

2023-2024 Director's Handbook for Food Service Employees

Dress Code

Shoes: All employees are to wear black/dark brown work shoes. They can be tennis shoes, Shoes for Crews, etc. and must have a good tread (slip resistant preferred.) They cannot be open-toed or open in the back. Shoes must be clean including treads. Shoes are to be left at school and may be taken home at year end.

Pants: Pants are to be black, navy, brown, or khaki. They cannot be jeans except on Fridays. All pants are to be in good condition without tears or holes. Jeans are not reimbursable through your uniform account.

Shirts: Shirts must coordinate with others in your kitchen and be approved by the Food Service Director (FSD). Shirts must be clean, without holes/tears and free of foreign objects (ie: animal hair.) Any jackets, sweaters, sweatshirts, etc. must be worn only in the kitchen that you work.

Aprons: Aprons will be provided by the school and must be worn during any prepping of food. They must be washed daily and changed as needed. If you choose to wear an apron of your own, you may upon approval.

Jewelry: Jewelry is not allowed except for plain band wedding ring.

Nails: Nails must be clean and kept neatly trimmed. No nail polish or "fake" nails are allowed.

Hair: Hair must be restrained (ponytail) if possible. You must wear a hair net or a hat/hat visor.

Cellphones: Are not allowed to be on the person except for the head cook. They may be kept in your locker or on the desk. You may use them during break. Proper sanitation is required after using them.

Schedules

Time off: If any employee is unable to work, the FSD must be notified in advance if possible. All time off must be approved through our SMARTER program and request sent to the FSD. If you are ill, please call the FSD so a replacement can be found. If he/she is unavailable, please contact the head cook in your kitchen.

Illness: In the event that you are ill, please do not come to work! The rules are as follows:

If you have the following symptoms, do not come to the school for any position:

- Diarrhea within the last 24 hours
- Fever within the last 24 hours (must be 24 hours without fever without medication)
- Vomiting within the last 24 hours
- Any contagious illness until okayed by a doctor's note or if you have jaundice
- If you have been told you have the following illnesses, you must report them to the FSD immediately and stay out of the school:
 - E.coli O157:H7
 - Salmonella
 - Shigella
 - Hepatitis A
- You may be required to wear a mask and a daily temperature log may be required.

Safety Measures

All employees are expected to follow safety rules and regulations: This includes wearing safety equipment to include but not limited to safety goggles, gloves, safety cutting gloves, and the use of hot pads. If you have injured yourself, it must be reported with paperwork filled out/returned to the FSD or the school office/nurse within 24 hours of the incident.

All employees are to attend any safety classes that are given and to read/follow HAACP.

Safety is the most important thing in the kitchen...from the safety of the food to the safety of the workplace. We are all expected to make sure our work areas are free from risks and to correct them ASAP. If unable to correct immediately, please report to the FSD or the maintenance department if urgent.

Employee Conduct

Employees are expected to handle themselves in a professional manner at all times. We are a customer orientated business that serves students, parents, and faculty. We are to be courteous, helpful, friendly, and above all be smiling when dealing with them. It is unacceptable to yell, swear, degrade/bully, or create an unhealthy environment for students and/or staff (including co-workers.)

If an issue arises between employees, please discuss your issue with your co-worker first. If unable to come to an agreement, then go to the head cook of your kitchen and/or FSD. If you are still unable to come to an agreement, you will then be directed to the Superintendent.