

UNION COUNTY SCHOOL DISTRICT CAFETERIA HANDBOOK

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AUGUST, 1994*

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Forward

This handbook has been prepared for the use of the school board, Superintendent of Education, principals, supervisor of food service, cafeteria managers and workers in their daily task of providing nutritious meals for the children of the Union County Schools. The Union County Schools Cafeteria polices are designed to consolidate the practices and procedures in all of the cafeterias.

The regulatory matters embraced within the text of the handbook are not intended to be modifications of existing policy and rules set forth in official School Board polices and regulations. This manual contains specific School Board policy and administrative regulations pertinent to food service operations.

Student's needs are the first consideration. Therefore, the primary function of the Food Service Department is to render high quality food service to the schools of Union County. It is felt that the following of these guidelines, along with the cooperative efforts of all employees, will help us to achieve this goal.

Preface

The school food service program, as an extension of the educational programs of the schools, is operated under the federally funded National School Lunch Act and Child Nutrition Act of 1966, as amended. The federal laws regulating the school food service programs are administered by the United States Department of Agriculture and implemented by the Mississippi State Department of Education. The program's objective is to improve the health of students by providing palatable and nutritious foods while at the same time enhancing nutrition education for the students. All Union County public schools participate in the National School Lunch Program. A written agreement is finalized between the Superintendent and the Mississippi State Department of Education for each individual federal lunch program, federal breakfast program and federal snack program, at participating schools. These agreements with the state agency ensure that all programs are in compliance with the regulations and qualify for the federal cash reimbursements as well as donated foods.

Goals of Food Service Program

1. Provide palatable, high-quality, nutritious foods that students will enjoy eating at a price affordable to students.
2. Provide emergency food service support as directed by competent authority.
3. Provide professional growth for food service personnel by providing appropriate educational programs and incentives.
4. Encourage and promote nutrition education and coordinate food service programs with classroom instruction.
5. Function under sound principles of good business management.

Equal Opportunity Employment

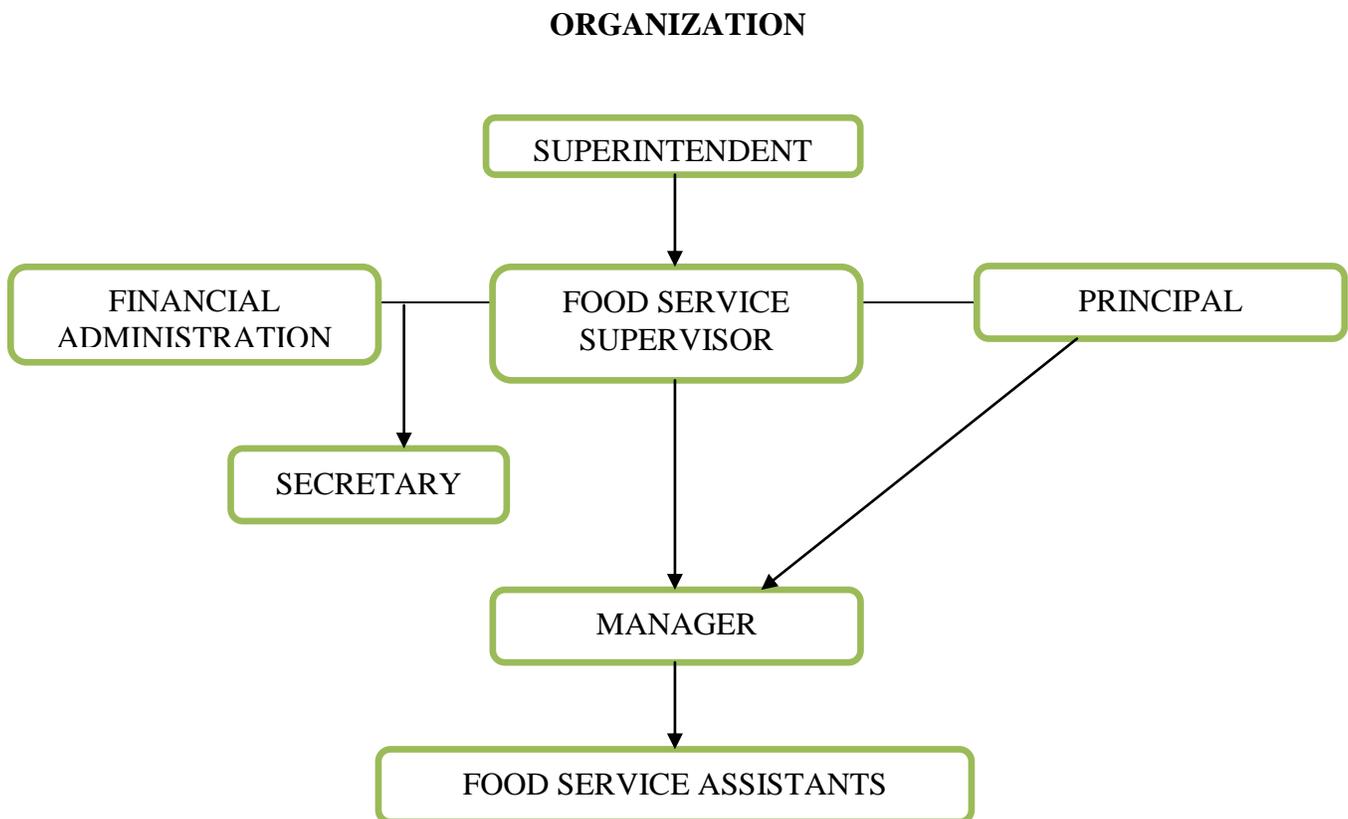
This district will not discriminate, in its operation, on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping conditions, in accordance with federal and state laws.

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Organization of Office of Food Service

For any organization to work well and efficiently there must be lines of authority which are followed. Many times misunderstandings and disruptions can be easily avoided or settled if the chain of command is followed. In the Food Service Department the links of the chain run from the food service worker to the manager; from the manager to the supervisor and building principal; from the supervisor to the Superintendent of Education. Our Cafeterias will run smoothly when all employees are aware of this chain of command and strive to follow it.



Personnel in Individual Units

Food Service Supervisor

Definition

The Food Service Supervisor's position involves system-wide administrative and supervisory functions in the school food service program.

Work is performed under the direct or indirect supervision of the Union County School District Superintendent.

The employee is responsible for the organization and development of the school food service program, promotion of educational aspect of the program, provision of leadership for personnel, and supervision of school food service operations.

Minimum Requirements

- A Bachelor's Degree from an accredited college or university with a major in dietetics; foods and nutrition; hotel and restaurant management; institutional management; institutional business; public administration; or a related field is desirable.
- Status as a Registered Dietitian with the American Dietetic Association and/or current certificate issued by the Mississippi Department of Education, Office of Child Nutrition.
- Ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people.
- Have three years recent administrative or supervisory experience or three years experience in school food service, hospital food service, institutional or contract food service programs, or restaurant management.
- Have a valid driver's license and use of an automobile for travel to various district facilities and state and area meetings.

Responsible

- Plan, organize, direct and control the school food service program to assure that it is administered in accordance with Federal laws, State Board Regulations, and school system policies.
- Recommend budgets, review financial status of the program, supervise preparation of reports.
- Supervise school food service operations to assure that meals served are nutritionally adequate, standards of safety and sanitation are met, and proper records are maintained.
- Cooperate with superintendents, principals, teachers and others in developing and implementing the system level policy regarding meals for the economically needy pupils.

- Develop specifications for purchasing food products and other supplies; supervise the acquisition using sound procurement practices.
- Provide leadership in defining nutritional and educational objectives.
- Evaluate all phases of the school food service program, identify needs, and implement program improvement. Cooperate with other school personnel and educational agency teams in conducting program evaluation or accreditation studies.
- Confer with and advise school officials on problems that arise under the various aspects of the program.
- Submit recommendations to the superintendent on school food service policies through proper channels.
- Work with teachers and principals for development of the educational aspects of the school food services program.
- Provide leadership and training for personnel, cooperate with school officials in development of personnel policies, plan in-service training.
- Assist managers in menu planning, food storage, preparation, and service.
- Assist in development of equipment specifications and plans for new school food services departments; provide specifications for equipment purchases.
- Work with students, parents, and advisory councils to insure their involvement in the school food services programs.
- Promote public interest in and understanding of the school food services program through informal talks, public addresses, news releases, and other available means.
- Work with principals and school food services managers in developing participation standards and means for implementing and maintaining standards.
- Supervise allocations and utilization of USDA donated commodities

Food Service Secretary

Definition

The secretary of the Central Food Services Office works under the direction and supervision of the Supervisor of the Food Services. The secretary performs clerical duties for the Food Services Office.

Minimum Requirements

- Combination of education and experience equal to high school graduation and one year's clerical experience.
- Ability to type 40 words per minute.
- Computer experience preferred.

Responsibilities

- Perform secretarial duties such as answering the telephone, duplicating material, typing, ordering office supplies, and handling general correspondence.
- Receive, sort, and review all school orders.
- Receive, sort, and review the free and reduced applications. Enter information in computer for status, verification of applications, list of students, and other reports necessary to the food service operation.
- Establish and maintain files for free and reduced applications, orders, receiving documents, inventory control, safety and sanitation reports.
- Maintain the computer-assisted inventory system which includes daily entry of receipts and disbursements, assist in inventory verification, provide current inventory status, and generate reports as needed.
- Maintain daily time and attendance records.
- Perform other duties as assigned.

Food Service Manager

Definition

The manager is responsible for the efficient operation of food service programs in an individual school within the budget restraints under the direction and guidance of the Food Services Office in coordination with the principal or principal's designee(s).

Minimum Requirements

1. A minimum of a high school diploma, or the equivalent and a grade of 60 or above on the math skills test.
2. Complete satisfactorily the "New Manager's Orientation Course."
3. Physical fitness and emotional stability to carry on the responsibilities of the job.
4. Ability to organize, delegate, instruct, train, supervise, evaluate, and discipline people.
5. Ability to extend a recipe and accurately determine food requirements.
6. Ability to prepare and maintain necessary records.
7. Ability to operate an efficient program within the budget restraints.
8. High personal standards for food service.
9. Interest in merchandising food and in selling the program.
10. Interest in children.
11. Courtesy and tact in dealing with people.
12. Transportation to and from work and/or bank.

RESPONSIBILITIES

1. Coordinate food service with school activities.
 - a. Strive for good public relations with customers, co-workers, supervisors, and community.
 - b. Cooperate with principal, faculty, students, and staff to make the food service program an integral part of the total school program.
 - c. Endeavor to increase participation in school food service.
 - d. Strive to improve the food service program and quality of food served.
2. Train, supervise, direct, and evaluate each employee on the staff.
 - a. Provide leadership and direction of goals for the staff.
 - b. Designate and instruct a specific staff employee to function in the absence of the manager.
 - c. Provide orientation and training to new employees and student workers.
 - d. Provide on going on-the-job training to staff in efficient operational practices.
 - e. Prepare and review with each employee their job description prior to opening of school in August.
 - f. Prepare and post a master daily work schedule.

- g. Instruct staff in accepted food service practices.
 - h. Inform staff of policy and procedural changes when received from the Office of Food Services.
 - i. Establish and enforce standards for personal appearance and cleanliness and review periodically with the staff.
 - j. Strive to resolve staff grievances using appropriate board policy procedures.
 - k. Evaluate employee performance and discipline employees.
3. Maintain an efficient, well-organized food service program.
- a. Supervise and assist in food preparation and serving, ensuring that food is tasty, served attractively and at the correct temperature, prepared economically, and portioned properly.
 - b. Use correct quantity cooking techniques.
 - c. Enforce time and motion economy.
 - d. Demonstrate use and care of all equipment.
 - e. Practice and instruct staff in safety precautions in all phases of food service operation.
 - f. Use recommended sanitation measures.
 - g. Issue, extend, and use only USDA tested recipes or other recommended recipes.
 - h. Supervise proper handling, storing, and use of leftover food.
 - i. Receive and verify deliveries and designate area for proper storage.
 - j. Inspect all areas of the kitchen before dismissing the staff.
 - k. Prepare orders (food, supplies, equipment) according to schedule and submit to Office of Food Services.
 - l. Initiate request for equipment repairs or replacement.
4. Administer the food services program.
- a. Operate the food service program within the budget, taking necessary steps to ensure that the program maintains a positive balance.
 - b. Supervise the counting, rolling, and depositing of all monies.
 - c. Read, react, take appropriate action regarding, and inform staff of pertinent information before filing all notices, memorandum, and other official information.
 - d. Prepare accurate records and submit them to the proper authorities at the designated times.
 - e. Notify principal and food service supervisor of manager's absences.
 - f. Request approval from food service supervisor when proposing deviation from policy.
5. Attend and participate in in-service meetings, managers meeting and other professional food service meetings.
6. Perform related work as required by the Office of Food Services.

Food Service Staff Employee

Definition

A staff employee is a staff member who accepts the responsibilities and duties designated by the manager. The staff employee is supervised by the manager. Must have knowledge of:

- Safe preparation and handling of food
- Serving of food
- Cashiering and record keeping
- Other related work as required
- Keeping equipment and facilities clean and sanitary

Minimum requirements:

1. Cashier must have a high school education or equivalent. Math skills are important. A high school education or equivalent is preferred for other staff.
2. Ability to read and write and willingness to follow instructions, either written or oral.
3. Willingness to work in any situation where kitchen is involved.
4. Emotional stability and physical fitness to perform duties assigned at sufficient speed to carry out an efficient operation.
5. Personal standards of appearance and dress as required by food service.
6. Interest in food preparation and service.
7. Courtesy and tact in dealing with people.
8. Interest in children and school programs.
9. Desire to put forth best effort in all assigned duties.
10. Ability to perform moderate physical work efficiently with continuous standing. Some heavy lifting will be required. (Using safety belt).
11. Ability and willingness to learn prescribed food preparation methods.
12. Ability to furnish own transportation.

Responsibilities

1. Perform efficiently and to the best of his or her ability the duties assigned in relation to preparation of food, serving of food, cleaning all areas of the kitchen or other assigned duties in the time allotted.
2. Attend training meetings as required.
3. Report to work at designated time, sign the posted time sheet and remain on the job until dismissed by the manager.
4. Notify manager at the earliest possible time when unable to work.
5. Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.
6. Maintain desirable relations between school and community.

7. Follow all policies of the School Board and instructions of the manager relating to safety measures, sanitation practices, personal standards, work techniques and methods of performing duties.
8. Perform other duties as assigned.

Food Service Substitute Employee

Definition

The substitute employee, under close supervision, performs (in the absence of a regular employee) the more routine duties involved in the preparation and serving of food and in cleaning the kitchen equipment and facilities. The work requires continuous standing, moderate physical work, and the ability to work harmoniously with others.

Minimum Requirements

1. Ability to read and write and follow oral and written directions.
2. Ability to learn and follow prescribed preparation methods of handling food and supplies.
3. Capability of being available on short notification.
4. Ability to furnish own transportation.

Responsibilities

1. Assist with food preparation
2. Operate equipment after receiving instructions
3. Portion food
4. Clean kitchen equipment, work area, garbage cans, etc.
5. Set up serving counter
6. Serve food on line after receiving instructions as to portion size
7. Wash dishes, trays, flatware, pots, pans, utensils
8. Wash dining room tables
9. Unpack supplies and assist with stocking dry storage shelves and/or refrigerator shelves
10. Other related work as required

Food Service Student Worker

Definition

The student worker, under close supervision, performs the more routine duties involved in the preparation and serving of food and in cleaning the kitchen equipment and facilities. The work requires continuous standing, moderate physical work, and the ability to work harmoniously with others.

Minimum Requirements

1. Ability to read, writes, and follows oral and written directions.
2. Ability to follow directions for preparing food and handling supplies.
3. Capability of being available on short notification.

Responsibilities

1. Assist with food preparation.
2. Portion food.
3. Set up serving counter.
4. Clean kitchen equipment, work area, garbage cans, etc.
5. Wash dishes, trays, flatware, pots, pans, and utensils.
6. Wash dining room tables.
7. Unpack supplies and assist with stocking dry storage shelves and/or refrigerator shelves.
8. Sweep dining room to prepare for mopping.
9. Student Workers must wear hair nets that cover all their hair.

Employment Practices

Employment Procedures for Regular Employees

1. When a vacancy occurs, the manager should notify the Food Service Supervisor of specific requirements of the position, and the date someone is needed.
2. The Food Services Office will make every effort to assist the manager in finding a suitable applicant. If an applicant is recommended by the manager or the principal for the position, he/she should be referred to the Food Services Office. The Food Service Supervisor will interview the applicant and upon approval will recommend to the Superintendent of Education who will recommend to the School Board.
3. The Union County School Board must authorize the employment of regular employees. No other person or department has this responsibility.
4. In emergency situations, the applicant may start to work as a substitute prior to being interviewed.
5. All new employees will be scheduled by the Food Services Office for an orientation.
6. Adjustment in hours or termination of an employee should be reported to the Food Service Office.
7. A change of name, address, or telephone number is to be reported on time sheet and sent to the Food Services Office.
8. As of July 1, 2000, all new employees and substitutes must be finger printed for a background check.

Employment Procedures for Substitutes

1. Managers should obtain their own substitutes after approval of Food Service Supervisor.
2. Employment application, personal data sheet, federal state tax forms must be completed. The criteria applying to regular employees are used when hiring substitutes.
3. A substitute employee filling the position of a person on leave will be compensated at the beginning salary rate for the duration of the sick leave.

Emergency Closing

Food service managers and staff normally do not report for work when schools are closed and shall be paid only for days missed when they are made up or excused. Emergency closing are announced on local radio stations. All employees are cautioned that they must listen for this information whenever there is threat of inclement weather. The day designated as a make-up day will be the day for which the employee is paid.

Employee Benefits

Health Insurance

Food Service employees working on a regular basis (20 hours or more per week) are eligible for health insurance coverage under the Public School Employees' Health Insurance Plan.

Application cards and payroll deduction information for dependents may be obtained from either the school office or the Financial Administrators Office in the County School District Office. If the employee does not enroll on the hire date, he may apply for coverage at any future time; however, evidence of insurability is required and the application is subject to denial of coverage.

Sick Leave

1. Sick leave is credited at seven days per year with no limit on accumulation, and one personal day.
2. A day of sick leave is the number of hours the employee is regularly scheduled to work (daily scheduled hours).
3. For the first five days of absence because of illness in any school term, in excess of the sick leave allowance credited, there will be deducted from the pay of the employee the established amount for a substitute. Thereafter, the regular pay of such absent employee shall be deducted for each day absent.
4. Sick leave may be taken by the employee for illness (or injury; for medical, dental, or optical appointments; for necessary medical care; and for exposure to a contagious disease when attendance would jeopardize the health of others) of themselves, their spouse, their children, their parents and parents-in-laws, and any dependent living with them. Three days of sick leave may be used for a death among family members. Days beyond three will be considered personal leave days.
5. A leave of absence should be taken after twenty consecutive work days absence or when accumulated sick leave has been used.
6. A food service employee may use one of his or her sick leave each school year as personal leave. If personal leave is not used, the day will accumulate as sick leave. The employee's immediate supervisor must approve personal leave. Sick or personal leave may be taken in one-half day units.
7. An employee may be required to provide a medical statement when it is deemed in the best interest of the School Board. A medical statement may be requested if the employee is absent in excess of two work days. False or fraudulent use of sick leave may result in disciplinary action.
8. Unused sick leave may be used to obtain additional retirement credit. A maximum of thirty days of unused accumulated sick leave may be paid to an employee upon retirement at substitute rate of pay.
9. A substitute employee filling the position of the employee on leave will be paid at the rate of experience or inexperience regardless of the hours or days worked.
10. A employee may take Family Medical Leave (See Business Manager in Central Office)

Civil Leave

Employees may be granted civil leave for civil responsibilities, such as jury duty or being subpoenaed as a witness. The manager reports on the time sheet that the employee is on civil leave.

Holidays

Each employee is issued a copy of the school calendar, which indicates work days, holidays, and other pertinent employee information. Employees are not paid for holidays. We encourage each employee to be present the day before and the day following the holiday unless it is impossible.

Lunch

Food service employees are provided a pattern lunch without charge. Time provided for lunch is a continuous, uninterrupted period (except for rare and infrequent emergencies). It is not a part of the employee's paid work time.

Breaks

Managers are encouraged to give a **ten-minute** break during the morning to full-time employees whenever possible.

Retirement Plan

All regular food service employees who work four hours or more daily are eligible for membership in the State of Mississippi Retirement System. The employee contributes 7.25 percent of salary earned. Contributions are made by deduction on a monthly basis. At termination, if under retirement age, the employee may request return of his or her contributions plus interest earned. If the employee has four or more years of credit (2008-2009 school year, employees must have eight years), but is not eligible for retirement at termination, he or she may elect to receive a deferred annuity at age 65 rather than withdraw contributions. Benefits from the system are based on a formula which includes the number of years employed and the average of the highest four years' salaries.

Social Security

Each employee must secure a Social Security number. Social Security deductions will be made each pay period. For more complete information, the employee should contact the nearest Social Security office.

Workmen's Compensation

When a food service employee is injured on the job, related medical expenses are paid by the School District workmen's compensation insurance company. An employee injured on the job must report this injury to the manager/principal at once unless unable to do so. **If an accident is not reported within 5 days of its occurrence, the employee may not be in a position to claim the benefits of workman's compensation.** In the case of an emergency, the principal will notify the physician or medical facility of the fact that the injured will be covered under the School District's workman compensation program.

Absences

Food service employees who expect to be absent should notify their immediate supervisor as far in advance as possible. Such notification must be given on each day of absence, unless other specific arrangements have been made. If a staff employee expects to be absent, he or she must notify the manager; if a manager expects to be absent, he/she must notify the principal and the Food Services office. The manager and Food Service Director will handle excessive absences for each individual.

Leave of Absence

Leave of absence without pay may be granted for up to one semester to employees with one year or more of service. Leave of absence may be granted for medical reasons (including pregnancy), child care, study, service in the armed forces, or hardship.

Requests for leave of absence should be submitted in writing to the Food Service office. The employee will be notified in writing if the request has been approved.

A request for leave of absence for medical reasons must be accompanied by a statement from the employee's physician verifying the individual's inability to work. A physician's statement must verify the individual's ability to perform the normal duties of the job without restriction; this is also required in order for an employee to return to work.

Upon notification by an employee of the ability to return to work, the Food Service Office will make every effort to place the individual in an appropriate position. Preference in filling vacancies will be given the person returning from leave of absence.

During a leave of absence, no sick leave credit is earned, nor can retirement funds be withdrawn. Individuals on leave of absence cannot work as substitutes.

A pregnant employee may work as long as she can perform all duties and responsibilities of the assigned job. A statement from the attending physician may be requested. The employee may return to work following confinement, after submitting a physician's statement, verifying ability to perform normal duties without restriction.

Family Medical Leave Act

See Melissa Broom, Business Office Manager

Salary Plan and Scale

Food service employees are paid an annual salary which is broken down into hourly rates on the salary scale. Managers are on duty from six to eight hours a day in accordance with their schedule. Employees working less than four hours a day are considered part-time. The School Board determines the scale (cost-of-living) raise for all food service employees; in addition, all food service employees (except substitutes) are assigned an annual increment raise for second and third year experience. (See addendum for salary scale for current school year)

Operational Procedures

Staffing

Staffing will be done on the following basis:

1. Labor hours will be calculated at 14 to 22 meals per labor hour. In establishing the number of meals served the following will be included:
Lunch ADP (students and paid adults)
+ Breakfast ADP ÷ 2
+ Average Daily Extra Food Sales ÷ Adults' Meal Charge
= Total Meal Equivalents
2. Divide total meal equivalents by total hours of paid labor to determine the number of meals per labor hour

$$\begin{array}{rcccl} \text{-----} & \div & \text{-----} & = & \text{-----} \\ \text{Total Meal} & & \text{Total hours of} & & \text{Meals produced} \\ \text{equivalent} & & \text{paid labor} & & \text{per labor hour} \end{array}$$

3. Staffing or labor hours will be adjusted according to formula.

Assigning Staff Hours

The Food Service Supervisor will meet with each manager in May to determine the number of labor hours that are necessary to provide an efficient operation. This information will be documented. To ensure uniformity, quality control, and efficient service, the Food Service Supervisor and the manager of the school determine how the total staffing hours will be assigned.

Destaffing (RIF)

The following guidelines are to be followed when a reduction in staff or hours of employment is necessary in food services.

1. The food service manager will determine needs for the program staffing, and number of hours for full-time staff so as not to exceed total hours of labor prescribed by the food service supervisor.
2. Employees voluntarily requesting transfers may fill vacancies in other schools upon approval of the Food Service Supervisor and the principals and/or food service managers involved.
3. Where the number of employees on a staff is to remain the same but a reduction of hours is necessary, volunteers to work fewer hours will have hours reduced upon approval of the Food Service Supervisor and the food service managers involved.
4. Where arbitrary decisions are required to reduce the total number of employees on the staff or to reduce the work hours for one or more employees, the individual with the least seniority (defined as the employee's length of continuous service within the food service area as determined by personnel records) of the staff will be the one to leave or have hours reduced. The exception to this would be made if the employee with the least seniority would be the only one capable of doing or willing to do a particular assignment such as cashiering or food preparation.

5. Where a person is arbitrarily destaffed or has the number of hours reduced, the Food Services Office will place the individual in the first appropriate vacancy.

Evaluations

All food service employees are evaluated annually. The persons doing the evaluation--manager for staff, principal and food service supervisor for manager--are required to review the evaluation with the employee. The manager should advise all new employees of how and on what factors they will be evaluated. In order to do this a copy of the employee evaluation form should be posted. All new employees shall serve a probationary period of sixty (60) days. During this period of probation, an employee may be terminated without the right of appeal through the grievance procedure.

Disciplinary Actions

Prior to the dismissal of a food service employee, the following steps should be taken.

1. The employee whose work is less than satisfactory must be evaluated on a continuing basis and written records kept. These may be formal evaluations, summaries of conferences, logs of events, etc.
2. Conferences should be held with the employee with notations of how his/her work may be improved. A written summary of the conference given to the employee is helpful.
3. If the employee's work continues to be below the level expected or violation of rules continues, the employee, if he/she has more than one year of service, is warned of probation. If the employee is in his/her first year of employment, in a probationary status he/she should be reminded of this. This warning or reminder must be in writing, with a copy sent to the Central Food Service Office for the individual's personnel file.
4. The problems of the employee should be discussed with the immediate supervisor and Food Service Supervisor. The manager should consult the principal and the Food Service Supervisor regarding help for the staff member.
5. If desired improvement does not occur, the employee is placed on probation and is given a letter stating the length of probation (usually 90 days), specific weaknesses, and suggestions for improvement.
6. The employee should be evaluated prior to the end of probationary period or at any time when his/her job performance falls to a completely unsatisfactory level. The manager and/or principal will make a recommendation to the Central Food Service Office. A decision must then be made as to whether the employee should be retained or dismissed.

Unsatisfactory Service Separation

1. Reasons for unsatisfactory service separation include the following:
 - a. Just cause, which is interpreted to include, but is not limited to, the following:
 - (1) Failure to follow instructions or perform duties necessary to efficient operation of the school feeding program.
 - (2) Failure to work well with other people and be a constructive team member.
 - (3) Failure to receive satisfactory evaluation.
 - b. Incompetency

(4) Discourtesy to the public (students, faculty, etc.).

- c. Insubordination, willful refusal to comply with the proper order of an authorized supervisor.
 - d. Theft or destruction of school property.
 - e. Falsification of records, including falsification of application papers.
 - f. Habitual tardiness, unauthorized or excessive absences, or abuse of sick leave.
 - g. Use of intoxicants or drugs, or disorderly conduct while on duty.
 - h. Conviction of a crime.
 - i. Failure to follow other USDA/State/School District Policies and Procedures.
2. Discontinuance for ensuing school year
- a. When a food service employee is not being recommended for reappointment for the following school year, the employee should be given notice of this on or before **April 15**.
 - b. The food service manager should send a letter to the Central Food Service Office with a copy to the employee that he/she will not be recommended for reappointment for the ensuing year.
 - c. If the Central Food Services Office concurs with the recommendation, a letter will be sent to the employee advising him/her that he/she will not be assigned for the next year.
 - d. In any case where the grounds for non-reappointment first come to the attention of the Central Food Services Office on or after April 15, the notice of non-reappointment will be given within 15 days of the time such grounds are reported.
3. Dismissal
- a. When it becomes necessary to recommend dismissal of an employee during a school year, the food service manager should notify the Central Food Services Office in writing of the reason. If the Office concurs with the recommendation, a letter will normally be sent to the employee advising of dismissal with a ten-working-day advance notice, unless immediate dismissal is warranted.
 - b. Where the situation requires immediate action, the employee may be put on leave status until the manager can report facts to the Food Services Office.

Letter of Intent:

The letter of intent usually signed in March is not binding but you are encouraged to state your intent for the next school year to the best of your knowledge. Therefore plans for employees can be made.

Resignation

Notice of resignation should be given at least ten working days prior to the last day of work. This notice should be in writing and sent to the Food Services Office with a copy to the employee's immediate supervisor. The notice should include date submitted, reason for resignation, and effective date of resignation. An employee who resigns without sufficient

notice will have separation designated as "Quit Without Notice" or "Quit With Insufficient Notice", and then may not be eligible for reinstatement in good standing.

Transfers

Employees are given an opportunity to request a transfer. The reason for requesting a transfer must be stated by the employee. Consideration will be given to all requests for transfer. The involved principals and food service managers may be consulted before a transfer is approved.

Grievance Procedure

Grievance Procedures are as follows:

A formal procedure for handling complaints of food service employees has been established. Every effort should be made on the part of food service employees and administrators to utilize the procedure in resolving problems of food service employees on the job.

A grievance is a difference or a dispute between a non-supervisory employee and the local school board or its supervisory representatives with respect to the application of the provisions of the board's policies, rules, and regulations as they affect the work activity of each employee. The grievance shall not refer to any matter in which the School Board is without authority to act.

Grievances shall be processed as rapidly as possible, the time limits on each level to be considered the maximum. Every effort will be made to resolve the grievance at the lowest possible level.

All proceedings shall be kept confidential. No action shall be taken against any party who participates in the grievance procedure.

PROCEDURE

Level I

The grievance shall be discussed informally with the food service manager or the principal, depending on the nature of the grievance.

The request for such discussion shall be made within ten working days of the alleged act causing grievance. If the matter is not resolved satisfactorily within five working days of such request, the grievant shall present his/her grievance, in writing, setting forth specifically the grounds, on which his/her grievance is based, to the food service manager or principal within five working days after oral response was due.

Level II

If the grievance is not settled at Level I or no decision has been rendered within ten working days of written presentation of the grievance, such grievance shall be presented, in writing, to the Food Service Supervisor. This presentation should be made by the grievant within five working days after decision is rendered at Level I or within fifteen (15) working days of written presentation at Level I, whichever is sooner.

Level III

If the grievance is not settled at Level II or no decision has been rendered within ten days of meeting with the Food Service Supervisor he/she may present his/her grievance, in writing, to the Superintendent within 5 working days of decision at Level II or within 15 working days of written presentation at Level II, whichever is sooner. The Superintendent or his/her designee shall meet with grievant within five days of receipt of the written grievance.

Level IV

Any grievance that has been properly processed through Level III and has not been settled at the conclusion thereof may be appealed to Union County School Board of Education by the employee by his/her serving written notice to the Board of his/her intent to appeal within five working days after the receipt of the Superintendent's Level III decision.

The jurisdiction and authority of the Board and its opinion and award shall be confined exclusively to the application of the provision or provisions of the Board's policies, rules, and regulations at issue between the employee and the Board; however, in the event of a disagreement over whether a grievance is arbitrable, that question itself shall be a matter within the jurisdiction of the Board. The decision of the Board shall be final.

Operational Routines

Food Production Schedule

It is mandatory for each manager to post a daily food production schedule for the entire week. This will indicate the food to be prepared, the recipes to be followed, the quantities needed, and the individual responsible for the assignment. The production schedule should indicate special duties and cleaning which are assigned on a daily basis.

Pre-Preparation

It is considered efficient management procedure when pre-preparation of certain menu items are scheduled in advance. It is recommended that before employees are dismissed at the end of the work day, the food production schedule for the following day be reviewed, recipes issued, products weighted, pre-portioning begun, and some supplies issued.

Equipment

The manager is held responsible for the proper use, care, and accountability of all food service equipment. All requests for replacement and/or additional equipment must be made to the Supervisor of Food Service, by July 1, for the following year's budget. No kitchen equipment can be traded, loaned, or removed from the school without authorization of the Supervisor of Food Services.

Serving Line Procedures

1. A lunch schedule should be posted near the serving line. All employees should be at the serving line with all necessary foods and utensils ready to serve well in advance of the first student's entering the line.
2. Menu instruction should be posted and reviewed with staff.
3. The heated section of the serving line should be heated prior to serving time so that hot foods may be kept at the correct temperature (140°).
4. All finger food should be served with plastic gloves or tongs. No food should come in contact with the hands on the serving line.
5. Food should be covered with pan lids. Paper or cloth towels are not to be used as covering for food.
6. To ensure that each pupil receives a hot lunch, no more than two plates can be served in advance of the line.
7. A clean damp towel should be kept handy to wipe up all spills immediately. The towel must be kept in a bleach solution.
8. Hot foods must be placed at counter level within easy reach to avoid burns and spills.
9. Cold foods, such as juice, should be served cold (45° or colder), hot foods served hot (140° or above) to every student.
10. Hair nets and aprons must always be worn for sanitary reasons.
11. No unauthorized personnel are allowed behind the serving line.
12. Employees who serve should present a friendly, helpful attitude toward the students and/or faculty. They have no authority over pupil supervision. This is the responsibility of the teacher or designated school person.

Functional Routines

Other Food Sales

Much of the food is produced with government commodities designated to be used in child nutrition programs. Therefore, employees are not permitted to purchase foods that are “left over” from food production.

Recipes

A standardized recipe is defined as one which has been thoroughly tested under controlled conditions, using standard ingredients and procedures, and which yields a product of consistent quantity and quality.

In Union County Schools, only quantity recipes tested and approved will be used. Recipes are the property of the School Board and must be kept in order and on file while not being used.

Purchasing

Each school is furnished a copy of the United States Department of Agriculture Food Buying Guide for School Food Lunches (June 1980), county- planned menus, menu instructions, and standardized recipes. Managers are to use these publications in order to determine quantities to purchase.

Bids for all items used in connection with Food Services are awarded to companies after competitive bidding procedures have been carried out. Once a firm has been notified that it has been awarded the bid for a designated period, managers are required to purchase strictly from that vendor. Each manager will receive notice of the name, address, and telephone number of each vendor and a brief description and the bid price of each item. Should a vendor substitute a product or give unsatisfactory service the manager should notify the Food Services Office. All items purchased for use in food service are tax-exempt.

Written orders for needed food and supplies will be placed with the Food Services Office according to the yearly published calendar. The school name must be on every order. The manager will retain a copy of the orders and send a copy to the Food Services Office. Orders are reviewed before being placed with the vendor. Written orders are used to avoid omitting items and to provide a record of items and the amounts ordered.

To determine accurately all food and supplies needed, the following steps are necessary:

1. Review menus for the period of time to be covered by the order.
2. Use Food Buying Guide for School Food Lunches when recipes are not available.
3. Determine portion size, recipe, and number to be served as stated in menu instructions.
4. List all items needed to serve 100 during the period covered by order.
5. Multiply list by numbers of meals expected to be served.
6. Take physical inventory and then subtract quantity to be used between time of inventory and period the order covers.
7. Subtract inventory total in Step 6 from quantity needed in Step 5.
8. Convert answer to purchase unit as stipulated by the vendor.

Purchasing Bid Items by Staff and Others

The Union County School Policy Manual specifically states that no employee or member of his or her family shall purchase bid items for private purposes under the county purchasing plan.

Price Changes in Bid Items

Will be changed through central office

Emergency Purchasing

Every effort should be made to keep emergency purchasing to a minimum; however, should the vendor fail to deliver any items necessary to produce the published menu or if other items are needed immediately, the manager should:

1. Call the Supervisor of Food Services to receive approval of items for emergency purchase.
2. Make the purchase by the following method:
 - a. Use Wal-Mart card with approval from foodservice office.

Receiving Food and Supplies

The approved steps required to efficiently receive all food and supplies delivered are:

1. Check all items delivered against the order placed by the manager.
2. Count all items purchased by number; inspect fresh produce for quality.
3. Have all errors adjusted in the presence of the driver or verified by driver if adjustment is not possible.
4. Before signing the delivery ticket, any shortage should be noted.

Returning Foods to Vendor

Food not meeting specifications, such as wrong items delivered or damaged items are to be returned. Items to be returned **MUST** be returned at the time of checking delivery, and the returned item **MUST** be noted on delivery ticket and signed by driver. Once the driver leaves your school, you can not call for a pick-up.

Storage of Foods

1. General Rules:

- * Commodities (USDA) and purchased foods may be stored alongside each other in the same section:
- * Leave all food in cases until needed, and then remove remaining cans from cases.
- * With magic marker or grease pencil, date all cases or boxes as they are received.
- * Store items used most frequently, such as spices and staples, nearest the door.
- * Store items used less frequently in less accessible places.
- * Store light-weight items nearest the top shelves.
- * Heaviest items should be stored at waist height or below.
- * Detergents and cleaning supplies must be stored separately from food, preferably in another room. Do not use old food containers for detergents and bleach. Clearly mark containers.
- * Destroy bills, receipts, and records more than three years old.
- * Throw away plastic and glass jars unless usable for storage. When re-using, re-label.
- * Assign cleaning of storage areas on a daily and weekly basis. A good general rule is for the individuals in certain preparation areas to be responsible.
- * Avoid refreezing bakery products. Baked products, such as cakes, cookies, and breads, do not improve with age or refreezing.
- * Have a place designated for everything and keep everything in its place.
- * Use immediately or destroy foods that are more than two years old. When food is destroyed, foods must be listed and sent to the Office of Food Services.
- * Date all supplies when received--first in, first out. Rotate stock.
- * Label appropriately, items not belonging to Food Service--for example "Athletic Boosters," "PTA," etc.--and store in specific area.

2. Freezer and Refrigerator

- * All refrigerated and frozen foods are to be dated when received with a magic marker or grease pencil, the same as items placed in dry storage.
- * Rotate frozen and refrigerated foods first in, first out--this is extremely important.
- * Cover all foods stored in refrigerators or freezers and label any opened foods or leftovers.

3. Leftover Food:

- * Leftovers should be used within 30 hours or frozen for use at another time. Offering choices enables managers to use leftovers without complaints from students. Freezer space is too limited to tie up with leftovers.
- * Glass jars can be used for storage of food, provided they are washed thoroughly and sanitized.
- * Plastic jars may be used to store only dry items such as dried beans and cornmeal. Refrigerator containers (plastics approved for storage) may be used for storage.
- * Leftover foods must be either refrigerated or frozen in proper (stainless steel, glass jars, or approved plastic) containers and marked with contents and date. Any unused food that cannot be kept by one of these methods is to be destroyed. It is not permissible to give away or sell leftover foods to individuals or organizations or to purchase prepared foods from organizations which have sponsored special meals or events.

Procedures for Snow or Other Emergency Closing

Food Service managers and staff normally will not report to work when schools are closed and only will be paid for days missed when they are made up. However, if exceptions are authorized, the following procedures are to be observed and followed:

1. If there is no danger of food spoilage or loss, there will be no need for the manager to report to the school.
2. Managers should contact the Food Service Supervisor if additional employees are needed to store or cook food to avoid loss.
3. If school is closed for a period of three days or more and there are perishables (e.g. .fresh produce) the manager will contact the Office of Food Services for permission and instructions for storage or disposal of these items.
4. Should schools have an emergency closing the day scheduled for reports to be submitted prior to the end of the month, for example, winter vacation, the manager must see that the reports are completed and forwarded to Food Service Office.
5. Special provisions have been outlined in all bids regarding deliveries on days when schools are to be closed.
6. When schools are closed for snow or any other reason, the menu planned for the first day of closing will be used upon returning to school after the closing.

Laundry

To ensure that linens are properly sanitized, health regulations recommend that toweling and linens used in food service be washed in water maintaining 160° F. temperature with one cup of 5 1/4% chlorine solution per load and adequate detergent.

Travel

Employees are reimbursed for travel expenses essential to the operation and improvement of Union County Schools. The reimbursement rate changes periodically. All vouchers must list actual days of travel per month. Since food service travel is paid out of the food service budget, the Food Services Director, signs as "Approving Authority." A statement is included on the travel voucher that "mileage excludes travel between home and base school." The traveler must

insert the round trip mileage. All copies of the travel form must be readable. All copies must be sent to the Food Services Office as per the yearly food service calendar for reports.

Security

Any act of vandalism---theft, property loss, and break-in should be reported promptly to the principal and Food Services Office. The principal has the responsibility of reporting the act, as stated below. Principals or other responsible individuals, upon determination of theft, loss of property, break-in, or damages resulting from vandalism, shall initiate the following actions:

1. Immediately telephone a report to the Sheriff Department (telephone 534-1941) and give as much detailed information as available.
2. Immediately telephone a report to the Food Service Supervisor.
3. As soon as possible, submit a Vandalism/Theft Report to the Superintendent, including a description of any missing equipment, serial numbers, color, size, make, etc. Distribute copies as indicated on report.

Other Responsibilities

The manager should secure a person to be responsible for temperature check. During school vacation times and summer months, check the temperatures of refrigerated units daily and record. If temperatures reach the danger zone, notify the food service manager and supervisor immediately.

Inventory Procedure

Physical inventory-Capitalized furniture and equipment

Physical inventory is the process whereby each item on inventory is actually counted by food service personnel. It is best to have two food service employees take the inventory, one to do the actual counting and the other to do the recording.

An Inventory Input form must be filled out on each piece of capitalized furniture or equipment for filing in the central office. (Furniture or equipment is defined as capitalized fixed assets if the useful life is greater than one year and has a historical cost of at least \$500.00; and all highly walk able items.)

Transfer or disposal of assets must have a form completed for the central office. Every capitalized fixed asset must have an approved inventory tag affixed to the back, right hand, lower corner of each piece of furniture or equipment.

Inventory will be taken last day before Christmas break and the last day of the current school year. The inventory form will have the current cost per purchased unit which is to be used to obtain the total dollar value of the amount on hand. The computation will be done at the central office.

An accurate physical inventory taken on the last day of the year is necessary for determining the cost of food used during the period of operation. The process of determining the value of food and supplies used is as follows:

$$\begin{aligned} & \text{Opening Inventory} \\ & + \text{Purchases} \\ & = \text{Total Available} \\ & \underline{= \text{Inventory}} \\ & = \text{Cost of Food and Supplies Used} \end{aligned}$$

What Is To Be Inventoried

All food and supplies stored in refrigerators, freezers, storeroom, and kitchen are to be included in the inventory. Purchased foods and USDA-donated foods are to be inventoried separately where necessary. All detergents and paper supplies are to be inventoried under proper categories. All items should be inventoried by units as follows:

1. Canned items -inventory by cans and cases
2. Frozen foods -inventory by pound and box or case
3. Meats -inventory by pound and box or case
4. Packaged condiments -inventory by case or individually
5. Staples- inventory by weight or packaged unit
6. Paper supplies-inventory by tubes, sleeves, box, approximate numbers in case of foils, etc.
7. Spices- inventory by ounces

The completed form is to be forwarded to the Food Service Supervisor as soon as it is finished (the last day before break).

Summer Closing of School Kitchens

General Instructions Regarding Equipment

1. Inventory
 - a. Carefully inventory all equipment. Request needed repairs and service.
 - b. In any schools where construction is taking place in the kitchen area, the cooking equipment should be stored and locked in some section of the school approved by the principal.
2. Small, Portable Equipment:
Store all cooking utensils and portable equipment in storeroom during summer
3. Refrigeration:
Refrigeration motors and condenser coils should be vacuumed during the summer. Disconnect all unused refrigerators and freezers. If possible, leave doors open.
4. Drains:
Drains should be free of dirt and each drain should have water with added enzyme solution poured into it (see custodians for enzyme solution should be vacuumed.
5. Pilot Light:
The maintenance personal should turn off all gas appliances (not being used) during the summer. The motors and fans on convection ovens should be vacuumed.

Recommended Food Storage Procedures:

- a. Refrigerate the following spices: all seeds, chili, paprika, red pepper, pickling spice.
- b. Check to be certain flour, cornmeal, rolled wheat, are free of weevils and store in the freezer or refrigerator. Store dried eggs in refrigerator.
- c. Refrigerate spaghetti, lasagna, rice and egg noodles.
- d. Refrigerate raisins and prunes.
- e. Freeze all butter and margarine.
- f. Coffee may be frozen to maintain flavor.
- g. Remove and destroy all opened cans or jars of food.

Federal Requirements

In order to qualify for cash reimbursement and donated foods for purchase of specific foods, the Superintendent agrees that all schools will comply with federal requirements. Some of those requirements which govern the food offerings and procedures are listed below.

1. Serve meals meeting minimum requirements as prescribed by the Secretary of Agriculture. In the case of lunch, these meals meeting requirements are known as the "School Lunch Patterns." (See page 28)
2. Price the federally subsidized lunch as a unit, reimbursement is not allowed on a la carte meals.
3. Price adult meals to reflect the cost of preparing and serving the food, ensuring that the federal reimbursement for student meals is not used to subsidize the adult meals.
4. Serve lunches without cost or at a reduced price to all students who are determined to be eligible under the federal guidelines to receive free or reduced-price meals. (See section "Free and Reduced –Price Meals.")
5. Make no discrimination against any student because of inability to pay the full price.
6. Operate a nonprofit lunch program and use program income only for program purposes.
7. Utilize the donated foods of specific foods supplied by the United States Department of Agriculture.

School Lunch Program

A variety of choices of lunches meeting USDA meal patterns are available in all schools. These lunches provide approximately one-third of the daily nutritional requirements of the National Research Council for children of all ages.

Elementary, intermediate, secondary, and high schools students must be offered all components of the school lunch; however, if as many as three of the components are taken; the lunch qualifies for federal and state reimbursement. (See section "Offer vs. Serve.")

Cycle menus are planned by the supervisory staff based on the more popular food items as reported by the schools. Menus are reviewed monthly to utilize USDA commodities, to determine cost and availability of food, and to introduce new products.

SCHOOL LUNCH PATTERNS

FOR VARIOUS AGE/GRADE GROUPS

U.S. Department of Agriculture, National School Lunch Program USDA recommends, but does not require, that portions be adjusted By age/grade Group to better meet the food and nutritional needs of Children according to their ages. If portions are adjusted, groups I-IV is minimum requirements for the age/grade groups specified If portions are not adjusted, the Group IV portions are the Portions serve all children.		Minimum Quantities				Recommended Quantities	Specific Requirements
		Preschool.		Grades K-3 Ages 5-8 (Group III)	Grades 4-12 Ages 9 & over (Group IV)	Grades 7-12 age 12 & over (Group V)	
		Ages 1-2 Group I)	Ages 3-4 (Group II)				
Food Components	Food Items						
MEAT OR MEAT ALTERNATE	A serving of one of the following or a combination to give an equivalent quantity. Lean meat, poultry, or fish Cheese Large egg (s) Cooked dry beans or peas Peanut butter or other nut or seed butters. Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, meet no more More than 50% of the requirement and must be combined in the meal with at least 50% of other meat or meal alternates. (1 oz of nuts/seeds=1 oz of cooked lean meat, poultry, or fish.)	1 oz 1 oz ½ ¼ cup 2 Tbsp ½ oz = 50%	1 ½ oz 1 ½ oz ¾ ¾ cup 3 Tbsp ¾ oz = 50%	1 ½ oz 1 ½ oz ¾ ¾ cup 3 Tbsp ¾ oz = 50%	2 oz 2 oz 1 ½ cup 4 Tbsp 1 oz = 50%	3 oz 3 oz 1 ½ ¾ cup 6 Tbsp 1 ½ oz = 50%	* Must be served in the main dish or the main dish and only one other menu item. * Vegetable protein products, cheese Alternate products, and enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement. Food and Nutrition Service fact sheets on each of these alternate foods give detailed instruction for use.
VEGETABLE OR FRUIT	2 Or more servings of vegetables or fruits or both to total	½ cup	½ cup	½ cup	¾ cup	¾ cup	* No more than one-half of the total Requirement may be met with full- strength fruit or vegetable juice. * Cooked dry beans or peas may be used as a meal alternate or as a vegetable, but not as both in the Same meal.
BREAD OR BREAD ALTERNATE	Serving of bread or beans alternate Must be enriched of whole-grain A serving is a slice of bread or an equivalent Serving of biscuit, rolls, etc., or ½ cup of Cooked rice, macaroni, noodles, other Pasta products or cereal grains, or a	5 per week minimum of ½ serving per day	8 per week minimum of 1 serving per day	8 per week minimum of 1 serving per day	8 per week minimum of 1 serving per day	10 per week minimum of 1 serving per day	* Enriched macaroni with fortified protein may be used as meat alternate or as a bread alternate, but not as both in the same meal. NOTE: <i>Food Buying Guide for Child Nutrition Programs,</i> Program Aid No. 1331 (1984), Provides the information for the Minimum weight of a serving.
MILK (as a beverage)	Fluid whole milk and fluid unflavored low fat milk must be offered	¾ cup (6 fl oz)	¾ cup (6 fl oz)	½ pint (8 fl oz)	½ pint (8 fl oz)	½ pint (8 fl oz)	Revised 1991

Daily Food Service Offerings

Offer vs. Serve Requirements

In order to minimize food waste in the National School Lunch Program, Congress has established offer vs. serve requirement. Students are not required to take all five components of the School Lunch. A combination of any three or four components will be considered a reimbursable lunch. It is required that the whole lunch--all five components--be offered to all students. It is important that lunches be prepared and merchandised in such a way as to encourage students to take the complete lunch. To comply with the federal regulations the following must be carried out:

1. The complete school lunch must be planned and offered to students. The complete lunch must consist of at least the following five food components:
 - a. Meat or meat alternate
 - b. Vegetable or fruit #1
 - c. Vegetable or fruit #2
 - d. Bread or bread alternate
 - e. One-half pint milk

Other foods, such as dessert may be added. However, the "offer" requirements apply to the basic five foods components. See the "School Lunch Patterns Chart for details of quantities to be offered (page 25). Managers will need to study their actual use of foods carefully. Adequate amounts of each item must be purchased and prepared. At the same time, over production should be avoided.

1. The student may take at least three of the five food components. If he/she takes only two food components, the lunch is not reimbursable.
2. In counting the number of food items taken, a double serving of an item does not count as two food items. Thus, if you give a student two servings of French fries only one food component is counted.
3. Substitutes are not provided. For example, you are not required to provide another drink if the student does not take milk.
4. The student pays the established lunch price determined by his/her eligibility-- full price or reduced price.

Allergies Among Students

Regulations governing the federal lunch and breakfast programs permit food substitutions for individual children with medical or other special dietary needs. The regulation allows substitutions "only when supported by a statement from a recognized medical authority which includes recommended alternate foods". A recognized medical authority (a.i. school nurse) need not be limited to a doctor. Since most allergies are continuous, it is not necessary for a new statement to be secured each year. The statement should be transferred to the current file each year.

In the case of milk allergy, juice may be substituted when the verification is in the manager's files. At the time of audit by the State Supervisor or USDA auditors, these verifications of allergies are reviewed. Substitutions for other components of the lunch should be discussed with the Supervisor of Food Services, and a "special exception" may need to be obtained by the Food Service Office from the State Department of Education.

Breakfast Program

The breakfast program is a federally funded program under the Child Nutrition Act in 1966, and was made a permanent program by Public law 94-105 in 1975. A breakfast program is particularly recommended in schools where there are a large number of students eligible for a free and reduced-price lunch, or a large number of students with working mothers. It is not economically possible to operate a breakfast program serving less than 25.

A school breakfast must contain as a minimum:

Fruit or vegetable juice or a fruit or vegetable, Milk and, two servings from one of the following components or one serving from each:

- A. Bread/bread alternate
- B. Meat/meat alternate

Schools must offer all four of the required components of the breakfast. Students may choose three of the four components. The choice of fewer than all four components shall not affect the charge of breakfast. To improve the nutrition of the participating children, breakfast should include, as often as possible, a meat or meat alternate, such as one egg, one-ounce serving of meat or cheese, or two tablespoons of peanut butter. County wide breakfast menus are provided by the Food Service Office.

Kindergarten Snack Program

A snack program for kindergarten children is available to students when one component (fruit-milk) is left off at breakfast or lunch. Students who bring their lunch must pay for milk or juice. Milk or juice may be purchased daily, weekly, or monthly at the extra food price. (This recommendation was made by the Office of Child Nutrition).

Policy on Competition and Extra Food Sales

On February 22, 1985 the State Board of Education passed the following policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold extra:

To ensure that children are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period;

- a. No food is to be sold on the school campus for one hour before the start of any meal service period.
- b. The school food service staff shall serve only those foods which are components of the approved Federal meal pattern and such additional foods as necessary to meet the caloric requirements of the age group being served.
- c. With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- d. Students who bring lunch from home may purchase water and milk products (including ice cream).

Clarification and/or Interpretation of Competitive Food Rule

- a. No food is to be sold on campus for one hour before breakfast; one hour before lunch and until the end of either serving period. Any food may be sold after breakfast and until one hour before lunch.
- b. After the full meal has been served a student may purchase individual components or milk products as extra food sales. The old rule that a food item must be on the menu to be sold extra no longer applies. The new rule is that a food must be a component of the meal pattern to be sold extra.

Examples are as follows:

- Orange juice is a component and can be sold extra.
 - Hamburger is a component and can be sold extra.
 - Any fruit or vegetable is a component and can be sold extra.
 - A dessert is not a component and cannot be sold extra.
 - Water can be sold at anytime
 - Ice Cream is a milk product. It is not a component but is exempt and can be sold extra just as milk.
- c. Students who bring lunch can purchase only milk, ice cream and water.

Cancellation of Lunches

Lunches are served in each school of the county on the basis of the number of days students are scheduled to attend school. Cancellation of the lunch period must have the approval of the superintendent, except in an emergency.

Safety and Sanitation

Safety

Occupational Safety and Health Act Food service employees are covered under the Mississippi Occupational Safety and Health Act. The United States Congress demonstrated its great concern when it passed the Occupational Safety and Health Act in 1970 "to assure so far as possible every man and woman in the Nation safe and healthful working conditions and to preserve our human resources."

Responsibility

Safety is the responsibility of principals, managers, and staff. An accident often is a symbol of inefficiency, either mechanical or human, which can represent a monetary loss to the program.

When an individual is injured, resulting in the time lost from the job, cost for items such as medical services, insurance, time in training a new employee or substitute, administrative investigation time, and repair or replacement of equipment are included. Therefore, it is essential that each employee be trained by the manager in the proper use and care of all equipment. The trainer must stress specific safety measures to avoid accidents and injury. Proper-training in use of equipment will produce efficiency, result in economy, reduce cost of replacement, and avoid loss of time due to an injury.

In Case of Fires

The telephone number of the fire department is 911. The use of the fire extinguisher should be demonstrated to all employees when the fire marshal visits the school. In the event of a fire, and employee should immediately report it to the principal's office.

When an Accident Occurs

1. If necessary, call for the rescue squad to take employee to the hospital emergency room or have the employee visit a doctor from the authorized list.
2. Make a typewritten report of the accident on the "Employer's First Report of Accident" form, signed by the manager and send to superintendent's office the day of the accident.

Do not dispense medicine to an employee or student. For minor injuries, call the nurse to administer first aid. Notify principal and Food Service Supervisor.

General Rules of Safety

1. Avoid overreaching: use a good, safe ladder.
2. Wipe up spills at once.
3. Pick up any loose objects from floor.
4. Destroy cracked or chipped glasses, cups, plates, etc.
5. Provide proper lighting in work area.
6. Show a new employee the correct and safe way to use equipment.
7. Walk; do not run, in the kitchen.
8. Report all unsafe conditions such as broken tiles, loose rails, and defective

equipment.

9. Ask for assistance in lifting heavy objects. When lifting keep back straight, bend knees, and use leg muscles.
10. Turn off and unplug electrical equipment before cleaning.
11. Keep passageways free of obstacles at all times.
12. Store knives in knife holder. Clean knives immediately after using and return to knife holder. Do not leave in pot-washing sink.
13. Know the location of and how to use the different types of fire extinguishers placed in the kitchen.
14. Note that sweaters are permitted, but tight-fitting sleeves are recommended for safety reasons. Sweaters should be clean and a light color is preferred.
15. Use cloth oven mitts to handle frozen lids, etc.
16. Store glass containers and heavy items below shoulder height whenever possible.

Major Emergencies

A major emergency is defined as follows:

Any condition recognized as requiring immediate and unusual action or support beyond the capability or authority of responsible persons at the location of the emergency; any condition that may result in major aggravation of existing damage or injury; any request for assistance from their normal application. Examples are fires, floods, snowstorms, bombing, major gas leaks, major civil disturbances, major vehicle accidents, etc.

The manager or designated person receiving initial notification that an emergency exists will effect further notification as followed, in the order noted:

1. Alert local police, fire department or rescue service when appropriate by calling 911.
2. Ensure that the principal is aware of the emergency.
3. Ensure that the Food Services supervisor has been notified.

Sanitation

All food service employees are responsible for carrying out good sanitation practices. Good sanitation means applying sanitary measures at every stage of the operation--purchasing, receiving, storing, preparing, serving, and holding food. The following should be observed:

Physical Plant and Equipment Sanitation

- Checks should be made for damaged screens and doors since flies, roaches, rodents and flying insects contaminate food. Call the exterminator immediately when needed.
- Plants are not permitted in the food preparation area due to the possibility of the development of microorganisms that could be transmitted to food. An exception is the Aloe Vera plant used for relief of minor burns.

- If steel wool soap pads are used to clean kitchen equipment, the equipment should be rinsed thoroughly and sanitized before using.

Sanitizing Procedures

All kitchenware and food-contact surfaces used in the preparation, service or storage of potentially hazardous food must be sanitized prior to use and following any interruption of operations during which contamination of the food-contact surfaces is likely to have occurred (such as overnight). Where equipment and utensils are used for the preparation of potentially hazardous food on a continuous or production-line basis, the food-contact surfaces of such equipment and utensils must be cleaned and sanitized at intervals thought out the day.

Prior to washing, all equipment and utensils must be pre-flushed or pre-scraped and, when necessary, presoaked to remove large food particles and soil. All tableware must be sanitized after each use. A spoon or other utensil, once used for tasting food, is not to be reused until it has been cleaned and sanitized.

Sanitizing Procedures for All Eating and Drinking Utensils

- a. In a three-compartment sink, one of the following methods can be used:
 1. Immersion for at least one-half minute in clean hot water at a temperature at least 170° F.
 2. Immersion for a period of at least one minute in a sanitizing solution of at least 50 ppm of available chlorine at a temperature not less than 75° F.
- b. In a spray-type dishwashing machine where hot water is relied upon for sanitation, the final or fresh rinse water must be at a temperature of at least 180° F.

Equipment too large to be treated by methods described above may be sanitized by one of the following methods:

- a. By rinsing with boiling water.
- b. By spraying or swabbing with a chemical sanitizing solution of at least 100 ppm. One tablespoon of chlorine bleach per gallon of water will give an adequate sanitizing solution. All cloths or sponges used for swabbing tables and equipment must be kept in a container of sanitizing solution.

Illustration of Pot Sink Sanitizing Procedures

Chemical method using chlorine bleach:

1. For a sink measuring 24" x 24" and filled with 22 gallons of water (a water line to a depth of 8") use 1/4 cup chlorine bleach.
2. For a sink measuring 30" x 30" and filled with 33 gallons of water (a water line to a depth of 8") use 1/3 cup chlorine bleach.
3. Air-dry pots and pans that have been sanitized. Drying with towels is not recommended since towels can transmit bacteria.

If school does not have three-compartment sink or operable dish machine, the two sets of two-compartment sinks may be used.

* Cleaned spoons, knives, and forks must be picked up, and touched only by their

handles. Clean cups, glasses, and bowls must be handled so that fingers and thumbs do not contact inside surfaces or lip-contact surfaces.

- * Utensils must be air-dried before being stored, or be stored in a self-draining position on suitably located hooks or racks constructed of corrosion-resistant material. Whenever practical, stored containers and utensils should be covered or inverted.
- * Facilities for the storage of flatware (silverware) are provided and are designed to present the handle to the employee or customer.
- * Single-service articles must be stored off the floor in closed cartons or containers which protect them from contamination. Single-service items, such as plastic flatware, must be used only once.
- * All food service establishments which do not have adequate and effective facilities for cleaning and sanitizing utensils must use single-service articles.

Personal Hygiene

- All employees must wash hands thoroughly before reporting for duty, before returning from restroom, after using handkerchief, and after touching face. Employees should avoid touching face with hands.
- Employees should use a deodorant daily
- An employee who has a cold, skin infection, sore on the hand, cough, or contagious disease should not be permitted to work
- Tongs or plastic gloves must be used when serving food
- Eating food and drinking beverages in the kitchen (except tasting) and serving area are allowed if in a covered container with name
- All employees are to wear a hair net that completely covers the hair and apron.
- Chewing of gum is not permitted while on the job.
- Smoking is not permitted on school property. If an employee is caught smoking it is to be reported immediately to the Food Service Director. The employee will be dismissed of his/her duties.
- The manager must report to the Food Service Supervisor and school principal all employees or members of families of employees who have communicable diseases such as hepatitis, tuberculosis, and ring worm, etc.

Proper Uniform

- The uniform for ALL employees (male & female) must be approved by Food Service Supervisor. All employees are to wear a hair net that completely covers the hair and a apron.
- Regulation shoes are fully enclosed with nonskid soles. Sandals or clogs are not permitted. Canvas shoes are permitted only if they have nonskid soles.
- Costumes for special days and "school spirit" days are permitted. All employees are expected to wear the same special-type clothing on these days. Uniformity should be established by the individual school.
- Nail polish, no artificial nails or long nails, excessive makeup, and decorative handkerchiefs are not to be worn while one is on duty.
- No jewelry can be worn while on duty. Decorative pins should be restricted to the Food Services name tag and professional pins with secure clasps such as the American School Food Service Association pin or food service promotional pin.

Food Sanitation Storage and Receiving

1. To avoid spoilage, keep cooler (refrigerator) temperature between 32° F and 45° F. Freezer temperatures should be at 0° F or below.
2. Prepare and serve on the same day all items containing mayonnaise and/or eggs, e.g., chicken salad, potato salad. These are potentially hazardous foods.
3. Do not store gravies overnight.
4. Do not accept meats that have the appearance of "freeze-thaw-refreeze" upon delivery.
5. Keep flour, beans, and cereals in dry storage.
6. When food molds, destroy the entire product as mold may diffuse in a product.
7. Destroy any product that shows evidence of contamination from rodents or insects.
8. All stored food must be in approved plastic containers that have smooth interiors. Cover with pan lids or waxed paper, not toweling, food that is refrigerated prior to serving.
9. Report any "questionable food" to the Food Services Office before serving and request help in determining if it is safe to serve the food.
10. Do not line drawers with paper or foil.
11. Immediately notify the Food Service Office of all rusty, dented, or bulged cans. Do not use food if the dent is on the seam of the can or if there is any indication that air has gotten into the food.
12. Allow meat to cool only slightly at room temperature to 160° F. before being refrigerated.
13. Check products when received for visual defects, such as discoloration or damaged wrap or container. Report immediately.
14. Store ice cream at temperature of 6° F to 10° F above zero.
15. Spray with cold water and refrigerate immediately unopened milk cartons which have been returned.
16. Cover all foods stored in the refrigerator or freezer. Those items in their original wrap need not be covered.

17. Store eggs in refrigeration, off the floor, and ensure air circulation around the crates.
18. All stock must be dated when placed in storage to ensure rotation of items. FIFO--First-In-First-Out
19. Once an item has been opened the contents should be refrigerated. This includes peanut butter, peanut granules, mayonnaise, and jellies.
20. In a separate storage area away from all food products, label and store disinfectants or pesticides and all cleaning supplies
21. Store all food items in freezers, refrigerators, and storerooms off the floor.

Food Sanitation/Safety-Preparation

1. After handling protein foods such as eggs, poultry, beef, fish and cold cuts, wash hands, wash and sanitize utensils, equipment, and work surfaces.
2. Wash fresh vegetables and fruits before beginning food preparation.
3. Do not use MSG (monosodium glutamate) in food preparation at school.
4. Since poultry is a potentially hazardous food which is highly perishable and capable of supporting rapid and progressive growth of infectious microorganisms, follow these strict procedures when handling all poultry products to avoid contamination:
 - a. Carefully check in all poultry products to ensure perfect products.
 - b. Properly store in freezer immediately if delivered product is in frozen state.
 - c. Defrost under refrigeration (leave wrapped). Allow two to three days to defrost depending on type and size of fowl.
 - d. Wash and clean in cold running water when preparing to cook.
 - e. Never bone fowl prior to cooking.
 - f. Do not stuff poultry with dressing.
 - g. In cooking poultry be sure internal temperature reaches 165° F.
 - h. Cool poultry and stock rapidly and in small batches. After cooking, refrigerate after cooling no more than 20 to 30 minutes. **DO NOT LET COOL AT ROOM TEMPERATURE.**
 - i. Do not allow employees with colds, sore throats, cuts, or broken cuticles to work with poultry.
 - j. After handling poultry, clean and sanitize all sinks, table surfaces, cutting boards, utensils, and hands before going to another job. Take the slicer apart. Use 180° F water with chlorine solution to sterilize, or put through the dishwasher.
 - k. To serve poultry safely:
Keep meats refrigerated until time to heat. Avoid room temperature. Do not cook too far ahead of serving time. Turkey roll should be used within 48 hours after removing from freezer.

After cooking, store poultry in refrigerator no more than two days before serving. Freeze if more than two days, keep cooked poultry cold (45° F. or colder) until it is placed in oven or steamer to be heated. Thaw in refrigerator. Heat poultry (165° F.) or hotter in one of the following ways:

- Heat as needed (heat quantity needed for a lunch period). Go directly from oven to serving line. Do not store in food heating cabinets or hold on serving line more than 30 minutes.
- Heat gravy to 165° F. or hotter. Bring gravy to a second boil before serving.

Avoid any heated poultry being left over if possible. **THROW OUT LEFTOVERS. NEVER** serve poultry handled by above methods a second day.

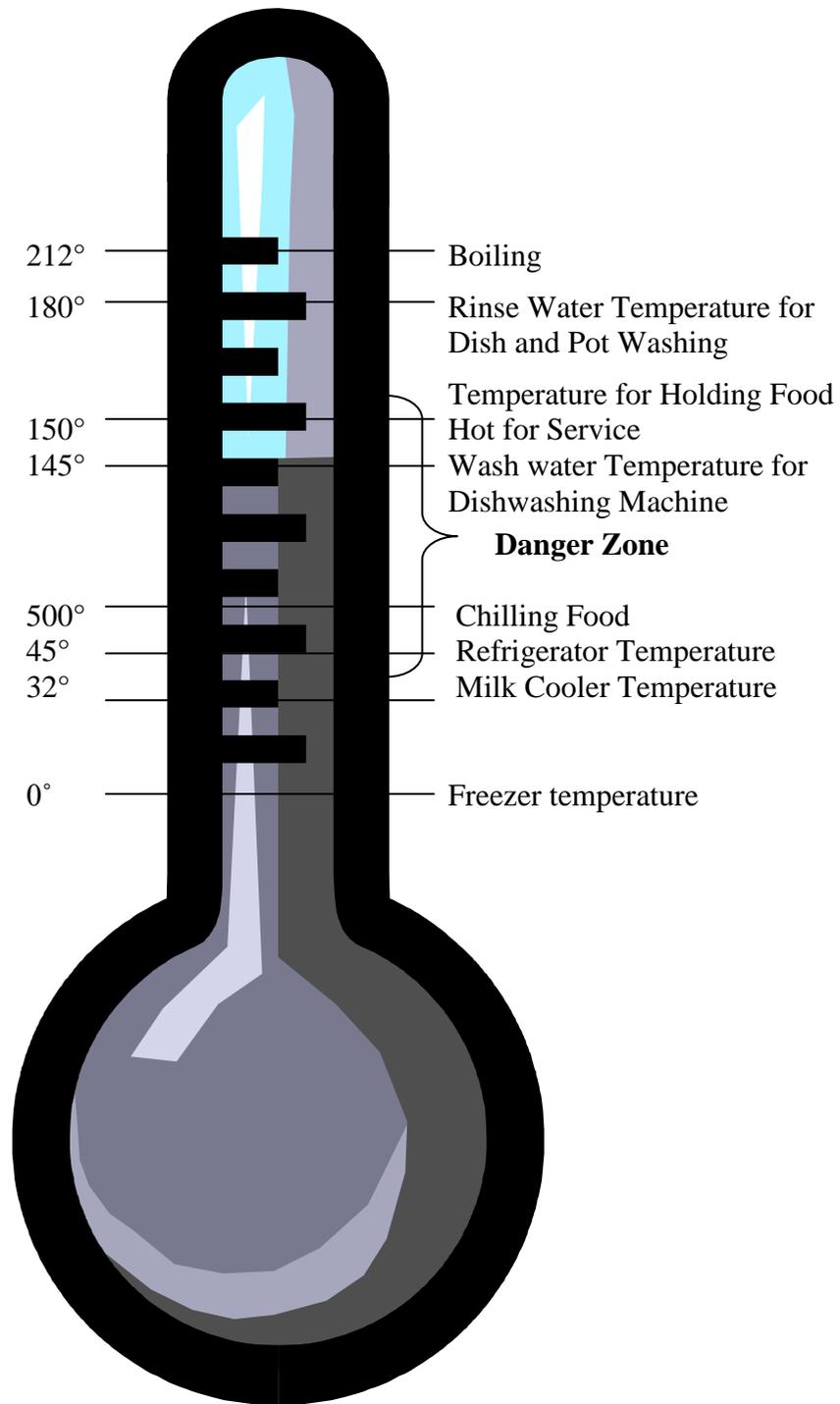
Food Sanitation-Service

1. Rinse cutting boards and sandwich boards with chlorine solution of one tablespoon per gallon of water to sanitize after each use.
2. Maintain cold food on the serving line at 45° F. or below; hot food at 140° F. or above.
3. Use plastic gloves or utensils for serving food. The hand must never touch any food being served on the plate for the customer.
4. Destroy all single-service plastic products after use e.g. plastic flatware, styrofoam plates, styrofoam cups, plastic bags etc.
5. Provide sugar only in closed dispensers or in individual packets.
6. Portion salad dressings individually or serve containers which are kept on ice and under sneeze guard protection.

Important Temperatures

Equipment must maintain the following temperatures:

Freezer	0° F. or below
Refrigerator	32° F. -50° F.
Milk Cooler	32° F. -45° F.
Dishwasher Wash water	140° F. -150° F.
	Rinse water -180° F.



TEMPERATURES OF IMPORTANCE IN FOOD PREPARATION

Holding temperature:

Hot food	140° F. and above
Cold food	45° F. or below

Safe Storage of Food Products

The length of time food may be kept satisfactorily depends on the quality of the product when stored, how well it is stored, and the temperature of the storage area. The manager should be consulted in regard to any food that may be questionable, before beginning food production or service.

If refrigeration breaks down over weekends or at other times and food starts to thaw, contact Food Services Office before destroying food.

Washing Tables-Dining Area

The food service staff is responsible for washing table tops in the dining room daily. Chlorine bleach solution, 100 ppm (one tablespoon of chlorine bleach per gallon of water) is to be used to sanitize the table tops. To ensure that the tables will be clean when students enter the dining room for lunch, the time recommended for performing this duty is just before lunch time since dust accumulates.

It is the responsibility of all customers, students and school staff --to return all trays, utensils, and trash to the dish-return area.

Sanitation Inspections and Reports

Periodically a representative from the Sanitation Division of the Health Department visits the food service department and evaluates the facilities. A report is left in the school and must be posted on the bulletin board. The manager should review the sanitarian's findings with the principal. A copy of the report is to be sent to the Office of Food Services.

Schedule of Equipment Cleaning

Cleaning of equipment should be assigned on the work schedule and be routinely done on a daily, or weekly, or monthly basis as needs demand. The cleaning of equipment properly is very important and requires training. The same procedures used at home are usually not adequate since equipment should be sanitized.

Procedures Related To Suspected Food Poisoning

These policies should be followed in case of suspected food poisoning:

Follow procedures for "When an Accident Occurs" (page 33).

1. Notify the principal, food service supervisor, and superintendent immediately.
2. Call for an inspector from the local Office of the Health Department.
3. It is imperative that a sample of all food served on the day of the incident be retained for possible testing by the State Board of Health or an independent lab. Mark the product "DANGER" and keep out of reach of children. It is recommended that samples be frozen to prevent further growth of microorganisms.
4. At the time of the suspected food poisoning, (while it is fresh on everyone's mind) the names of children affected and the time at which they ate should be recorded. Record the symptoms of the illness and outline the events of the day. Record the food preparation and handling methods of any foods involved, particularly any advanced preparation done the day before.
5. If the suspected food is a commercial product, have the container on hand for reference. Cans, cardboard boxes, and other containers are **ESSENTIAL** to determine factors about the product. All products give the manufacturer's name and address. On meat and poultry products, look at the USDA Inspection Stamp for the official stamp or establishment number. This number identifies the processing plant where the product was made. Many products also show a lot or batch number. This is a code indicating the day and factory shift the item was produced. This information can be vital in tracing a problem to its roots.
6. Record names of employees present on the day of the outbreak and employees involved with the potentially contaminated food.
7. Notify your State Office Bureau of Child Nutrition.

Cleaning Equipment

EQUIPMENT & PARTS	CLEANING METHODS	SPECIAL INSTRUCTIONS For summer closing
<u>DISHWASHER</u>		
Separation panels	Remove panel and wash thoroughly. Wash arms and ends with brush and store in one bundle in storage room.	
Water tank	Drain all dishwasher tanks. De-lime and wash thoroughly. Rinse.	If dishwasher is a TA 27 model, leave several inches of water in bottom of tank. (consult Manuel)
All surfaces (inside and out)	Wipe all surfaces with soft cloth moistened very lightly with mineral oil.	Leave doors open.
.....		
<u>MIXER</u>		
All surfaces, attachments, etc.	Wash thoroughly, rinse, sanitize, and air dry.	Be sure mixer shaft is clean. Place bowl and attachments in storage room.
Mixer bowl	Wash, rinse, sanitize, and air dry thoroughly to prevent rust.	
.....		
<u>MILK COOLER</u>		
Racks	Soak in hot sudsy water in sink. Rinse with soda water solution. Dry.	Turn off. Leave open to air.
Interior	Wash with warm sudsy water. Rinse with soda solution. Dry.	Milk coolers on wheels may be stored in store-room if space is available.
Drain pipe	Clean with small round brush.	
Exterior Wash	with warm sudsy water or ammonia water. Rinse. Dry.	
Motor	Clean.	
.....		

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
<u>SERVING LINE</u>		
Tops or domes and frames on wells	Wash thoroughly in hot sudsy water. Rinse, dry, and polish with soft cloth.	Turn all pilot lights <u>off</u> Store all removable parts such as domes and frames in storage room.
Walls of wells	Scrub with cleaning pads.	
Glass	Wash thoroughly and polish.	Store removable glass in the storeroom if painting or construction work will be in progress during summer.
All surfaces, (rails, front cabinets, sliding door tracks)	Wash thoroughly and polish.	
.....		
<u>STOVE</u>		
Cracks and openings.	Remove grease.	Leave oven doors <u>open</u> . Leave pilot lights on.
Exterior and interior	Wash with hot soapy water, rinse, and dry Use cleanser to remove burned-on food, etc.	Do not use Easy Off or equivalent.
Burners	Soak removable burner several hours in soda solution in sink. Then boil in same solution. Before replacing rub very lightly with mineral oil. Replace, light, and burn dry.	
Trays	Remove and wash in hot sudsy water. Wipe trays and range top with an oiled cloth.	

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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OVEN

Interior	Use approved oven cleaner. Scrape clean with oven scraper or putty knife. (Do not use this method with self-cleaning ovens.)	Leave pilot light <u>on</u> . Leave oven doors <u>open</u> . <u>Do not</u> loosen or remove heat control dials.
All surfaces inside or outside (including beneath Oven doors)	Wash with detergent, rinse, and dry using soft cloth coated with mineral oil.	
Thermometers	When cool, clean with soft brush and scouring powder.	

POTS, PANS, AND OTHER COOKING EQUIPMENT

Scrub with cleaning powder and detergents to remove grease.	Only stainless steel (not aluminum) pans may be soaked in ammonia solutions. Use liquid detergent on aluminum pans. Store all pots, pans, and small equipment in storage room.
Wash thoroughly and dry. Be sure to clean all corners and edges thoroughly.	

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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BAKER'S TABLE

All surfaces	Wash with hot sudsy water Rinse with clear water and dry.	Request that painting of legs be done by Maintenance, if needed.
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SLICER

All parts	Wash thoroughly with hot sudsy water. Rinse and dry.	Completely dismantle. Wipe blade with soft cloth moistened with mineral oil. Clean grease from electric cord and wash thoroughly. Rinse and dry. Cover with plastic to protect. Store in storage room.
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ROOF OVEN

All surfaces interior and exterior	Remove and empty water reservoir. Wash thoroughly with detergent . Be sure drain and trough are clean.	Disconnect cord from the cabinet before cleaning. Do not use abrasives or strong chemicals.
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BUN RACK

All surfaces	Use brush or scrub pad to remove dried-on food.	Request painting if needed. Rinse and dry.
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STEAMER

Shelves and racks	Remove all shelves and racks, clean thoroughly. Rinse.	Turn off gas. Close water valves. Blow down boiler and wait 30 min. Open water valves and fill boiler with water. Leave water valve open.
Interior	Wash each compartment thoroughly and dry.	Leave gas <u>off</u> . Leave all compart- ments open approximately one inch.
Door	Remove lining and gasket on the door. Use brush and warm soapy water. Clean thoroughly . Dry.	Store all pans and inserts of steamer in storage room.
Exterior	Wash with soapy water.	

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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FREEZER

Interior	Wash with warm water and soda.	Disconnect all freezers not containing food including ice cream freezers. Put ½ cup of soda in the box and leave the door ajar.
Shelves	Soak in sink in hot sudsy water.	
Motors	Vacuum motor during summer months.	Lock all refrigerators and freezers containing food, <u>leave key with principal.</u>
Exterior	Wash with warm water, rinse, and dry.	Post checking chart so custodian may check tem- perature daily. (Or other designated)

ICE CREAM FREEZER

All surfaces

Defrost and clean with warm soapy water. Rinse with water solution.

Turn off for summer. Leave open to air.

STORAGE ROOM

All areas

Clear out all odds and ends that are never used such as an organization's unclaimed items.

Label shelves and prepare for receiving of food & supplies.

Check all food to be stored in cake tin, etc. to

be sure tin cans are not bulging, jars are tightly sealed, and spices are insect-free before storing in refrigerator.

Shelves

Scrub all shelves with soapy brush.

Sweep the storage room floor.

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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REACH-IN REFRIGERATOR

(Remove all open containers and defrost)

Interior surfaces	Wash with warm water and detergent. Rinse and dry.	Disconnect all refrigerators that do not contain food. Leave ½ cup of baking soda in each refrigerator and leave the door ajar.
Shelves	Soak in hot sudsy water in sink.	
Exterior surface	Wash with warm water surface and detergent. Rinse and dry.	
Motor	Vacuum all motor during summer months.	
Drains	Clean with small round brush.	

WALK - I N REFRIGERATOR

Drains		Scald with hot water to avoid musty odor.
Floors		Wash and dry thoroughly.

STEAM KETTLE

All surfaces	Wash all food and grease from interior and exterior of the kettle. Scour discoloration on exterior with cleansing powder. Remove drain faucet from kettle and clean thoroughly. Use brush to clear line to interior of kettle.	Replace faucet loosely. Leave valve in <u>open</u> position. Turn off all water and gas.
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EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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CHINA AND PLASTIC DISHES

China	Remove all stains with scrub pad.	Take inventory of dishes and store in storage room.
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Plastic	Soak In solution of plastic cleaner and water. (Fill sink half full of water and add 1 ¼ cups of cleaner to regular-size sink and 2 ¼ cups to large-size pot sinks.)	
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KNIVES, FORKS, AND SPOONS

	Wash and dry thoroughly.	Take inventory and store in marked containers in storage room.
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DINING ROOM TABLE AND CHAIRS

	Wash tables off with water and disinfectant. Dry. Wash and disinfect chairs, use water hose to rinse. Dry thoroughly.
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FLOOR

	Sweep floors thoroughly. Be sure to sweep <u>under</u> and behind all equipment.
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EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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DRAIN -FLOOR AND WALK- IN

Pour one gallon of water mixed with enzyme solution into each drain to prevent sewer gas from escaping.	Custodians may need to remove floor plates from the floor drains. Clean well add enzyme solution to drain.
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20 GALLON TRASH CAN USED FOR FOOD STORAGE

All surfaces	Empty of all food. Wash thoroughly with detergent. Rinse with clear water.	Leave open to air for the summer.
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CART

All surfaces	Wash thoroughly with warm, soapy water, including the wheels and rubber protector. Rinse and dry.	Oil the wheels.
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COFFEE URN

All surfaces	Wash with solution of baking soda.	Leave open. Store in storage room.
Gauge, glass and faucet	Wash with solution of baking soda using a round brush. Rinse and dry thoroughly.	

HOOD AND FILTER FOR DISHWASHER, OVEN, AND RANGE

Filters	Run through dishwasher. Drain, dry, and replace.
Hoods	Wash with detergent and water. Remove stains with cleansing powder. Rinse with clear water.

EQUIPMENT & PARTS	CLEANING METHOD	SPECIAL INSTRUCTIONS for summer closing
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HOOD AND FILTER FOR OVEN AND RANGE

Electric light bulbs	Clean with damp cloth and dry.	
Glass globes	Remove from hood lights. Run through the dishwasher.	

STORAGE CABINET

All surfaces (interior and exterior)	Wash thoroughly with soapy water. Rinse and dry. Clean sliding door tracks well.	
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ICE MACHINE

Unplug ice machine. Wash thoroughly inside with a chlorine solution. Dry.	Disconnect for the summer. Leave door open.
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DEEP FAT FRYER

Fill kettle with warm water and 2 ounces of detergent. Boil solution for 15 minutes, drain, and wipe clean.	
Rinse with a solution of clear warm water and vinegar (1 cup vinegar per gallon water).	
Rinse again with clean water and wipe dry.	
Clean heating coil thoroughly but do not scrub with harsh abrasive.	Leave uncovered. Store basket separately in storeroom.

COMBI OVEN

Clean as needed, using the appropriate chemicals that is made especially for the oven (We now have a Combi oven at two of our schools).

Use of School Cafeteria

School Board Policy must be followed. Permits may be issued from the Office of the Superintendent, upon approval of the School Board. {See Descriptor code KG}

1. Pot Luck or Covered Dish Dinner {Not Permitted During School Day}

When an organization or persons bring prepared foods in serving dishes ready for the guests to serve themselves, Food Services assumes no responsibility for quality sanitation, and/or wholesomeness of items provided by outside sources. Serving utensils and containers is the total responsibility of the individual (s) providing the food?

If Food Services equipment, such as ovens, serving counter, dishwasher, etc., is needed by the organization, a member from the Food Services staff certified in Serv-Safe must be on duty and will be paid at the established rate. No employee will be asked or required to work without compensation. Anyone desiring to donate time may donate pay received back to the sponsoring organization.

2. Fund-Raising Meal

A meal is often served by a school organization to raise money after school hours. The organization should purchase all of the food and supplies from outside sources. If the county vendors are used, arrangements must be made for payments to the lunchroom manager upon receipt of merchandise. (Note: Union County bids cannot be used) The contacting person should be sure to state the name of the organization and its tax status for billing purposes. Close coordination is necessary between the manager and contacting individuals to ensure that all items needed for production have been purchased. Food or supplies belonging to Food Service must not be used.

Requests may be received from the person(s) planning the fund raising meal, for all or parts of the meal to be prepared by food service (for example, spaghetti sauce). Costs for these items will be cost of food and supplies plus labor. Members on the food service staff from the school in which the function is being held must be hired at the established minimum pay rate. The organization's check will be deposited by the manager into the school lunch account.

Purchasing from County Bids

Purchasing from county bids for an employee's or an individual's use is prohibited. No purchases can be made from county bids for an employee of the county, or for a member of his or her immediate household.

Conflict of Interest

No employee of the Union County School Board or in the County of Union, shall solicit, accept, or receive any gift, loan, gratuity, favor, or service of economic value that might reasonably be expected to influence one in his or her position in the discharge of his or her official duties, from any person. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit the acceptance of social courtesies which promote good public relations.

No Union County School Board employee shall use, or permit the use of, county-owned vehicles, equipment, material, or property for personal convenience or profit.

Field Trips

Frequently the Office of Food Services is called upon to supply meals for classes going on field trips. The Sack lunch is very popular on such occasions. As an example, the teacher or school may wish to send the following letter home to parents with the permission slip:

Dear Parent,

Our class is planning a field trip to _____ on _____. Our cafeteria has consented to provide a sack lunch on that day for those who wish to purchase one. The cost is at the regular lunch price and the student may use his/her prepaid lunch for that day.

Sincerely,

(Teacher's signature)

The class or teacher is asked to provide a cooler to ensure that such items as milk remain at 45° F or below. Those students qualifying for free and reduced-price meals will receive their lunch either free or at a reduced price. Teachers must provide names of students who will receive a lunch. Breakfast can also be provided if needed.

Pricing Meals and Services

Price Structure of Meals

The School Board establishes the prices charged students and adults for the complete lunch and breakfast meals and kindergarten snacks after reviewing the financial status and recommendations from the staff. The meal prices are established to cover the costs of food, labor, employee benefits, repairs, replacement of equipment, cleaning and paper supplies, and travel. In addition, the price must cover the costs of administrative, supervisory, and clerical salaries. Meal prices for adults must cover the costs including preparation and service. No financial assistance is received from the government or state for adult meals. The student meals are subsidized by federal and state funds.

Schools are notified annually of meal prices and no variation in prices is permitted. There is no reduction given for meals served without a food component or item. Schools offer all components of the lunch. However, if as many as three of the components are taken; the lunch qualifies for federal and state reimbursement and is priced as a meal.

Extra food prices are established annually by the Food Services Office and are submitted to the Superintendent for approval.

Charging

Adults

Adults will not be allowed to charge meals or solicit food from students. Adults must pay in advance or on a daily basic.

Students

No credit may be extended to students for the purchase of meals or any food offered for sale by foodservice.

Since food service is on a cash and federal free/reduced price meal basis and the accounting system has no provision for handling charges, managers cannot process credit or “carry charges” in the reporting system. Students who pay for meals must pay on a daily basic or pay in advance. **CHARGING IS NOT ALLOWED.**

Parents/Guardian who does not pay for students’ meal(s) will be reported to the Department of Human Services. **No extra sales will be charged to anyone. No adults will be permitted to charge.**

Federal Management Circular 796-1(Rev. 2) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses on meals charged cannot be paid with Child Nutrition funds.

Free Meals –Adults

Food service employees are the only adults receiving a meal free. All other adults including instructional personnel, custodial personnel, and guest must pay for meals or food received through the food service operation. No charging of meals will be permitted.

Free and Reduced-Price Meals

The Union County Public Schools has entered into agreement to participate in the National School Lunch Program and Child Nutrition Program and accepts the responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The Superintendent's letter each school year to parents explains the programs and includes an application for free and reduced-price meals and a current income scale. This packet is provided at the opening of the school year in sufficient quantities for distribution to all students.

The State Department of Education requires that the Policy Statement for Free and Reduced-Price Meals be filed in the office of each school principal and held for audit purposes.

Procedures for Handling Free and Reduced-Price Meal Applications

1. Sufficient quantities of blank form applications will be distributed directly to each school.
2. The principal will give an application to each student to take home.
3. All completed applications are to be returned directly to the manager.
4. All applications will be reviewed by the Food Services staff to determine eligibility.
5. Incomplete application will be returned to the family for additional information.
6. The “FOR SCHOOL USE ONLY” section of the application will be completed by the Food Services Office.
7. If during the school year a student withdraws or transfers to another school, the school must notify the Supervisor or Food Services of the (a) receiving school and (b) date of transfer or withdrawal.
8. Temporary approval will be issued when circumstances indicate that the household’s financial situation is temporary, at the end of the temporary period (90 days) the school will send an application to the parents to enable them to reapply. No form will be accepted until section 5 is appropriately filled out, example; name, income or check box for no income.

Collection Procedures for Kindergarten Snacks

A snack program for kindergarten children is available to students when one component (fruit-milk) is left off at breakfast or lunch. Students who bring their lunch must pay for milk or juice. Milk or juice may be purchased daily, weekly, or monthly at the extra food price. The kindergarten teacher must turn in payments to the food service cashier for paying students. The class roster is to be used by the food service cashier. (This recommendation was made by the Office of Child Nutrition).

Counting Money

Two or more people should count and roll money and prepare deposit slips prior to checking the deposit with the manager. This aid in accuracy, decreases time spent in performing this task, and eliminates adverse criticism of the handling of funds. The cashier should complete and sign the Consolidation Totals Record Form with the manager or a designated person verifying the accuracy of the money collected.

Money should be counted in a protected area and every precaution should be taken when transferring the cash fund to the principal's office or bank.

Deposit Slips

The deposit slip must be prepared in duplicate. Erasures or strike over's not permitted. If an error is made, a new deposit slip must be prepared. Record on the deposit slip the amount of cash, and list each check either by name or number of the bank. The deposit slip must be initialed by person preparing the deposit.

Banking

All money must be deposited daily. The principal, manager, or other food service employee may have the responsibility of transporting funds to the bank.

Any food service employee designated for banking responsibilities should take every precaution for personal protection. Food service employees who make bank deposits are encouraged to use night depository or drive-in windows to avoid attracting attention.

Change Fund

At the beginning of each school year \$20.00 will be issued to each school for the purpose of making change in the serving line(s). This amount shall be retained for the making of change for the entire school year. At the close of the school term, this amount will be redeposited, using a separate deposit slip. Be sure to indicate "change fund" on the deposit slip.

The amount in the change fund is verified and remitted (at the close of the daily food service operation) to the manager to be secured nightly. Under no circumstances can the "change fund" or any revenue collected in food service be kept in the kitchen, storage area, or in the possession of any employee.

Loss of Cash

Any loss of cash, including checks, will be reported to the school principal and the Supervisor of Food Services by the most expedient means. If theft is involved or suspected, a report will be made to appropriate law enforcement authorities. The initial report will be followed up within 48 hours by a written report. The written report will include a recitation of the facts and circumstances, steps taken to prevent recurrence, and steps taken to fix responsibility, if any. If it is necessary to establish the amount of the loss, assistance should be requested from the Food Service Supervisor.

In case of robbery, the individual involved is to offer no resistance and is to release the funds immediately. Procedures indicated above for theft should then be followed.

Bad Checks

Periodically a check is returned for insufficient funds or other reasons. When Food Services Accounting receives notification of a returned check, a memo with instructions will be attached and sent to the manager. The manager should make every effort to collect the money due. Assistance from the principal may be necessary. After a collection has been made, the deposit slip is to be sent directly to the Food Service Office.

If a parent writes a second check that is returned by the bank, the manager should refuse future checks from that family. If the manager receives notification of a check returned and the child is still eating a meal purchased with the returned check, the manager should notify the parent immediately.

Cashing Personal Checks

- No personal checks can be cashed.

Handling Invoices

Each delivered order will be accompanied by an invoice or delivery ticket. These must be signed, dated, and sent to Food Service Office in order that the vendor may be paid. Managers are responsible for checking in all deliveries to see that the delivery ticket agrees with the merchandise ordered and/or received and that all items are received in acceptable condition. If an employee has affixed his/her name to a delivery ticket and later discovers that there is a shortage, there is no recourse except to accept the loss--thus it is essential to be thorough in checking all deliveries. Managers should cross-check invoice prices with current bid prices.

The vendor will be required to leave two copies of all delivery/sales tickets at each individual school service operation. Such delivery/sales tickets should contain the following information:

1. Name and code number of school
2. Name of each item
3. Quantity of each item
4. Unit price (with some exceptions)
5. Extension of each item (with some exceptions)
6. Total for all items
7. Notation of shortages
8. Date and signature of receiving personnel

Delivery tickets for merchandise must be signed and dated by the manager before payment can be made by food service. For items shorted or received in unacceptable condition obtain a credit memo, a notation of the discussion should be made in red on the invoice and signed by the driver and the manager.

USDA COMMODITIES

Congress annually appropriates funds from the U.S. Department of Agriculture to assist schools by providing cash assistance and agricultural commodities to assist localities with the food budget. These foods are excellent in quality, offer greater variety to the menu, and assist in maintaining a balanced budget. The manager is responsible for seeing that the commodities are stored properly and utilized.

Classification of USDA Foods

Section 6 (National School Lunch Act). These foods are restricted to schools participating in the National School Lunch Program and are to be used only in preparing pattern lunches. They cannot be used in a la carte programs or for special function or by any other department or the school.

Section 32 (Public Law 320 as amended in 1936). If a school receives (Section 12) commodities with the letter in front of the 32 (R32), this indicates that the community is restricted and is used in the same manner as Section (6) commodities.

Section 416 (Agricultural Act of 1949). May be used in all phases of school feeding program

Basis for Allocating LJSIJA Commodities

1. Percentage of participation in the breakfast and lunch programs
2. Number of free and reduced-price meals
3. Facilities in the school for handling and storing the commodity
4. Past experience shown by a school in using the commodities offered.
5. Inventory of commodities on hand

Requirements

Schools receiving commodities are required to maintain records of the amounts received and used for a period of three years. USDA foods cannot be sold or traded. When it is in the best interest of the total program, the director, however, has the authority to transfer commodities. It is the duty of the school receiving the commodity to inspect the delivery noting the amount received before signing the receipt. The school is held responsible for properly storing and using the commodity. USDA foods can be transferred or distributed only in official county cars or trucks and must be accompanied with an official transfer form.

Lost or Damaged USDA Foods

If food is stolen, damaged, misused, spoiled or infested, it must be reported to the office of Food Services. The office of food Services will notify the state agency, which will determine the presence of fault or negligence.

Commodity Inventory

Each school must maintain a by-yearly physical inventory of USDA commodities and report the balance on hand.

Principal's Responsibilities

The principal shares responsibility with the Supervisor of Food Service in ensuring that all federal, state and local regulations applicable to the school's food services are implemented and administered daily. Those responsibilities are addressed throughout this manual; however, some of the areas of particular interest to principals are addressed in this section.

Food Services/Sales of Food in Competition

In accordance with Regulations 5130 and 5131 implementing the Federal National School Lunch and Breakfast Programs, no food or beverages are to be offered for sale to students one hour before serving time other than the school food service. No school or organization will contract for or offer on its own at other times any sale of food or beverages to students in competition with the school food service. No student fund-raising activities involving food sales are permitted during the schedule breakfast or lunch hour. Teachers who are taking students on field trips and not returning for lunch are urged to have students buy box or bag lunches from the cafeteria.

Vending products, such as cokes and candy, are considered competition as well as non-nutrition, and thus machines may be OPERATED ONLY one hour before lunch and after serving time.

Canned Drinks

Canned drinks cannot be brought into the school lunchroom in the original container by either students or teachers. Parents who send lunches should either pack fruit juice or allow the child to purchase milk at school. Additionally, safety of a pop top can when used by young children might present a problem.

Scheduling Number and Length of Breakfast and Lunch Periods

In most instances, dining rooms seat approximately one-third of the student body of a school body of a school. A rule of thumb in scheduling is to permit a minimum five-minute break after one complete dining room seating. These breaks are necessary to replenish the serving counter and clean up the area. (Approximately six students can be served in one minute on one serving line). A twenty minute lunch period is recommended. Approved breakfast programs will be posted for a period no longer than thirty minutes before opening school.

School personnel will take appropriate action to maintain an attractive, orderly appearance in the dining room for each lunch shift. Teachers are responsible for students conduct and discipline in the cafeteria. Meals will not be withheld as a disciplinary action.

No Lunch Meal should be served before 10:30 a.m.

Custodial Assistance

When scheduling school custodial duties, consideration will be given to provide general kitchen and dining room daily assistance. It is important that the manager and custodian work in harmony. Duties may include lifting heavy cases and equipment, removing trash, removing and replacing filters after cleaning, and moping floors.

Equipment-Purchases and Maintenance

The School Board provides a new school or a renovated food service area with essential equipment for the operation of an efficient program. The individual food service location may not begin operation until such time as (1) all new equipment is in proper operating condition; (2) all the facilities are completed and acceptable, (3) released to the School Board and (4) given Health Service Department inspection and approval.

Supplies and food cannot be delivered until facilities have been released to the School Board. No food service employee is permitted to operate equipment until the equipment has been cleaned and properly demonstrated to the food service staff by the equipment contractor. If the equipment does malfunction while still under warranty, the instruction manual supplied by the manufacturer will be consulted. Should any piece of new equipment be unsatisfactory, the Food Services Office will be notified of the trouble and/or defects.

In the event other sections of the building are available for student's occupancy before food service facilities are ready for operation, sack lunches, milk, and ice cream may be served, provided the necessary equipment is operational for this service.

Kitchen Replacement Equipment and Additional Equipment

The Food Services Office replaces and purchases additional equipment funded from its budget. Request for replacement equipment and additional equipment will be made by the principal or food service manger to the Food Services Office. Equipment purchases must be placed in the School Lunch Budget and approval obtained prior to being purchased.

Dining room furniture and physical structural changes, such as upgrading of the kitchen lighting, etc., are the responsibility of the Principal or School Board and funded by the school's budget. Federal regulations prohibit school lunch funds from being used on most physical structural changes.

Inventory Fixed Assets

An annual inventory will be performed by the Food Services Director and a member of the Food Service Inventory Teams before May 31, each year. For detailed information see instructions on inventory of fixed assets section.

Staff Policies

Proposed Staff Policy for Principals

Pursuant to section 97-5-24 (11) of the Mississippi Code of 1972 Annotated, as amended, all school principals are required to notify the Superintendent of Education and the District Attorney of any accusation reported to the principal in which there is a reasonable basis to believe is true that any school employee is accused of fondling or having any type of sexual involvement with any student under eighteen (18) years of age. The report to the District Attorney's Office should be in writing and the District Attorney is Hon. Lawrence L. Little, District Attorney-3rd District, and P.O. box 1478, Oxford, MS 38655. The principal shall also notify the Superintendent of Education.

Proposed Staff Policy

Any school employee having knowledge of any unlawful activity or violent acts which occurred on educational property or during any school related activity will report such activity or acts to the principal who shall immediately notify the appropriate law enforcement officials and the Superintendent.

Policy Against Sexual Harassment

Unwelcome sexual advances, or request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the propose or effect of unreasonably or creating an intimidating, hostile, or offensive work environment.

It is the policy of the Union County Schools to maintain a work environment that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated.

If you are subject to sexual harassment or intimidating conduct by any individual employed by the Union County Schools, you should immediately report the incident to your principal and/or the Title IX coordinator. If a principal receives a complaint, they shall immediately notify the Title IX coordinator. Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

You must advise the Title IX coordinator and the "Report of Violation of Title IX" form within five (5) working days from the time the complaint becomes known. The Title IX coordinator is Gloria Jean Turner whose office telephone number is 534-5463.

If you receive any knowledge or suspect any student of being sexually abused, you must report it immediately to your supervisor and you are required by law to notify the County Department of Human Services. The chain of command shall be for the employee to notify the principal and the principal to notify the Superintendent of Education and the County Department of Human Services. All proper and desired steps should be immediately taken to protect the student from any further or potential future sexual abuse pending the investigation.

POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Union County Schools to maintain a school environment for all students that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated from students or staff members.

If you are subjected to sexual harassing or intimidating conduct by any individual including other students or staff members, you should immediately report the incident to your teacher, counselor, principal, Title IX coordinator or Superintendent of Education. All reports shall be filed within five (5) working days of the alleged violation.

Sexual harassment is defined as any such conduct which has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive school environment.

The Title IX coordinator is Gloria Jean Turner. Her office telephone number is 543-5463.

SEXUAL HARASSMENT

SECTION I: TITLE IX OF THE EDUCATION AMENDMENT OF 1972

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sex discrimination and sexual harassment on educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

Section II: REQUIREMENTS FOR PROCESSING COMPLAINTS

1. Since it is important that complaints be filed and processed as rapidly as possible, the numbers of days indicated at each step are considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.
2. References to days are working days and do not include holidays and/or weekends.
3. Facts elicited during step two proceedings are confidential and do not become part of the employee's official personnel file. A copy of documents, communications and records dealing with the processing of a complaint will be filed in a separate file in the office of the Title IX coordinator.

4. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
5. The failure of the reviewing officers to communicate their decisions to the complainant within the time limits shall permit the complainant to proceed to the next step.
6. The complainant may withdraw his/her complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn.
7. No reprisal shall be invoked against any employee for filling a complaint or for participation in any way in this procedure.
8. If the complaint is against the person's immediate supervisor, the complainant should talk immediately with the Title IX coordinator.

Section III: PROCEDURES FOR PROCESSING COMPLAINTS

Step One:

Within five (5) days of the time a complaint becomes known, the employee or student will present the complaint orally to his immediate supervisor or the district's Title IX coordinator and complete the "Report of Violation of Title IX" form. It should be noted that the complainant does not have to report the incident to the supervisor before talking with the Title IX coordinator.

Step Two:

Within 3-5 days the supervisor or complainant is to present the completed "Report of Violation of Title IX" form to the Title IX coordinator.

Step Three:

Within five (5) days, after review of the written complaint, the Title IX coordinator shall personally question both or all parties involved in the sexual harassment complaint. A written record shall be made of the statements made by all parties involved. If the alleged harasser denies the allegation, the Title IX coordinator must do additional fact finding before making a determination. This must be done within 5-7 days.

Step Four:

The complainant may request, in writing, within 5 days, a hearing before an unbiased panel of district employees. If such a request is made, it shall be the responsibility of the district's Title IX coordinator responsibility to convene a panel of three to five district employees.

Step Five:

A panel of three to five district employees shall review the facts presented and question all parties involved before making a determination. The complainant and alleged harasser will be informed by registered mail of the date and time to appear before the panel. The proceedings of the hearing will be taped and kept on file in the office of the Title IX coordinator. The panel shall be convened within 5-10 days of the written request. Representation of a complainant or alleged harasser by other individuals will not be permitted.

The panel will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The panel will then express its findings and conclusions. The summary of facts, findings and conclusions will then provide the basis for subsequent review in the event of further appeal by the complainant.

Step Six:

Within five days of review of the response of step five, the complainant and/or alleged harasser may appeal the decision by requesting, in writing, a review of the decision by the superintendent of schools. The superintendent will review the written summary of the step five panels and shall, within ten (10) days render his written decision.

Step Seven:

Within five (5) days of review of the response of step six, the complainant or alleged harasser may appeal this decision by requesting, in writing, a review of the decision by the board of trustee. The board shall review the written summary of the panel and the written decision of the superintendent within thirty (30) days of the receipt of the step six appeals. The board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting.

Date: _____ Employee's Name: _____

School: _____ Manager's Signature _____

UNION COUNTY SCHOOL FOOD SERVICE PERFORMANCE STANDARDS

	Excel	Good	Fair	Needs immediate attention	Did not observe	Comments
1. At work on time and stays the entire day						
2. At work every day (except when sick)						
3. Personally notifies manager the day before, or as soon as possible, that the person is not able to work						
4. Accept oral instructions/requests from manager cooperatively						
5. Reports injuries on the job to manager						
6. Takes no food or supplies from the school						
7. Accepts responsibility of job assigned						
8. Conducts personal business before/after work hours						
9. Follows work schedules						
10. Refrains from using alcohol, illegal drugs, or narcotics, or smoking during the work day or at any time that would affect performance on the job						
11. Does not use profanity in the school atmosphere						
12. Works cooperatively with all school employees						
13. Wears clean, appropriate uniforms and aprons daily						
14. Wears clean, comfortable/appropriate shoes						
15. Wears no jewelry.						
16. Wears hair nets that completely covers the hair, as required by local health department						
17. Keep fingernails clean, short, & free of nail polish/no false nails						
18. Washes pots and pans						
19. Washes hands with soap after using the toilet						
20. Keeps work area clean						
21. Follows recipes and procedures						
22. Does not have to be told repeatedly about correct procedures						
23. Cooperates in keeping total program running smoothly by accepting unassigned work tasks, assisting in unexpected situations, and initiating action to correct schedule problems when necessary						