

# **Hancock County School District**

## **Child Nutrition Department Employee Handbook**

## Hancock County School District

Superintendent	Alan Dedeaux
Assistant Superintendent	Dr. Rick Saucier
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Child Nutrition Administrator Assistant	Pam Bratton
Child Nutrition District Manager	Carolyn Peoples
Hancock High School Manager	Chantell Simmons
Hancock Middle School Manager	Johnny Barilleaux
Hancock North Central Elem. Manager	Carolyn Cuevas
East Hancock Elementary Manager	Patricia Sprouse
West Hancock Elementary Manager	Mary Fleming
South Hancock Elementary Manager	Trish Bourg

## PREFACE

The Child Nutrition 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 within the State of Mississippi by the 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 Hancock County 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 and federal breakfast program. 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.

## PHILOSOPHY

The Child Nutrition Program is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school. The principal is the executive officer and has general control of scheduling and discipline in the local Child Nutrition Department. The teachers are responsible for guiding and directing the conduct of their students while in the cafeteria.

The Child Nutrition Department is operated under the supervision of the Board of Education and not as a concession to any school, individual, or group of individuals. It should be operated for the benefit of the students and not as a means of making money for any other departments.

It is highly important that each principal give close attention to scheduling of the children through the cafeteria lines so that sufficient time is permitted for each child to eat, yet not interfere with his/her class schedule.

It is the intent of the Child Nutrition Department to work closely with the administration in achieving the goals of the Hancock County School District. It is hoped that a meaningful relationship may exist between the principals. The Child Nutrition Office is open to the local schools' needs and wishes to provide services as requested. It is important that the lines of communication between all persons concerned maintain the openness needed for the good of the school district.

The Child Nutrition Program feels that there are many opportunities to serve the students, faculty, and staff in making mealtime a pleasant experience and in providing technical assistance and instruction in Nutrition Education – We appreciate the opportunity to do so.

## USDA Nondiscrimination Statement

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## USDA Nondiscrimination Statement 2015

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

**Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: U.S. Department of Agriculture  
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- (2) fax: (202) 690-7442; o
- (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

## **HANCOCK COUNTY SCHOOL DISTRICT MISSION STATEMENT**

**The mission of the Hancock County School District is to ensure quality educational opportunity for all students of the school district. The school district is committed to the following: strong instructional leadership, high expectations for students' achievement, a safe and orderly school climate, and a systematic evaluation of student achievements.**

### **Child Nutrition Core Values**

**We believe that:**

- Each person is responsible for his/her actions.
- Each person has intrinsic value.
- Lifelong learning is vital to shaping one's future.
- Honesty and integrity are the foundation for mutual respect.
- A commitment to individual excellence is essential for personal success.
- Each person has something to contribute.
- A safe and secure environment is essential to learning.
- We follow a chain of command.
- We are here for the students of Hancock County School District.

### **Our Strategic Objectives**

- All students will continually and enthusiastically participate with others in endeavors that add to the quality of life in the community
- All students will set, plan, work toward, and accomplish personally challenging goals.
- All students will eagerly engage in ongoing personal learning experiences that expand their knowledge, skills, and thirst for more learning.
- All students will know that the Child Nutrition Servers are here to guide and direct them on a path to a nutritious life style.

### **Strategies**

**We will...**

- Build ownership and a spirit of interdependence uniting our internal and external communities to achieve common purpose consistent with our strategic plan.
- Invite and energize individuals, business and industry throughout our community to invest their resources, talents, and interests, enabling us to achieve our strategic objectives.
- Develop, align, and innovatively deliver, throughout the district, a comprehensive curriculum enriched with learning experiences necessary to achieve our strategic objectives.
- Empower students, staff, teachers, principles, and our communities to embrace a healthy life style and to promote one as well.

### **Strategic Delimiters**

**We will not add any new programs or services unless they are...**

- Consistent with and contribute to our mission.
- Accompanied by the staff development needed to implement successfully.
- In accordance with state and federal laws and guidelines.

## **CHILD NUTRITION OFFICE**

### **FORWARD**

To meet state, federal and district requirements the following regulations and procedures have been established. This will enable the administration, Child Nutrition employees and principals to have a good working relationship and to have a better understanding of the functions, duties, and responsibilities of the Child Nutrition Program and its staff.

This manual is not intended to present in detail every responsibility of the Child Nutrition Employee. However, it does provide the procedures and other valuable information which, if observed and applied, will insure to a great extent, a more effective Child Nutrition Program.

It is the primary function of the Hancock County School District Child Nutrition Department to offer food service to the students enrolled in the schools by first taking into consideration the nutritional needs of the students. Providing child nutrition employees, authorized personnel, and visitors is a secondary function.

The individual Child Nutrition Departments in the schools are to be regarded as a part of the overall school organization. With the cooperation of all school employees and students, guided by the principals and teachers, the objectives of the Child Nutrition Program should be achieved.

## OBJECTIVES

- To offer each child an opportunity to purchase only those foods in which will add to his/her physical and mental well-being.
- To provide each child the opportunity to participate in a school breakfast and lunch program coordinated with the general curriculum.
- To provide each child the opportunity to purchase at a price the child can afford to pay, a meal that meets at least one-third of his daily nutritional requirements.
- To provide attractive well-prepared food of high nutritional value.
- To provide each child the opportunity to learn social graces.
- To provide each child the opportunity to take part in leadership training, through participation in the school breakfast and lunch program.
- To offer important learning in health, citizenship, and social learning to correlate with other educational subjects.
- To provide a setting and assist in teaching Nutrition Education as it relates in various subject areas and all grade levels.
- To provide each child the opportunity to participate in a program in which the administrators, faculty, and Board of Education are fully aware of the nutritional and educational potentialities of the Child Nutrition Program.
- To provide special activities and resources to assist in teaching students better nutritional behavior.
- To function as an integral part of the educational system of the Hancock County School District.
- Philosophy and Purposes – National School Lunch Act of 1946:

“It is hereby declared to be the policy of Congress, as a measure of national security to safeguard the health and well-being of the Nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting states, through grants-in-aid and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch program.”



## **Introduction**

This Employee Manual is provided to employees of the Hancock County School District, Child Nutrition Department, to provide information and notification of laws and policies that affect their employment. This document is a guide and is not a contract or guarantee of employment, nor does it guarantee any fixed terms and conditions of employment. For more detailed information, please refer to the Hancock County School District, Board Policy Manual, on [www.hancockschools.net](http://www.hancockschools.net)

**PLEASE NOTE:** Should any provision of this handbook conflict with board policy and/or with state or federal law or regulation, the policy, law or regulation shall govern.

## GENERAL

### 1. BASIC CONSIDERATION

1. Child Nutrition is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school.
2. The Child Nutrition Department is operated under the supervision of the Hancock County School District, and not as a concession to any school or group of individuals.
3. The Child Nutrition Department, in cooperation with the principal, should make it possible for every child to have an adequate lunch and sufficient time in which to eat it. It should provide at least one-third of the child's nutrition requirements for the day.

### 2. SPECIAL AIMS

1. To improve the health of the child.
2. To promote an understanding and appreciation of the kinds of food necessary to meet nutritional needs.
3. To assist children in developing desirable food habits.
4. To contribute to the social education of the child, by providing for him an opportunity to practice courteous and desirable table manners, in a pleasant atmosphere.
5. To provide a situation in which children may develop an understanding of sanitation and of sanitary methods of food handling.
6. To offer important learning in health, citizenship and social living.

## MANAGEMENT

1. It shall be the responsibility of the cafeteria manager to open and close the cafeteria at all times. Managers may permit an assigned person to perform this function on permission from the child nutrition director in case of an emergency.
  - a. See that operation is running efficiently; minimal loss of food; proper preparation and quality controls;
  - b. Preparation of adequate amounts of good tasting pleasing food to serve the students at each meal service.

2. No cafeteria worker may leave until all scheduled work in the kitchen and dining rooms are completed, regardless of the job in which you work. The manager will dismiss all employees.
3. The Cafeteria Manager or an assigned worker will personally sign for all food and supplies after they have been inspected or counted.
  - a. All merchandise will be marked with the date of delivery, and stored properly.
  - b. Driver and receiving person must sign any discrepancy on the invoices. Any and all discrepancies must be noted by the driver before he leaves.
4. The Cafeteria Manager will not leave from the cafeteria or school during scheduled work hours except by arrangement with the child nutrition director.
5. Since all purchasing is handled through the administrative office, there is no need for a salesman to call on a manager. Therefore, we request salesman not call on managers unless the Director gives permission.
6. Smoking Policy consistent with School Board Policy. Gum chewing is not permitted.
7. No one except cafeteria employees are permitted in the cafeteria kitchen during preparation and serving hours except repairmen or other persons essential to the operation of the cafeteria.
8. Garbage is to be put into garbage receptacles, covered at ALL times, and placed in an assigned location for garbage pick-up. No cafeteria employee is to take garbage home.
9. Cafeteria employees are permitted to eat as their breakfast or lunch, the same serving size of food as served to pupils that day. Food or drink that is served as the daily lunch is not to be removed from the school by manager or worker. The child nutrition department personnel shall not take home any leftover food. This is strictly prohibited for all school personnel. All food is ordered in quantities as per menu — no extras ordered and no different food can be prepared for employees. All additional servings will be charged at extra sale price for ALL employees.

## WORKERS

1. Cafeteria workers should eat before or after the serving period --- never while serving and never in the food preparation area. Workers arriving at 8:00 AM should be ready to go to work and should have eaten breakfast at home.
2. Friends or relatives should eat in the cafeteria very seldom and must pay for the meal they do eat.

3. Frequent visitors for lunch and breakfast should be tactfully informed that schools are licensed to serve only pupils and school employees. However, parents should be invited to have lunch during the school session.
4. Leftover items shall be refrigerated or frozen until it can be utilized in some manner at a later date. The manager will keep a report of frozen leftovers. The manager will decide when the food will be used. All food must be properly stored and labeled.
  - a. If possible, items not suitable for storage may be used in the next service as an extra item — take this into consideration as you prepare the amount of other items that day.
5. Telephones are for Child Nutrition use ONLY. Cafeteria workers should use the telephone with discretion. No long distance telephone calls will be allowed. Use of cell phones is limited to break time.
6. Employees should not bring any personal belongings into the cafeteria that are not essential. Managers shall see that no bundle is taken from the cafeteria without being inspected and documented. Cafeteria employees will be dismissed at once if involved in theft.
7. Any non-certified employee that provokes or participates in a fight or quarrel during working hours on the job may be dismissed immediately without notice, or the supervisor may make a recommendation to the Board of Education for disciplinary action.
8. The capable manager and workers will meet temporary hardships with courage. They know that the students admire a happy spirit. They keep their difficulties within the school walls and work problems out with the aid of the Director.
9. All employees should realize that the manager is the authority and all problems within the individual cafeteria should be worked out first with the aid of the manager. Managers and workers of one cafeteria should not carry difficulties beyond the individual cafeteria. This practice causes disunity and misunderstanding between the cafeterias.
10. All cafeteria workers should be prepared at all times for a possible absence. They should be certain that all responsibilities are completed at the end of each workday.
  - a. All advanced preparation should be completed, with next day menu and recipes available, for unexpected absences.
  - b. Regular attendance of each cafeteria worker is imperative to ensure a smooth operation. Appointments should be scheduled after 2:00 PM if possible. The manager should be notified immediately upon the cafeteria worker's anticipated absence.
  - c. All substitutes will be recommended through the proper chain of command.

11. The Staff Member must develop and maintain an attitude of cheerfulness and helpfulness toward all fellow workers, students, and staff member should smile at all being served and use the opportunity to talk with them.
12. The Staff Member will report to work on time as scheduled. This means being in the cafeteria, personal belongings properly put away, hair net on and hands washed. The worker is allowed 30 minutes during the day for scheduled break or lunch.
13. The Staff Member will dedicate her time to working efficiently during working hours. She will serve in any capacity necessary in case of an emergency including being sent to another cafeteria to work at any given time. She will follow the work schedule as per Manager's instructions, completing tasks within the time allotted and with quality level specified.
14. The Staff Member will serve plates only as a child approaches the serving line. Every effort will be made to insure the food is kept warm for the students. There will be no pre-plating of trays for several minutes prior to students being served.
15. Every student tray will be prepared exactly the same and the same courtesy will be extended to every student. They are our customers.

## CHILD NUTRITON DEPARTMENT ATTIRE

All child nutrition employees are expected to be well groomed and to pay particular attention to good hygiene. Hair should be well groomed and clean. The wearing of hair restraints (nets) is encouraged during all food preparation and at the serving line. Hands and nails should be well groomed and free of nail polish. A minimum of jewelry can be worn; however, drop earrings, bracelets and necklaces should not be worn, to minimize any parts from dropping into any food. The accepted and encouraged mode of dress by the state agency is a neat and uniformed appearance. Each child nutrition employee is issued five (5) sets of scrubs to be worn daily. Child nutrition scrubs are replenished annually to meet employee's needs. Employees will be required to replace scrubs that are damaged and/or size change at their own expense. All employees shall abide by required dress code. Child Nutrition approved jackets may be worn over scrubs. The accepted mode of dress by HCSO Child Nutrition has been a scrub top and black pant, colors are selected each year. The length of the pants should hit the top of the shoe. Jeans, shorts and capris are an unacceptable mode of dress for Child Nutrition.

The Child Nutrition state agency requires all child nutrition employees to wear black "non-skid" shoes.

Any and all wearing of tee shirts or school shirts will be cleared with the Administrator.

Any deviation from the above dress standard should be cleared with the Administrator.

# COLLECTION PROCEDURE

## ALL SCHOOLS:

Child Nutrition employees will accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for breakfast and lunch with other school expenses. Checks should be preprinted with the writer's name, complete mailing address, telephone number, driver's license and/or social security number. No post-dated checks will be accepted. All CASH payments must be in sealed envelope with name and amount enclosed on outside.

All students are issued a lunch identification number that is used as an identifier with the cashier. Computer assigns category (Free, Reduced, and Paid) to unique numbers. All meals to be claimed for reimbursement shall be based on daily count at the point of service. The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable and recorded by category free, reduced price, or paid.

When automated point of service system is unavailable a manual count will be taken.

There will be NO overt identification of students who are on free or reduced meals. Cashiers must use extreme caution when posting meal payments and lunches to student accounts. All students must repeat their name prior to meal being posted to insure accuracy. Cashiers who continually make mistakes will be removed from cashiering.

### 2018- 2019 MEAL PRICES

#### BREAKFAST

#### LUNCH

STUDENT FULL PRICE	\$1.50	\$2.60
STUDENT REDUCED PRICE	\$0.30	\$0.40
ADULT/STAFF PRICE	\$2.00	\$3.25
EXTRA MEAL	\$2.00	\$3.25

After the full meal has been served, students may purchase individual components or milk products as extra food sales. Students who bring lunch can purchase only milk and ice cream products. (Competitive Food EED-1994). Students must have cash in hand to pay for extra sale items.

## SUSPENSION/DISMISSAL

Child Nutrition employees are “at will” employees and employment may be terminated at any time by either the employee or the employer without notice.

1. Reasons for suspension/dismissal include the following:
  - A. Just cause, which is interpreted to include, but is not limited to the following.
  - B. Incompetence
    - a) Failure to follow instructions or perform duties necessary for efficient operation of the Child Nutrition Program.
    - b) Failure to receive satisfactory evaluation.
  - C. Insubordination, willful refusal to comply with the proper order of an authorized supervisor.
  - D. Theft or destruction of school property. Unauthorized removal of packages from the school child nutrition facility
  - E. Falsification of records.
  - F. Repeated tardiness, excessive absences, or abuse of sick leave.
    - a) Excessive absences defined as: If you miss more than your allotted time without doctor's excuse or prior approval of the Child Nutrition Director.
  - G. Use of tobacco and tobacco products on any school property or at any school sponsored event is prohibited.
  - H. Using profane, obscene or abusive language.
  - I. Failure to use safety supplies such as goggles, gloves, belts, and masks as required per safety regulations.
  - J. Use or possession of alcoholic beverages or illegal drugs on the job.
  - K. Fighting, harassment, disruptive conflict or related misconduct.
  - L. Failure to follow time clock procedures to document exact time of arrival and departure.
2. Dismissal
  - A. When it becomes necessary to recommend dismissal of an employee during a school year, the Child Nutrition Manager or the principal of the school should notify the Child Nutrition Director in writing. The Director of Child Nutrition will take appropriate action of:
    - a) Warning b) Suspension without pay c) Termination
  - B. Where the situation requires immediate action, the employee may be put on leave status until the manager and principal can report the facts to the Office of Child Nutrition.

## FOOD SERVICE STORAGE

### 1. General Rules:

- A. Commodities (USDA) and purchased foods may be stored alongside each other in the same section: for example, all fruits should be together.
- B. Leave all foods in cases until needed, then remove remaining cans from cases. Size of storeroom determines methods to use for storing food items.
- C. Date all cases or boxes with magic marker as they are received. Rotate stock using FIFO (first- in-first out).
- D. Store items used frequently, such as spices and staples, nearest the door.
- E. Store items used less frequently in less accessible places.
  - F. Store light-weight items nearest the top shelves.
  - G. Store heaviest items at waist height or below.
  - H. Detergent and cleaning supplies must be stored in a separate room from food. Do not use old food containers such as white gallon containers for detergents and bleach. Clearly mark containers.
  - I. Remove all equipment not being used from the storeroom. Call Child Nutrition Director and request that equipment be stored at another location.
  - J. Annually transfer to the Child Nutrition Office all bills, receipts, and records that are required for auditing purposes.
  - K. Discard empty plastic and glass jars.
  - L. Assign cleaning of storage room areas on a daily and weekly basis. A good general rule is for the individuals in certain preparation areas to be responsible as outlined in the section “Job Description.”
- N. Have a place designated for everything and keep everything in its place.
- O. Sort and dispose of unneeded decorations

### 2. Freezer and Refrigerator

- A. All refrigerated, frozen and dry storage food items are to be dated with a magic marker when they are received.
- B. Rotate frozen and refrigerated foods first in, first out.
- C. Cover all foods stored in refrigerators or freezers. Label and date any opened foods or leftovers.

### 3. Leftover Foods:

- A. Leftovers should be used within 2 days. Offering choices enables managers to use leftovers without complaints from students.
- B. Single use containers cannot be used for storage of food.
- C. Leftover food must be refrigerated in approved 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.



## HANCOCK COUNTY SCHOOL DISTRICT

### JOB DESCRIPTION

**TITLE:** District Café Manager

**REPORTS TO:** Child Nutrition Director

**MAJOR FUNCTION:** The District Café Manager, under the general direction of the Child Nutrition Director, will have the responsibility of training and supervising the district-wide Child Nutrition program.

### QUALIFICATIONS:

- Minimum of High School Diploma/ GED or beyond
- With experience in food and nutrition or food systems management
- ServSafe certified
- Eligible for Mississippi Manager's Certificate
- Minimum of 3 years of experience in Food Service Operations.
- High level of interpersonal skills.
- Complete fingerprinting process administered by the District.
- Must pass background check prior to employment.
- Accounting experience considered a plus.

### PERFORMANCE RESPONSIBILITIES:

- Assist Child Nutrition Director with duties stated in Director's job description.
- Assist office personnel with their duties when needed.
- Help to interview personnel for department.
- Teach personnel use of computer/software program and how to maintain reports.
- Assist with management duties in an absent of a café manager when needed.
- Responsible for training and supervision of café managers and or employees.
- Assist with the Responsibility for financial management of cafeteria sites.
- Assist with the evaluation of every aspect of the school system's Child Nutrition programs.
- Supervise special contract activities and special functions.
- Assist in planning and developing the Child Nutrition budget and cost allocation in coordination with the Director.
- Assist School café managers with training and management problems.
- Plan, develop, and establish staff development programs.
- Recommend possible enrichment training programs.
- Check and test products to determine if food and supplies specified on bids are being received in the schools.
- Advise parents concerning the types of child nutrition programs available through the Child Nutrition Department.
- To assist parents in meeting the needs for additional programs for children with specific dietary requirements.
- Ensure each café site follows ALL Child Nutrition Department policies and procedures.
- Ensures and maintains equipment inventory and effective and efficient operation of all equipment at each café site.
- Will assist the Child Nutrition Director with other duties as assigned throughout the calendar year.

## **HANCOCK COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE:** Child Nutrition Manager: Level I & II

**REPORTS TO:** Child Nutrition Administrator

**MAJOR FUNCTION:** The manager is responsible for the efficient operation of the child nutrition program in an individual school within the budget restraints under the direction and guidance of the Child Nutrition Administrator. They must possess a strong desire to be a positive role model, team leader and self-starter that will take the initiative to go the extra mile. They will always strive for and exhibit the very highest level of professionalism.

**QUALIFICATIONS:** Complete fingerprinting process administered by the District and pass background check prior to employment.

1. A minimum of a high school diploma or equivalent and experience in Child Nutrition
2. Must pass standardized reading, math, and writing assessments
3. Special training beyond high school education – an up-to-date certification as required by the State Department of Education (See handbook for State Department Certification.)
4. High level of interpersonal skills
5. Possess strong organizational skills
6. Has the emotional stability and physical fitness to perform duties assigned at sufficient speed to carry out an efficient operation.
7. Ability to extend a recipe and accurately determine food requirements
8. Ability to prepare and maintain necessary records
9. Ability to operate an efficient program within budget restraints
10. Interest in merchandising food and in selling the program
11. Is able to furnish own transportation to and from work and the bank.
12. Willing to work special functions.

**RESPONSIBILITIES:**

1. Make sure that all meals are portioned according to meal requirements for students being served.
2. Make sure all sanitation procedures are followed for meals off campus or in a classroom.
3. Make sure all collection procedures are carried out;
  - A. Collect money in advance each morning.
  - B. Return meal count and order to Central Kitchen for transportation of meals by 10:30 each day.
  - C. Serve meals to students, return with all Child Nutrition satellite equipment to be sanitized for the next day.
4. Maintain a high level of both moral and ethical conduct.
5. Exhibit professional competence on the job.
6. Attend regular meetings.
7. Work special functions.
8. Coordinate child nutrition with school activities:
  - A. Strive for good public relations with customers, co-workers, supervisors, and community.
  - B. Cooperate with principals, faculty, students and staff to make the Child Nutrition program an integral part of the total school program.
  - C. Endeavor to increase participation in school child nutrition
  - D. Strive to improve the child nutrition programs
  - E. If given the opportunity, arrange, plan, prepare and serve meals for special functions following prescribed guidelines.
9. Train, supervise, direct and evaluate each employee on staff.
  - A. Provide leadership and direction of goals for staff.

- B. Designate and instruct a specific staff employee to function in the absence of the manager and/or assistant manager.
  - C. Refer prospective employees to the Child Nutrition Office for interviews
  - D. Provide orientation and training to new employees
  - E. Provide ongoing on-the-job training to the staff on efficient operational practices.
  - F. Prepare and review with each employee the job description prior to opening of school in August. Forward a copy of description to the Administrator by September 2<sup>nd</sup>.
  - G. Prepare and post a master daily production schedule.
  - H. Instruct staff in accepted child nutrition practices.
  - I. Inform staff of policy and procedural changes when received from the Child Nutrition Office.
  - J. Establish and enforce standards for personal appearance and cleanliness and review them periodically with the Staff.
  - K. Strive to resolve staff grievances.
  - L. Evaluate employee performance and discipline employees.
10. Maintain an efficient, well-organized child nutrition 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 in the product kitchen and satellites.
  - B. Use correct quantity cookery 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 the child nutrition operation.
  - F. Use recommended sanitation measures.
  - G. Issue, extend, and use only recommended Hancock County or USDA tested 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 and execute night check list.
  - K. Prepare orders (foods, supplies, equipment) according to schedule and submit to the Child Nutrition Office.
11. Administer the Child Nutrition Program.
- a. Operate the Child Nutrition 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 (refer to "Collection Procedure").
  - c. Read, react, take appropriate action regarding and inform staff of pertinent information before filing all notices, memoranda, and other official information.
  - d. Prepare accurate records and submit to the Child Nutrition Office at the designated times, i.e. time sheets.
  - e. Notify Administrator of your absence.
  - f. Request approval from the Administrator when proposing deviation from policy.
  - g. All personnel problems must be documented and forwarded to the Child Nutrition Administrator.
  - h. Contact the principal on problems regarding students on campus and then notify the Child Nutrition Administrator.
12. Participate in all in-service meetings.
13. Complete an administrative review each year. A copy of the administrative review is to be submitted to the Child Nutrition Administrator by December 1<sup>st</sup>.
14. Perform related work as required by the Office of Child Nutrition
15. Managers shall not have authority to dismiss workers before regular hours without approval of Administrator.
16. Permission for removal of cafeteria equipment shall not be granted except on the approval of the Child Nutrition Administrator as per fixed assets instructions.
17. Managers shall report any injury, small or large, according to workmen compensation regulations.
- 18. The manager shall not permit any of the time of the employee to be occupied by salesmen, friends, relatives, and agents while at the cafeteria.**

19. She shall requisition supplies, food, and equipment through the Child Nutrition Office.
20. The manager posts menus at least one week in advance in the kitchen for the workers.
21. The manager makes best use of the facilities provided, and she accepts responsibility for storeroom management.
22. She shall report equipment in need of service and repair to the Administrator using work requisition forms. Building repairs will be reported to the principal
23. Records and reports – Child Nutrition Manager is responsible for the following records and should keep them on forms provided:
  - a. Combined daily cash reconciliation sheets and deposit slips for prior week (due each Monday).
  - b. Managers will be held responsible for balances left in students accounts if cashiers do not reconcile on a weekly basis. Accounts must be checked every Friday and carry-overs used the following Monday.
  - c. Daily participation due the first of each month.
  - d. Commodity inventory (monthly)
  - e. Purchased food inventory (monthly)
  - f. Equipment inventory (bi-annually)
  - g. Employees' evaluations are due December 1<sup>st</sup>.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the school board.

**EVALUATION:** Evaluated annually by the Child Nutrition Director/Administrator.

**TITLE:** Production Manager

**REPORTS TO:** Child Nutrition Administrator

**MAJOR FUNCTION:** The assistant manager of a production kitchen works under the direction and supervision of the manager and assumes management responsibilities in the absence of the manager; assists in maintaining efficient management of the operation.

**QUALIFICATIONS:**

1. A minimum of a high school diploma or equivalent and experience in food service.
2. Up to date certification as required by the State Department of Education.
3. Completion of the district annual staff development plan.
4. Physical fitness and emotional stability to carry on the responsibilities of the job.
5. Knowledge of quantity cookery techniques and operation of a school kitchen in an efficient manner.
6. Ability to train, direct, and supervise work of other employees.
7. Ability to extend recipes accurately.
8. Ability to prepare work schedules.
9. High standards for personal appearance and health appropriate for child nutrition.
10. Courtesy and tact in dealing with people.
11. Ability to attend required meetings.
12. Transportation to and from work and/or bank.

*RESPONSIBILITIES*

1. Is responsible for carrying out the entire collection policy without any exceptions according to the written guidelines.
2. Is responsible for daily combined cash reconciliation sheets and deposit slips.
3. Is responsible for participation sheets (due each month).
4. Is responsible for making bank deposits on a daily basis to the bank and returning with a receipt that matches daily sales report if manager cannot.
5. Is responsible for keeping all rosters updated.

6. Is responsible for keeping all student notices sent for meals not used.

**TITLE:** Child Nutrition Staff Employee

**REPORTS TO:** Child Nutrition Manager

**MAJOR FUNCTION:** A staff employee is a staff member who assumes the responsibilities and duties designated by the manager. The staff employee is supervised by the manager.

- Safe preparation and handling of food
- Cleaning and sanitizing of equipment and facilities
- Serving of food
- Cashiering and record keeping
- Other related work as required

#### **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by a Child Nutrition employee to successfully perform the essential functions of this job which entails very hard and fast paced work. Therefore, **every Child Nutrition employee must be able to meet the following physical demands.**

While performing the duties of this job, the employee is frequently required to stand or sit for sustained periods of time. The employee frequently is required to reach above the head or forward with hands and arms as to operate vibrating food service equipment. The employee will be required to squat, stoop, kneel, and crouch, or bend or twist at the neck and trunk more than the average person while performing the duties of this job. There will be pulling and pushing up to 50 pounds and the employee will need to lift cases of six #10 cans of food. Employees will be required to climb occasionally. Cashiers will need to possess finger dexterity in keyboarding. Employees must possess visual ability to read small print text and identify colors and must be able to express detailed instructions quickly and loudly working in a moderate noise level area.

This information is in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

#### **MINIMUM REQUIREMENTS:**

1. Shows ability and willingness to follow instructions, either written or oral.
2. Is willing to work in any situation in the production kitchen.
3. Has the emotional stability and physical fitness to perform duties assigned at sufficient speed to carry out an efficient operation.
4. Shows personal standards of appearance and dress commensurate with those required by child nutrition.
5. Is interested in food preparation and service.
6. Is courteous and tactful in dealing with people.
7. Is interested in children and school programs.
8. Has the desire to put forth best effort in all assigned duties.
9. Is able to perform moderate to heavy physical work efficiently with continuous standing. Must be able to meet the Physical Demands as described.
10. Has the ability and is willing to learn prescribed food preparation methods.
11. Is able to furnish own transportation.

#### **RESPONSIBILITIES:**

1. Notify manager at the earliest possible time when unable to work.
2. Maintain desirable relations between school and community.
3. Maintain pleasant working relations with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.

4. 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.
5. Perform duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities, serving of food, cashiering, and record keeping.
6. Report to work at product kitchen when required.
7. Perform other duties as assigned. Must provide and wear hair net daily.

**TITLE:** Child Nutrition Cashier

**REPORTS TO:** Child Nutrition Manager

**MAJOR FUNCTION:** To keep accurate control of reimbursable meal counts at the point of service.

**QUALIFICATIONS:**

- High School education or equivalency test
- **\*\*IN ORDER TO MAINTAIN CASHIER STATUS, ABSENTEEISM MUST BE HELD TO A MINIMUM.**
- Must be able to operate a 10-key calculator and automated count control system.
- Must be able to read and write English
- Handle basic math computations
- Figure and make accurate change quickly
- Compile and record daily reports
- Have a pleasant personality with students and faculty
- Capacity to grasp and adjust to new and changing situations
- Manual dexterity and the ability to work under pressure
- Neat in appearance
- Must wear a uniform, hairnet, and closed-toe, non-skid shoes
- Health certificate may be required
- Work an average of 35 hours per week., Monday through Friday; work days contingent on annual school calendar with average of 185 scheduled days per year
- Requires standing and the ability to lift 50 pounds
- Occasional work for special functions may be required.

**RESPONSIBILITIES:**

- Accurate control of reimbursable meal counts at the point of service.
- Accuracy in updating free, reduced and paying students according to USDA required procedures.
- Posting of advance payments for student or adult meals
- Proper recording of daily reconciliation reports as required by the State Department.
- Other general assignments as required by the Child Nutrition Manager