any out-of-pocket expenses due to an accident at work, provided the expenses are not covered by insurance and provided the accident was properly reported.

1.5 **EVALUATION - MANAGER:** CNP managers will be evaluated at least annually by their principals and CNP Director. The CNP Director will observe manager's performance through visits, accountability and management reviews, monthly reports, and other requested documents or information. Throughout the year the principal will observe the performance of CNP manager and may confer with manager regarding incidents, job performance, or other concerns. The

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principal will document all conferences and any incidents that interfere with the satisfactory operation of the cafeteria program. Such documentation will be filed with the Central Office.

1.6 EVALUATION - ASSISTANT: CNP assistants will be evaluated at least annually by their manager, principals/CNP Director. Throughout the year the CNP manager and/or principal will observe the performance of CNP assistants and may confer with assistants regarding incidents, job performance, or other concerns. The manager/principal will document all conferences and any incidents that interfere with the satisfactory operation of the cafeteria program. Additional evaluations and/or conferences may be held during the year at the discretion of the manager and principal. Such documentation will be filed with the Central Office.

1.7 NON-CNP INDIVIDUALS ON PREMISES: Individuals who are not CNP employees are prohibited from being in the cafeteria/kitchen during working hours, i.e., children, spouse, other relatives and acquaintances.

1.8 PREFERENTIAL TREATMENT: No preferential treatment (excessive amounts of food, special item, and/or adjusted cost of meal) shall be shown by CNP employees to any individual.

1.9 EMPLOYEES BEHAVIOR: CNP employees' contact with students, faculty, and other employees shall be professional and pleasant. If there are complaints, the CNP manager should make a sincere effort to resolve the problem or ask the principal and/or CNP Food Service Director to assist in solving the problem.

1.10 STUDENT BEHAVIOR PROBLEMS: Student behavior problems and/or incidents should be referred to the principal or designee. The principal or designee should be responsible for administering appropriate disciplinary action in accordance with Board Policy. Meals shall not be withheld or taken away from a student as a means of discipline. CNP employees do not have the authority to take disciplinary action upon a student for violation of school rules and regulations.

2. SECURITY REGULATIONS

2.1 BEHAVIOR: Employees shall not use profane and/or obscene language, threaten or physically abuse students, employees.

2.2 FOOD AND SUPPLIES: No food, cooked, uncooked, leftover, or garbage shall be taken by an employee. No supplies shall be taken by an employee. No CNP food or supplies shall be given away or accepted as a gift.

2.3 GARBAGE: Garbage shall not be given to persons for feeding to animals or for other purposes. The only exception is when scraps are given to the animals in the outdoor learning center at each school.

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2.4 PERSONAL BUSINESS: While at school, CNP and other employees shall not make purchase or accept deliveries of food and other items for personal use from vendors doing business with the school.

2.5 TRANSFER DOCUMENTATION: Documentation is required for any USDA commodities, purchased food, supplies, or equipment that are transferred to another school or removed from a school for any reason. The Transfer of Purchased Food, Supplies, and Commodities form must be completed. The record should show the kind(s) and amount(s) of items, the date, and the signature of the persons authorizing the removal and accepting the items.

2.6 USAGE OF USDA COMMODITIES: USDA commodities shall not be used for non-program purposes (example: Family and Consumer Sciences) without written authorization from the CNP Food Service Director. If authorization is granted, transfer must be documented.

2.7 FOOD SALES: All students are responsible for their own meals. This includes entering their PIN numbers or paying cash for a 'la carte items. Child Nutrition Employees may not give food away. *These are grounds for termination.*

2.8 MONEY HANDELING: In order to reconcile cash you must be able to accurately count the number of free, reduced-price, and paid student meals, adult meals, and all extra sales. This must be done at the time and place the meals were served. Schools with extra sales may develop a method of keeping track of these sales which is suitable to their particular need. The actual amount of cash received each day may not necessarily be the same as the number of paid and reduced-priced meals would indicate. Potential income may be different from actual cash received. This should not be adjusted but should be recorded as an overage or shortage. Meals should be recorded when they are served and money should be recorded when it is received. Cash should be counted twice by separate persons before it is deposited. Cash should be deposited daily.

***Only employees that are trained on the register and money counting and recording and is currently on the clock and working in the specific location in which the money is being recorded may be one of the two persons that count the money.*

3. HEALTH AND SANITATION REGULATIONS

3.1 SERVSAFE CERTIFICATION: Each CNP employee must obtain their ServSafe Certification by their third (3rd) year of employment with the Chickasaw City School System. The Manager of each school must have a ServSafe Certification upon first day of employment.

3.2 DRESS STANDARDS: All Child Nutrition Program employees will observe the current "Dress Standards for Chickasaw City Child Nutrition Program Employees." Managers and all CNP assistants will restrain hair while on duty and comply with all dress standards.

- A. Employees are responsible for working with clean hands and wearing clean gloves; hands shall be washed before beginning any food preparation and serving; immediately after

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using the rest room or handling dirty objects such as money, garbage, used eating utensils and plate waste, hands shall be washed thoroughly with soap and warm water; do not wash hands in pot or preparation sink; keep lavatories supplied with soap and towels and use a lavatory for washing hands

- B. Employees should wear plastic, vinyl or latex gloves when handling food, clean supplies, and utensils; gloves shall be worn when hands are in direct contact with any and all foods
- C. Gum is not to be chewed while at work
- D. Cell phones may not be used while working in the kitchen or dining area. The CNP assistant must request to leave the area if an emergency call must be made.

3.3 FOOD STORAGE. Employees will store food and other items in compliance with Health Department regulations.

- A. Store foods on pallets or shelves at least 6” off floor; store foods in original unopened containers where possible; remove foods from metal cans after cans have been opened; store in the refrigerator in proper container, glass or plastic designed for food storage; dry ingredients may be transferred from original containers to bins or proper storage containers; all containers must be labeled and dated.
- B. Store ice scoop in a clean container or on a clean tray near the ice machine; do not store scoop in ice bin unless holder is provided by manufacturer
- C. Store chemicals and toxic items in separate area from food items and supplies
- D. With the manager’s permission discard any out of date and/or spoiled food found in storage areas; document discarded items

3.4 TEMPERATURE CONTROL. Employees will maintain potentially hazardous foods including meat, fish, poultry, and dairy products at temperatures approved by the Health Department and within the guidelines of the HACCP Plan (Board Policy—Food Safety Program—page 11).

- A. Hold and serve potentially hazardous hot foods at 135° or above; check temperatures during serving; place panned items to be cooked (pizza, fish portions, etc.) in the refrigerator unless they are to be cooked immediately after panning.
- B. Store, hold, and serve potentially hazardous cold foods at 41° or below; check temperatures during serving; store extra sandwiches in the refrigerator until ready to serve; place on a cold plate if there is no ice bin or cold unit on the serving line; pre-chill all ingredients before mixing for meat salads or other potentially hazardous menu items to be served cold
- C. Check serving units and holding cabinets (hot and cold) for proper operation and temperatures; report any problems to CNP manager; log temperatures daily if assigned task.
- D. Thaw all meats or potentially hazardous foods in the refrigerator unless CNP manager instructs that the item should be thawed as part of cooking process or under cold (70° or below) running water: **DO NOT THAW MEAT AT ROOM TEMPERATURE UNDER ANY CIRCUMSTANCES: DO NOT REFREEZE** thawed uncooked food.

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- E. Cook only properly thawed foods; meat should be thoroughly cooked to the proper temperature before serving or storing; do not partially cook food one day and complete the next
- F. If leftover foods have been maintained at the proper temperatures, they may be refrigerated and served the following day or frozen for future use; foods suitable for freezing should be wrapped tightly or placed in appropriate clean, sanitized containers; all leftovers should be labeled and dated; avoid freezing in large containers or packages; leftovers that have been frozen should be used immediately after thawing and not refrozen
- G. Wash all raw fruits and vegetables carefully in cool, clear water prior to serving or cooking

3.5 FOOD PROTECTION. Employees will protect food from contamination to prevent food poisoning and communicable diseases. Refer to Health Department regulations and HACCP Plan (Board Policy -Food Safety Program) for sanitizing methods.

- A. Cover air tight, label, and date all items to be stored under refrigeration; wrap or store frozen foods in sealed containers; do not reuse single service containers or wrappers (cheese containers, bread wrappers, etc.) for storing food
- B. Serve food using sanitary methods; serve food from under a sneeze guard unless items are pre-wrapped or packaged; keep handles of serving utensils out of foods being served; if assigned, date and keep sample of potentially hazardous food items served for last seven calendar days; discard oldest samples daily.
- C. Maintain trays, silverware, and utensils according to Health Department regulations
 - 1. If assigned to use dish machine; (a) check wash and rinse temperatures for proper sanitizing; note temperature posted on dish machine; temperatures vary depending on dish machine; if dish machine does not have temperature posted, wash at 160° and rinse at 180° (b) remove curtains and strainer baskets and wash daily; clean rinse arms and interior of machine daily
 - 2. Keep three compartment pot sink set up to wash, rinse, and sanitize utensils at all times during food preparation; change water in sinks often; follow CNP manager's instructions for sanitizing method.
 - 3. Sanitize work surfaces and utensils after each use to prevent cross contamination of food; prepare cooked foods and foods to be served raw only on sanitized surfaces using sanitized utensils and containers.
- D. Child Nutrition Program employees and other employees shall not bring food to school to be prepared for student or employee meals
- E. Employees shall not eat food or drink beverages while working in food storage or preparation areas; if food needs to be tasted, a small sample may be tasted provided no utensil is put in the food after it has been used for tasting; refer to Health Department regulations for acceptable beverage containers and use.

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- F. Employees with a cold or any type of infectious disease shall not work; employees with a minor cut or injury on the fingers or hand must wear a protective bandage and a clean food service glove while on duty; employees with an illness or injury requiring treatment by a physician shall provide a written statement from the physician saying that the person is well enough to work in food preparation and service before returning to work

3.6 CNP EQUIPMENT AND FACILITY. Maintain CNP equipment and facility in compliance with Health Department regulations.

- A. Report any of the following conditions immediately to the manager
 1. Toilet or lavatory stopped up
 2. Sink that is draining slowly or stopped up
 3. Water back-up on floor from floor drain, sink drain, dish machine, washing machine, etc.
 4. Sewer gas odor
 5. All employees should stop water usage immediately
- B. Clean and sanitize equipment used in preparation after use; clean all other equipment and non-food contact surface areas according to cleaning schedule assignments and instructions given by CNP manager
- C. Clean can opener and sanitize daily; report dull or nicked blade as needed
- D. Clean lids, door gaskets and interiors of refrigerators, freezers, milk coolers, and ice machines
- E. Store wiping cloths in a sanitizing solution between uses; change solution often.
- F. Keep exterior doors closed and/or use fly fans
- G. Keep rest room doors and garbage area doors closed, especially those opening into food preparation area
- H. Keep personal items (purses, sweaters, etc.) in lockers or other designated area; food storage and preparation areas shall not be used for storing personal belongings
- I. Keep lids on all cans of garbage located outside
- J. Keep lighting shields in place to protect against broken glass falling into food, utensils or equipment
- K. Keep clothes dryer filter clean and free of lint

4. SAFETY STANDARDS - PREVENTING ON THE JOB ACCIDENTS AND INJURIES

4.1 GUIDELINES FOR PREVENTING BURNS

- A. Shoes should be all leather or vinyl; shoes made with cloth tongues are not acceptable
- B. Use dry oven mitts or pot holders to remove pots and pans from ovens, ranges, steamers, etc.
- C. Avoid carrying pans of hot grease or liquid; if possible when moving pots or pans of hot food, use carts; ask for help if needed

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- D. Keep handles of utensils turned away from heat sources; do not let handles of sauce pots extend out past range edge
- E. To avoid steam burns; (a) open lids away from operator and others and (b) stand back from steamer door when opening
- F. Use hook or basket to remove utensils from hot water (180°) used to sanitize utensils
- G. If there are problems with pilot lights, notify manager immediately

4.2 GUIDELINES FOR PREVENTING CUTS

- A. Keep knives sharp and use the appropriate knife when cutting, slicing, or peeling; use proper cutting methods and do not cut toward hand or fingers; knives and sharp objects should be washed separately, immediately after use; never place in sink and leave
- B. Unplug, if possible, and turn off power to equipment with sharp blades when cleaning or assembling
- C. Keep blade guards or shields in place when using slicer, choppers, processors and mixers
- D. Use cutting boards
- E. Store knives in holders or, if in drawers, with blades all turned in the same direction away from employee
- F. Notify CNP manager if any equipment has broken parts or sharp edges

4.3 GUIDELINES FOR PREVENTING FALLS AND OTHER ACCIDENTS

- A. Prevent slips and falls by properly maintaining work area; clean up grease, food, and other spills as soon as they occur
- B. Keep walk-way in kitchen and dry storage areas free of boxes, unnecessary equipment, mop buckets, electric cords, etc.
- C. Do not leave doors to ovens, holding cabinets, or other equipment standing open
- D. Use all food service equipment for the intended purpose; for example, do not use a knife as a can opener or screwdriver
- E. Use the proper equipment (ladder or step stool) when reaching an item head high or above; do not stand on food cases, shelves or folding chairs
- F. Notify the CNP manager of conditions requiring repairs i.e. broken tiles, tables, etc.
- G. Do not carry stacks of items, which may obstruct your view
- H. Use special care when mopping to avoid standing or walking on wet floor
- I. Avoid stacking cases unevenly or in high stacks
- J. Request assistance and/or use a cart or platform trucks to move heavy objects
- K. Use special care and follow instructions for raising and lowering folding dining tables;
students should never be allowed to fold or move tables

4.4 GUIDELINES FOR PREVENTING ELECTRICAL SHOCK OR INJURY

- A. When removing a plug from an outlet, stand on dry surface and have dry hands; grasp the plug; do not pull the cord

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- B. Clean electrical equipment only when the power supply is turned off and the cord is unplugged (slicers, food cutters, etc.)
- C. Avoid overloading circuits
- D. Avoid operating electrical equipment and touching plumbing fixtures at the same time
- E. Keep light bulbs in all light sockets; use care in replacing bulbs

4.5 GUIDELINES FOR CHEMICAL PRODUCT USE

- A. Be aware that there is a potential safety hazard in using chemical products
- B. Use chemical products for the purposes listed on the label and according to the instructions printed on the label
- C. Do not mix two or more chemical products together
- D. Store chemical products in the original container with label attached
- E. Store chemical products in a separate area from food, supplies, and utensils if space permits; if stored in the food and/or supplies storage area, chemical must be on a lower level and not adjacent to food or supplies.

SAFETY ADMINISTRATION

Managing the school and maintaining school equipment and buildings in a manner to protect the health and safety of students, employees, and others is the responsibility of the principal. The principal shall request assistance when needed from the CNP Director and other central office personnel in assuming this responsibility. Central office supervisory personnel who identify unsafe conditions in a school will report the problem to the principal and make recommendations for corrective action. The Child Nutrition Program manager and employees will cooperate with the principal in protecting the health and safety of students and others by:

- Reporting safety hazards
- Participating in fire, weather, and other safety drills
- Performing job tasks and maintaining facility in compliance with Health Department regulations, fire codes, and other safety regulations

EMERGENCY CLOSING OF SCHOOL

The emergency closing of a school or schools will be authorized by the Superintendent or his/her designee. The safety of students and employees will be given first priority in the emergency closing of a school. The principal will provide direction to the CNP manager and assistants concerning:

- The service, if any, of meals
- The cleaning and closing of the CNP facility
- The storing of prepared foods that cannot be served
- The time CNP employees will leave school

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In the event there are severe weather warnings or disasters at a time when school is not open, CNP employees should listen to media reports to find out if the Superintendent has authorized the closing of school or call the CNP manager or Director and ask if the school will be closed. The manager should be called by the school principal and advised regarding the opening of the school.

LOCAL SCHOOL EMERGENCY ESCAPE PLAN

CNP employees will follow local school plans and procedure for fire drills, tornado drills, chemical spill drills, etc.

Power Outages

In the event of power outages to schools, it is imperative that coolers and freezers are monitored. Initially, **DO NOT OPEN COOLERS AND FREEZERS.**

Short term power outages - less than 24 hours - Keep coolers and freezers closed. Once the power is restored, check the temperatures of the food. If the temperature(s) in the cooler(s) have maintained the food at 41° or less, then the food can be salvaged and used. If the temperature(s) of the foods in the cooler(s) are above 41°, the food must be disposed of in the approved way. When checking freezers, if the food is at 40° the food must be used or cooked at that point. Once food has been thawed to refrigerator temperature (41°) it cannot be refrozen. Food can be refrozen if it still has ice crystals in it. If food must be disposed of, bleach must be poured over the food and put in dumpster, etc. No food should be given away to any individual, regardless of the quality.

Long term power outages – more than 24 hours – Keep coolers and freezers closed. If the power is out for more than 2 day, on the 3rd day, open the coolers and freezers to determine the quality or state of the food. Use the same guidelines as in short term power outages.

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Dress Standards for
Chickasaw City School Food Service Employees

The following additional dress standards apply to all those CNP employees working in school cafeterias on a daily basis. Employees are to wear fresh, clean garments and shoes daily; all apparel should be in good repair. Substitute workers will follow same dress code as other employees.

Examples of CNP employee dress standards may be: polo top with khaki pants with athletic shoes and socks or scrub top with a scrub pant and athletic shoes and socks. These guidelines must be followed when selecting a uniform:

Acceptable/Required Uniform Clothing:

- Tops – scrub top (no thin fabric), woven fabric in school selected colors.
- Bottoms – uniform pants, scrub pants.
- Stockings, socks or trouser socks.
- White plastic apron for food preparation and serving line
- Shoes – black or brown, all leather or vinyl, non-skid/slip resistant, clean, polished, well-fitting, closed toe and back walking or uniform.

Other Requirements:

- Hair will be fully restrained with hairnets that fully restrain the hair– no decorated or accessorized ponytail holders
- Wigs (Optional) when clean and worn with hairnets
- Nails must be clean and trimmed, no longer than the tip of finger

The Option for Friday is:

- CNP employees working in school cafeterias may wear a top/t-shirt that is colored having CNP related artwork, logo or school logo. Holiday shirts may be different designs.
- Scrub pants or jeans may be worn.
- Shoes – black or brown, all leather or vinyl, non-skid/slip resistant, clean, polished, well-fitting, closed toe and back walking or uniform.

Restricted/Not Acceptable Uniform Clothing:

- Tights
- Tops longer than torso length
- Jeans or any jean-type pants – unless it is an official school jean day designated by the school principal.
- Undergarments that show through uniform
- Footlets
- Shoes made with cloth, including cloth tongue or insets
- Flip flops or house slippers
- Sandals including clogs, crocs, or sling-back clogs

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- High heels (over 2")
- Bandanas, scarves, handkerchiefs, flowers, veils, headdress that is loose and could fall into food.
- Sculptured (artificial) nails, nail polish
- Jewelry (visible), watches worn during food preparation, rings including wedding bands
- Loose fitting clothing that may interfere with working equipment and cooking and any accessories that can potentially fall into the food.

Guidelines for Food Samples
Child Nutrition Program, Chickasaw City Schools

1. Save the required food samples on a tray or plate that has been identified by day and date with indelible ink. You may use the student tray, Styrofoam plate or Styrofoam tray with lid; be sure the tray or plate is covered with plastic wrap or aluminum foil.
2. All samples must be preserved in a cooler, never in a freezer.
3. Samples must be kept for one week (7 days) and then destroyed. Rotation of the samples should be a part of the daily routine (last Monday's tray replaced with this Monday's, Tuesday's, replaced with Tuesday's, etc.)
4. Amounts to be saved will depend on the item as described below.
5. Food that must be saved are those that are potentially hazardous items; the items are as follows:
 - Entrees (not in a sandwich): Save 4-5 ounces of the meat portion or the entrée. For pre-portioned entrees save one (1) serving. One serving of a breakfast entrée should also be saved.
 - Entrees (served as a sandwich): save one (1) portion of sandwich as it is eaten by the student, i.e. meat patty in the bun or ham and cheese sandwich. The portion of protein food(s) on the sandwich which is sufficient, do not save extra ounces. Items that are served with sandwiches, that are optional, such as lettuce, tomatoes, pickles – see below in vegetables.
 - Other Meat/Meat Alternates: Meats, meat salads, pasta salads, cheese, eggs served on salad bars or otherwise: Save 4-5 ounces of the item.
 - Vegetables, Cooked: Save 4 ounces of all vegetables. These may be spooned on the tray or placed in small containers. If placed on the tray or plate, be sure the food does not co-mingle with another food.
 - Vegetable, Raw & Salad Bar: Save the amount offered to the students, i.e. ¼ slice of tomato, ¼ cup of lettuce, 3 pickles, etc.
 - Vegetable or Fruit Salads: (containing mayonnaise or mayonnaise-type products, i.e. salad dressing, coleslaw). Save 4-5 ounces of the item.
 - Salad Dressing: (school-made from scratch or dry mixes made from mayonnaise or buttermilk). Save 4-5 ounces each day it is used on the serving line or salad bar.
 - Fruit: Save ½ cup.
 - Breads: Save what is offered i.e. roll, breadstick, etc.
 - Desserts: Save what is offered i.e. cookie, etc.

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- Milk: Save a carton of each type of milk served (Low Fat (1%), Fat Free, and Flavored Fat Free) per expiration date for seven days.
- Purchased Packaged Foods: These do not have to be saved.

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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Child Nutrition Program, and I understand that I should consult the Department of Human Resources regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Director of the Child Nutrition Program has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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