



Williston School
District #29

SCHOOL NUTRITION EMPLOYEE
HANDBOOK

Updated/Created: May 24, 2016

Mrs. Eugenia Johnson, Coordinator of School Food Service

Williston School District #29

Introduction

The success of Williston School District #29 depends on our employees. It is expected that the information in this manual is understood and practiced by **every** employee in **every** position. Employees who do not comply with the procedures noted in this manual will be subject to disciplinary action. A resources section is provided at the end of the manual with additional expectations for practices and procedures.

History

ESTABLISHED IN 1888

Vision Statement

THE VISION OF Williston School District #29 IS TO WORK AS A UNITED FACULTY AND COMMUNITY WHICH PROMOTES RESPECTFUL AND PRODUCTIVE CITIZENS WHO ARE PREPARED FOR THE GLOBAL WORK FORCE.

Mission Statement

WITH THE SUPPORT OF OUR PARENTS AND COMMUNITY, THE MISSION OF WILLISTON SCHOOL DISTRICT 29 IS TO DEVELOP RESPECTFUL AND PRODUCTIVE CITIZENS BY PROVIDING CHALLENGING AND ENRICHING EXPERIENCES IN A SAFE ENVIRONMENT.

Policies and Procedures

Hiring Procedure

Hiring Food Service Cashiers, Servers, and Managers. At the end of 90 work days, an evaluation (see Resources Section for evaluation form) of the employee's performance will be completed by the Manager or Supervisor. Upon completion of this evaluation, the following steps will occur: Employee will be made aware of performance. Superintendent will have final input if Employee performance evaluation needs corrections. Description of Employee duties: whatever Employee is trained to do, and whatever the Supervisor asks the Employee to do concerning the operation of the Cafeteria and Food Service.

Uniforms/Dress Code for Service Staff

Unless otherwise indicated, the dress code consists of uniforms approved by Food Service Director. Clothing should keep visible tattoos covered. In the event that dress does not meet these standards, the employee may either be asked to leave, and return only when dressed appropriately. Hair that is shoulder-length or longer must be kept effectively restrained. Jewelry should be limited to a plain wedding band and watch. Additionally, long necklaces are not allowed as they can be a risk when working with foodservice equipment. An

employee may be asked to remove jewelry if it does not meet these standards or presents a risk in preparation or service of food.

Uniforms/Dress Code for Kitchen Staff

The only requirement for Shoes when working in the kitchen is closed-toed flat shoes that are slip resistant. Clean clothing (including hats) must be worn in the kitchen. Aprons and hair nets are provided by Williston School District #29 Food Service for a kitchen worker. Hair must be kept effectively restrained. No jewelry is allowed in the kitchen. Additionally, fingernail polish and/or acrylic nails are not allowed when working in the kitchen.

Worker Health and Hygiene

Food safety is a prominent and serious concern in the foodservice industry. Ultimately food safety begins with the personal hygiene and health of the food handler. It is **your** responsibility to keep hands, utensils, and work areas clean at all times. The tools you need to accomplish this are provided by [enter business name here] management. Disposable gloves should always be worn when handling ready to eat foods to avoid bare hand contact, as specified in the Food Code, and changed frequently. Hands should always be washed prior to putting on gloves.

Practicing appropriate handwashing procedures is a key to keeping food safe. Hands should always be washed *before*: entering the kitchen or prep area and handling clean dishware and equipment. Hands should always be washed *after*: using the restroom; handling raw meat, poultry, and seafood; touching hair, face, or body; sneezing, coughing, or using a tissue; smoking, eating, drinking, or chewing gum; handling chemicals; taking out the garbage; clearing tables or busing dirty dishes; touching clothing or aprons; touching anything that may contaminate hands, such as dirty equipment, work surfaces, or wiping towels; and handling money. Good work organization and teamwork will minimize the times it is necessary to wash hands. See the Resources Section of the handbook for additional information on health and hygiene tips for food handlers. It is expected these practices are followed.

Employees should not work with or around food when exhibiting the following symptoms: sore throat, fever, vomiting, diarrhea, or jaundice. It is expected you will notify an owner or event manager if you exhibit any of these symptoms. If possible, work that does not involve food handling will be provided. Reportable illnesses include: *Salmonella Typhi*, *Shigella* spp., Shiga toxin-producing *E. coli*, Hepatitis A, and Norovirus. Employees diagnosed with any of these illnesses will be excluded from work until released by a medical practitioner and/or local regulatory authority. See Safe Food is Your Job publication (PM 1419).

Safety, Security, and Emergency Procedures

Your personal safety is important to us. Although there are no foreseen threats to employees' safety and security, nevertheless, it is important for employees to be aware of their surroundings and have a plan ready in case their safety and/or security is threatened. When possible, the employee should have a cell phone or be in close distance to a land-line phone at

all times. The employee should use his/her personal judgment in determining if a situation requires 911 attention. If not, the employee must contact owner(s)/manager immediately via cell phone if they are not available at the site of the event should an incident occur. Additionally, [enter business name here] is not responsible for the loss of valuables or personal items at an event site; thus, valuable jewelry, electronics, etc. should be left at home. If an on job injury occurs, report the incident immediately to an owner/manager in order to complete forms recording the injury (See Resources Section for a copy of the Incident Report Form [to be provided by management]).

Meal and Break Policies

It is the employee's responsibility to pack his/her own meals or snacks as necessary during work hours or to eat prior to arriving for the shift. Snacks or meals are not provided for staff. Specific break times may not be assigned. When taken, breaks should not exceed 10 minutes and should only be taken when considering the current work load, the staff available, and should be cleared with owner/manager to ensure there is not any work or tasks that need immediate attention. When on break, there is to be no eating, drinking, or cell phone use in front of guests, as this does not present a professional image for our company. Smoking is not permitted at anytime during a work shift.

An employee who takes excessive breaks and/or is caught standing around multiple times will be released and only paid for time that an owner/manager determines they worked.

Closing Procedures

[Enter brief description of closing procedures here]. A cleaning checklist and specific task instructions can be found in the Resource Section [to be created by management].

Standards of Conduct

Disrespect and/or disregard for the owner(s)/manager(s) will not be tolerated and will result in disciplinary action and/or dismissal. Foodservice is a highly customer-orientated business, therefore the disrespect of guests or clients will not be tolerated.

Hours of Work

[Enter description of work hours here].

Attendance

It is critical that employees report to work as assigned as your attendance is essential. The staff selected to work is designed for the specific time of day and day of week based on server, kitchen staff, and chef needs. If a conflict in your schedule arises [enter organizational policy here]. Documentation of such extenuating circumstances may be requested.

Punctuality

On-time arrival for work is essential. Tardiness when reporting for work will not be tolerated. Repeated tardiness could result in removal from the staff. If extenuating circumstances cause a delay, contact an owner/manager immediately.

Work Ethic

The foodservice business is typically fast-paced, physically demanding, and time-sensitive. Therefore, a strong work ethic is important. It is critical staff demonstrates a high customer service orientation. Employees that do not exhibit the drive to work hard and get the job done may be permanently removed from the staff. Characteristics that may lead to this may be, but are not limited to, excessive break times, unwillingness to complete assigned tasks, reluctance to find new tasks, and general lack of initiative.

Equipment and Supply Negligence and Safety

Foodservice equipment is expensive as well as very fragile. Accidents do occur and are understood; however, repeated negligence with equipment and supplies may lead to removal of the employee from the staff.

Usage of kitchen equipment Slicer and Grinder is prohibited until properly trained by owner(s)/manager(s). Many items in the kitchen are dangerous and can cause injury. If asked to operate a piece of equipment you are not comfortable with using or one for which you have not been trained, notify an owner/manager immediately.

Harassment Policy

At Williston School District #29 we value our work staff and strive to treat each employee with respect and dignity. We have similar expectations for our work staff. Williston School District #29 strictly prohibits and does not tolerate harassment of any employees or customers. Any form of harassment related to an individual's race, sex, age, disability, religion, or any other protected status is a violation of this policy and will be treated as a disciplinary matter. Harassment can take on many different forms; some common forms include offensive verbal, physical, and/or visual conduct, and threatening reprisals. Violation of this policy in any form will result in disciplinary action for the employee, up to and including removal from the staff.

If at any time you feel as though you are being harassed by another employee or a customer you should tell the individual how you feel, remove yourself from the situation, and then immediately report the incident to an owner/manager. Action will be taken as needed.

Telephone/Electronics Use

Telephone and electronic use for personal use is prohibited during the peak hours of work and always in the presence of guests. Ideally, phone usage should be avoided during work hours, unless an emergency has occurred. Cell phones must be kept on vibrate or silent during work hours.

Substance Use

The foodservice business requires the use of potentially dangerous equipment. To protect the safety of all, a zero-tolerance policy is in effect. The use of illegal substances before or during work hours is prohibited. The consumption of alcohol before or during work hours is prohibited. A staff member caught violating any of these standards will be removed from the current staff immediately, and may be subject to removal from staff permanently.

Public Image

Our staff members are our best form of advertisement. Remember when you are working, **you** are representing Williston School District #29. The staff which represents Williston School District #29 every day must uphold high standards so as to not affect the strong public image that Williston School District #29 exudes. Any misconduct or incidents which arise during work hours will have a direct affect on this public image. A poor public image could ultimately result in a loss of customers and loss of work for all staff. One negative image can have long-term consequences. Be mindful of your actions.

Disciplinary Rules and Actions

It is extremely important to the success of Williston School District #29 that policies and procedures are enforced and followed. Violation of a policy listed within this handbook, or any house rule that is posted and/or verbally communicated to employees by owner(s)/manager(s), may result in disciplinary action. These actions may begin with the following steps, depending on the severity of the incident: counseling (or coaching, written reprimand, final warning, suspension or probation, and dismissal. However, certain egregious violations could result in immediate dismissal without any of the preceding steps; including but not limited to theft and violence.

Wage and Salary Policies

Wage Rates

Beginning wage rates and raises are dependent upon position, experience, and performance. Wages are set by Superintendent.

Timekeeping

Time Sheet.

Paydays

Twice per Month.

Employee Communication

Performance Evaluations

First 90 days, Annual

******Key Telephone Numbers******

Williston School District #29: 803-266-7878

Kelly Edwards Elementary Cafeteria Manager: 803-266-81-88

Middle / High School Cafeteria Manager: 803-266-8052

Food Service Supervisor: 803-266-8014

Staff Meetings

******Once per Month******

Resources Section

Publications

Safe Food is Your Job

Closing Procedures

Employees are to follow procedures in this Policy unless otherwise instructed by Food Service Authority.

Acknowledgement of Handbook

I, _____, acknowledge that I have read and fully understand the contents of the [enter business name here] handbook. If at any time questions or concerns arise regarding the information within the handbook I will contact owner(s) immediately for clarification. I will follow all procedures and expectations outlined to their fullest extent. Additionally, I understand that not following these procedures and expectations may result in removal from [enter business name here] staff.

Staff signature: _____ Date: _____

Owner signature: _____ Date: _____

-
- Copy to employee
 - Copy to Williston School District #29