

Caldwell County Schools



Child Nutrition Program

Employee Handbook

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Caldwell County Schools – Child Nutrition Program
Employee Handbook

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NEW EMPLOYEE ORIENTATION

Each new employee will be required to attend an orientation session. Subject matter covered includes TB Testing, Drug Testing, Finger Printing, Employee Physical, Benefits and Tax Forms.

NEW EMPLOYEE NEED-TO-KNOW

Smoking, guns, knives, illegal drugs, alcohol and pornography will not be permitted on school property.

Each new employee is subject to a 90-day probationary period. During the probationary period, a new employee can be terminated for not meeting any Child Nutrition standard.

MORNING ROUTINE

At the beginning of each workday, and before clocking in, each employee is to store her belongings in a locker or designated storage area and cover hair with a hair net. Employee is to then *clock-in*. After *clocking-in* the employee is to wash her hands.

CLOCKING-IN/OUT

Each employee must *clock-in* and *-out* each day. Each employee must also *clock-in* and *-out* for lunch each day. If for any reason, other than school business, the employee must leave school, he/she must *clock-out*.

Employees are to *clock-out* at the end of their workday, **then retrieve personal items before leaving the kitchen.**

Employees are responsible for “approving” their time records a least weekly.

PRODUCTION

Check *Production Records*, production schedule, and work schedule each morning for what needs to be prepared for the day and duties of the day. Compare menu and production schedule to make certain that all items have been assigned. The manager will have recorded how many servings of each food item are to be prepared on the Production Record with details specified on the production schedule. If there are questions as to the quantity, preparation timing, etc., consult manager.

Pull recipes for foods to be prepared. *Read* the complete recipe before starting. *Follow* the recipe. Ask questions when uncertain about a product, instruction, etc.

After preparing a specific food item, record the number of servings available for the day under “*Actual Quantity Avail.*” on the Production Record.

Record food temperatures per indicated on Production Record headings. This is **VERY** important.

PRODUCTION (continued)

PLAN AHEAD: When finished preparing assigned food items, check the next day's *Production Records* for anything that can be "laid out" or prepared for the next day.

RECIPES

See manager for complete production record instructions.

To achieve consistency, recipes must be followed.

Any changes made to a recipe must be discussed with the cafeteria manager. The manager is to submit requested changes to the Child Nutrition Director or Supervisor.

Recipes are found in *Production Notebooks*.

Read over recipe completely before starting preparation. Address questions or concerns with the manager.

Save time by gathering all ingredients for a recipe at one time, place them on a rolling cart, and take to work station.

To increase recipe quantities, use appropriate recipe conversions. Consult your manager for assistance.

FOOD STORAGE

All food items are to be properly stored to avoid contamination.

Store raw foods (such as uncooked beef, poultry, and pork) below cooked and ready-to-eat foods (foods that have been previously cooked and are ready to be served as well as fresh produce.)

Consider whether an item being stored is likely to drip onto another...will this cause a problem with contamination? Think seriously about what is being done.

Practice FIFO, the First In – First Out method of stock rotation. Store food so that the oldest product gets used first.

Cover, label and date all stored food. Stored food is to be kept in clean and sanitized containers.

Store food off the floor and away from walls. The lowest shelf should be at least twelve (12) inches from the floor for a stationary unit or six (6) inches for a portable storage unit. (NC Rules Governing the Sanitation of Food Establishments)

Keep storage areas dry and clean.

Never store chemicals near food.

Consult with your manager regarding the proper storage temperature for various foods.

FOOD TEMPERATURES

Check food temperatures per requirements specified per HACCP and indicated on **Production Record** with approved and sanitized food thermometer.

Record food temperatures on **Production Record** as indicated.

Consult manager on instructions of what to do when a food item is found to be in the temperature danger zone (40°F to 140°F).

For specific food temperatures consult the book **ServSafe Essentials** and/or HACCP notebook found in the manager's office.

To check the temperature of a food item:

- Wash, rinse, sanitize and air dry thermometer.
- Insert thermometer into food item, being certain the thermometer tip goes into the center (thickest part) of the item and the sensing area is completely covered.
- Wait at least fifteen seconds from the time the thermometer needle stops moving before reading the temperature.
- Wash, rinse, sanitize and air dry thermometer before and after each use to prevent cross-contamination.

To calibrate and use a thermometer:

- Fill a container with crushed ice. Add clean tap water until the container is full. Stir the mixture well.
- Put the thermometer stem into the ice water so that the sensing area is completely submerged. Wait thirty seconds after the needle stops moving.
- Do not let the thermometer stem touch the container's bottom or sides.
- While in the ice water, hold the adjusting nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F (0°C).

HANDWASHING PROCEDURES

Wash hands regularly during serving time as well as throughout the day. **General Rule:** If you have not washed your hands in the last twenty (20) minutes, wash your hands, even if you have been wearing gloves.

Procedure for washing hands correctly:

- *Wet hands with running water as hot as you can possibly stand.*
- *Apply soap.*
- *Scrub hands and arms for at least twenty seconds.*
- *Clean under your fingernails and between fingers.*
- *Rinse your hands thoroughly under running water.*

HANDWASHING PROCEDURES (continued)

- *Dry your hands and arms with a single-use paper towel or warm-air hand dryer.*
- *Turn water off with paper towel.*

Wash hands and change gloves when moving from one task to another.

SERVING PROCEDURES

Set up serving line at least 15 minutes before time for students to arrive.

Utensils, i.e. tongs, spoodles, etc. are to be used for handling food. Wear gloves when touching food directly.

Change serving line utensils every twenty (20) minutes.

Keep lines looking neat and clean. If you have time to lean, you have time to clean!

Sweep around serving line when there is a break in classes. Make certain to **wash hands AND change to clean gloves** before returning to duties requiring the handling of food or clean dishes.

Replenish serving line when there is a break between classes.

Person working serving line is to keep an eye out for “over dippers” and help cashiers recognize when someone has more than one serving on their plate.

CLEANING AND SANITIZING

See *Appendix D* for cleaning instructions for specific equipment.

Always have a bucket of sanitizing solution and/or spray bottle of sanitizing solution available in kitchen area.

Sanitizing solution is have a concentration of 50-100 parts per million.

- *Fill red bucket (spray bottles may also be used) 1/2 to 3/4 full of **cool** water.*
- *Pour a tiny amount of bleach into water.*
- *Use test strips to determine if concentration is correct.*
- *Add more water or bleach to bring solution to correct concentration.*
- *Periodically check concentration of sanitizing solution. The sanitizing agent will dissipate and become ineffective with exposure to time, soil, soap and heat.*
- *Red buckets are to **ONLY** be used for sanitizing solution.*
- *Wash red buckets each day in the dishmachine.*

CLEANING AND SANITIZING (continued)

Clean and sanitize any and everything, before and after preparation of food that will come in contact with food.

Clean and sanitize equipment as appropriate. See separate equipment-cleaning procedures. (Appendix D)

FLOORS:

Sweep and mop dining room floors daily.

Have **separate mops** for kitchen and dining room.

Clean dining room floors with cold mop water and approved mopping solution installed at mop sink ONLY.

Never use hot water or bleach on dining room floors that have been buffed and waxed.

Sweep and mop/scrub kitchen floors daily.

Hot water and bleach are allowed to be used on most kitchen floors. A degreaser product is also allowed to be used.

COOLER:

Clean cooler and cooler shelves weekly with sanitizing solution. Mop cooler floors with sanitizing solution. If anything is spilled in cooler, clean immediately.

FREEZER:

Clean freezer and freezer shelves monthly with sanitizing solution and vinegar (keeps rag from freezing to shelves). Sweep and mop freezer floor with sanitizing solution and vinegar.

SERVING LINE:

Clean and sanitize serving line daily. Wipe down line with soapy water and sanitizing solution between classes and at any other down time.

DINING ROOM WALLS:

Scrub food and stains from dining room walls weekly with a non-abrasive cleaner and warm water. Use a soft brush to get into crevices.

DINING ROOM TABLES:

Clean and sanitize dining table tops and seats daily, after each meal service.

CLEANING AND SANITIZING (continued)

DINING ROOM TABLES (continued):

Undersides of tables are to be cleaned weekly with a non-abrasive cleanser and warm water. Wipe all rails under tables and under seats.

MILK BOX:

At the end of each day, remove milk and store in big cooler.

Clean milk box by using warm soapy water.

Wipe all surfaces of milk box, inside and out, with sanitizing solution.

SANITATION PROCEDURES AND RESPONSIBILITIES

It is the responsibility of Child Nutrition Program staff to serve nutritious, attractive and SAFE food. Serious illness and even death can result from foods that are prepared in sanitary facilities by employees who do not follow proper food handling procedures. The persons who prepare the food **MUST PROTECT** the student from food borne illnesses.

The North Carolina Department of Environment and Natural Resources Division of Environmental Health Environmental Health Services Section regulates food-handling facilities and periodic inspections are made by a local sanitarian. It is his/her responsibility to promote good standards of sanitation and enforce all environmental health rules through inspection. A sanitation grade card is posted in all cafeterias, and it is the responsibility of all school personnel to maintain high standards and a Grade A sanitation rating. Poor cleaning practices that can cause loss of sanitation points. It is everyone's responsibility to maintain equipment on the premises so that no points are lost due to improper housekeeping practices. **FAILURE TO COMPLY WITH THE ABOVE IS GROUNDS FOR DISMISSAL.**

- **Cool hot foods, to be stored, from 135 °F to 70°F within two (2) hours and then to 40°F within the next four (4) hours**
 - ◆ **VENT hot food being placed in the cooler for storage (a tight fitting cover will not allow steam/heat to escape) - - after reaching 40°F, the item may be covered tightly with plastic wrap or foil**
 - ◆ **refrigerate foods as soon as the serving period is over**
 - ◆ **use shallow pans to refrigerate hot foods - less than 2 inches deep and filled to not more than 1.5 inches**

**SANITATION
PROCEDURES AND
RESPONSIBILITIES**
(continued)

- ◆ **cut meat and large bulky foods into smaller pieces**
- ◆ **keep cold foods cold on the serving line/salad bar**
 - **thoroughly chill cold items before placing them on the line/bar**
 - **use ice to cover all exposed surfaces of containers holding foods on line/bar**

All foods **MUST** be covered, labeled and dated with a “use by” date before being stored.

- No bare hand contact allowed for food items ready to be served.
- **WASH HANDS THOROUGHLY** every 20 minutes and whenever they may be soiled with dirt or bacteria. Always wash hands after visiting the restroom.
- Plastic disposable gloves are to be used when handling unprotected ready-to-eat foods.
- Disposable gloves or appropriate serving utensils are to be used on the serving line.
- Latex gloves are to be worn any time an employee has an open wound, burn, etc. The Gloves **MUST** be worn even though a bandage covers the injury. The latex glove is to be treated as “skin,” therefore; a plastic disposable glove may be worn over the latex glove.
- All leftover hot foods are to be reheated to 165°F.
- Hot foods **MUST** be held at 140°F or above.
- Cold foods **MUST** be stored and held at or below 40°F.
- Milk temperatures must be maintained at or below 40°F.
- Thermometers are to be placed in all refrigeration equipment. Refrigerators are to be maintained at or below 40°F and freezers at 0°F or below.
- All meats and Cook Chill items are to be **THAWED UNDER REFRIGERATION**. This may take several days and should be planned as needed. Meats and eggs **MUST** be stored in a pan on bottom shelf.
- Frozen eggs **MUST** be used within 24 hours of thawing.
- All shelves are to be kept clean and free from material that would restrict airflow. Store food with space between items to allow for air circulation and more rapid cooling.
- All foods containing mayonnaise, milk, cream or eggs **MUST** be handled with extreme care.
- Chill ingredients to be used in recipes for cold menu items before preparing the item.
- Store and hold salads at 40°F for cold service.
- Leftovers must be used by the third day from day of original preparation/service date.
- Thoroughly heat Cook Chill products and leftovers to 165°F before serving.

SANITATION PROCEDURES AND RESPONSIBILITIES

(continued)

- All reheated leftovers must be discarded at the end of meal service.
- Check freezer temperatures often; the temperature should never exceed 0°F.
- Store frozen foods in the original shipping containers.
- Use all foods on a first in, first out (FIFO) basis.
- Wash fresh vegetables and fruits before cooking or serving raw. Melons are to be sanitized before cutting.
- THOROUGHLY clean and sanitize all surfaces on which raw meats have been prepared before using for other preparations.
- THOROUGHLY cook all meat products. No pink color.
- Cook Chill pro
- Milk is to always be held at 40°F or lower.
- The hot food section of the serving counter is NOT to be used for heating food. Its purpose is to hold hot food. Monitor equipment temperature to assure they are maintained at or above 140°F.
- If a serving line temperature for any hot food item is found to be below 140°F, remove the item from the line and reheat to the proper temperature.
- Check all foods received for damage or contamination before storage and use.
- DO NOT PREPARE ANY FOODS TOO FAR IN ADVANCE.

Visitors will not be allowed in the kitchen without authorization per school board policy. Such individuals are not covered by Workman's Compensation and may interfere with maintaining proper sanitation in the kitchen environment.

PERSONAL HYGIENE

Take a bath daily.

Use deodorant daily.

Brush teeth regularly – at least twice per day.

Wash hair regularly. Hair needs to be clean and neatly arranged.

Wear a hairnet that completely covers hair or appropriate (and approved) hair restraint during the preparation and handling of food.

Wash hands – at least every 20 minutes.

Hands are to be clean.

Nails are to be neatly filed, no longer than the end of your fingertips, and free of nail polish (all nail polish) and artificial nails.

**PERSONAL
HYGIENE** (continued)

Do not wear strong colognes or perfumes.

**PERSONAL
ACCESSORIES**

Jewelry is to be kept to a minimum:

- Earrings – no larger than the tip of your little finger.
- Necklaces, bracelets, wristwatches, etc. – not acceptable.
- Rings – plain wedding band may be worn – rings with stones are not acceptable.

**Name tags (that are safe to wear) provided by the school or the Child Nutrition Program are to be worn each day.

**DRESS CODE FOR
CAFETERIA STAFF**

- Clothing for each cafeteria is to be “uniform.” Each cafeteria staff, as a group, is to decide on their “uniform” and all staff members are to conform to what the group decides. Questions or concerns as to the appropriateness of the decision are to be addressed to the Child Nutrition director or supervisor. Employees of each school are to dress the same to provide a consistent professional appearance.
- All clothing is to be clean, neat, and wrinkle and stain free.
- Clothing must have at least three (3) inches of garment ease. Garments are to be loose fitting and not cling to the body.
- Slacks must be of uniform type fabric or other approved fabric. **JEANS ARE UNACCEPTABLE** except for non-student workdays. Thin t-shirt type knits are not acceptable for slacks.
- Undergarments must be worn, with no undergarment colors visible.
- **Knees must be covered. When in a kneeling position, shorts and skirts must touch the floor.**
- Sleeves must cover underarms.
- Sweater type tops and thin white t-shirt tops are unacceptable.
- Tops must cover midriff and waistline at all times.
- Shoes must be nonskid, flat heeled, and closed toed with an upper of solid vinyl or leather. Fabric or perforated uppers are not acceptable.
- Shoes must be clean and/or polished.
- Stockings or socks are to be worn with shoes.
- Shirts with writing or pictures are not permitted unless all employees are wearing the same shirt and the message appropriately represents the Child Nutrition Program. Advertisements, business names, church names, names of groups, etc. are not appropriate.
- **DO NOT** bring valuables to work, - - including money!

CASHIERING
(Revised 10-17-2008)

Cashiers are to sign on to the Meals Plus program with their own name and password. (See attachment for instructions on logging on to Meals Plus.)

DO NOT share assigned password with coworkers.

Cashiers are **NEVER** to use another cashier’s name or password to log on to the system.

CASHIERING
(Revised 10-17-2008)
(continued)

When not at the computer the cashier is to log off the computer.

A cashier is responsible for any and all monies they have collected during the meal service.

Money is **NEVER** to be left unattended. If you need to leave the computer, make sure another cashier is watching the money, take it with you to a safe place, or lock it in a secure drawer. Cash boxes are not to be left unattended.

Never mix personal money and money collected. Never bring personal monies to the computer during meal service or when counting monies.

Watch for “over-dippers” and charge for any extras a student may have gotten.

If a student has too much food on their tray, but no money in their account to cover the cost, very nicely explain to the child that they do not have money for extra food and may not have the extras. Then, very nicely ask the child to take the food item off their tray and place it on the line near the cashier. Wait for a break in the line to throw the food away - - inside the kitchen area. Never let a child see you throw away food.

If a student needs money to purchase meals, remind the student every day. It is also a good practice to remind students when their account is low on money.

Adults are NOT allowed to charge anything to the cafeteria.

Cashiers are **NOT** to cash checks for teachers, staff (including CNP staff) or parents. **Checks are to be accepted for the amount of purchase only.**

When a serving period is over, cashiers are to count their money and record monies collected on a ***Daily Deposit Recon*** worksheet and on the ***Daily Reconciliation Sheet***. Cashiers are responsible for counting their collected cash **and a second cashier or the manager must verify that amount**. Cashiers are to sign their name on the form(s) filed at the end of the day as documentation for the day’s financial accountability. (If the manager is the “cashier,” she signs as “cashier” and a “designee” is to co-sign the documentation - - cross through “manager,” replace with the word “designee,” and sign name.)

There are to always be two persons counting monies collected as well as preparing monies for deposit. Two persons must be

CASHIERING
(Revised 10-17-2008)
CONT...

present until the deposit bag is sealed.

Managers are to print **Breakfast and Lunch Summaries**; look for reported overages/shortages. Summaries are to be signed by the cashier and manager or designee...***OR*** the ***Daily Deposit Recon*** forms may replace **Breakfast and Lunch Summaries**. If used, the cashier and manager or designee must also sign the ***Daily Deposit Recon forms***.

PERSONNEL ISSUES

PAYDAY: Payday is the last day of the month, unless the last day falls on a weekend or holiday. In the case of payday falling on a weekend, payday will be the Friday before. November's payday may be adjusted depending on the date Thanksgiving falls. December's payday is the last school day of the month.

TARDINESS: Employees are to arrive in time to be ready to clock-in and work at their assigned time each day. If possible, when expected to be late, the employee is to call to alert the manager. Excessive tardiness will be handled with disciplinary procedures.

ABSENCES: Employees are to call the cafeteria manager by 6:15 a.m. if they are going to absent because of illness. Find out from manager how/when she wants to be contacted.

Absences other than for illness require prior approval by immediate supervisor or Child Nutrition director.

Excessive absenteeism will be handled with disciplinary procedures.

If an employee is absent for an extended period of time because of illness, surgery, etc., **the employee must stay in touch with the manager on a regular basis. Appropriate leave of absence forms must be completed either in advance of the leave or as quickly as possible after learning of the need to be absent – ask the manager for these forms.** Before returning to work the employee must call the Child Nutrition Director or Supervisor and provide a signed physician's release statement to return to work.

NO CALL, NO SHOW ABSENCES: Employees who do not call to request time off from work and do not report for their shift will be terminated after two "no call – no show" absences.

WALKING OFF THE JOB:

Employees who "walk off the job" during an assigned shift without prior approval from their immediate supervisor or Child Nutrition director will result in disciplinary action which may include termination of employment.

PERFECT ATTENDANCE:

- Managers: must work a **full eight (8) hour day**, minimum, without taking compensatory time, sick leave, leave without pay, or any other leave.
- Child Nutrition Assistants: must work a **full day, as assigned**, without taking compensatory time, sick leave, leave without pay, or any other leave.
- **Jury Duty** will not be counted as an absence and will not count against "perfect attendance."

PERSONNEL ISSUES (continued)

ASKING FOR TIME OFF: Employees that have missed more than five (5) work days in the current school year must have all absence requests approved by the Child Nutrition Director or Supervisor. Employees wishing to be off for field trips or other “non necessary” reasons will be handled on a priority basis. For example: If you have been approved to attend a field trip with your child and another employee calls in sick, you may be asked to work instead of taking off. Any questions or concerns should be directed to your manager.

One (1) or two (2) day request:

Employees must submit to the cafeteria manager, two (2) weeks in advance, a request for permission to be off, before taking off for any reason other than sudden illness (one or two days.) **See form, Appendix A.**

More than two (2) consecutive days request:

Requests to be off for more than two consecutive days MUST be submitted three (3) weeks in advance to the Child Nutrition Director for approval. **See form, Appendix A.**

SICK LEAVE: Full-time employees who work or are on paid leave for one-half or more of the workdays in any monthly pay period earn one (1) sick day per month. Part-time employees receive a pro rata amount.

Sick leave is accumulated indefinitely. Upon retirement, every 20 days of sick leave on balance, will count as an additional month of service credit with the N.C. Teachers’ and State Employees’

Retirement System. **See Appendix B.**

Definition: Immediate Family

Sick Leave: Employee’s spouse, children, parents, and dependents living in the employee’s household (includes step-relations.)

Death: Employee’s spouse, children, parents, brother(s), sister(s), grandparents, and grandchildren and step, half and in-law relationships.

LEGAL DRUG USAGE: An employee who is taking any medication that indicates the drug might cause the user to be unable to operate mechanical equipment (slicers, fryers, etc.) or drive is to inform the cafeteria manager.

JURY DUTY: An employee will be excused from work when she is called for jury duty. The employee will be paid as long as she is required by the court to remain there. When released, the employee must return to work. Tell your manager as soon as you know you will have to be out of work for jury duty. Keep in touch with your manager while you are out for jury duty and let your manager know when you will be returning.

PERSONNEL ISSUES (continued)

APPOINTMENTS: Doctor/dentist appointments are to be made AFTER working hours. Appointments can be made during working hours if there is no other choice. Discuss situation with manager.

SNOW DAYS/DELAYS: In case of snow, an employee is to watch (listen to) the local newscast to know if school will be open. In the case of a delay, the employee is to report at their regular time. If an employee thinks it is unsafe to travel, she may wait until it is safe, but must inform her manager of the situation

DISCIPLINARY ACTION: Employees are subject to disciplinary action when exhibiting a pattern of continuous misconduct or underperformance on the job.

The progressive discipline process, outlined below, will be followed.

1. Informal conferences and oral reprimand.
2. Written reprimand.
3. Evaluative conferences documented by written summaries.
4. Unsatisfactory written evaluation.
5. Termination of employment.

The goal of the progressive discipline approach is not only to document an employee's weaknesses, but to also assist in bringing her performance to a satisfactory level.

ANNUAL LEAVE DAYS: See Appendix B.

LOCAL LONGEVITY: See Appendix C.

STATE LONGEVITY: See Appendix C.

WORK SCHEDULES

All employees will have daily, weekly and monthly work schedules.

CLEANING: managers will post a cleaning schedule for their kitchen. Each employee will be responsible for a certain number of cleaning duties on a daily, weekly and monthly basis. This schedule is to be rotated at the manager's discretion, but at least monthly.

FOOD PREPARATION: managers will post a food preparation schedule for their kitchen. Each employee will be responsible for certain food preparation task(s) on a daily, weekly or monthly basis. This schedule is at the manager's discretion, but will rotate at least monthly.

SERVING: Managers will post a service schedule for their kitchen. Each employee will be responsible for a specific service tasks on a daily, weekly or monthly basis. This schedule is at the discretion of the manager, but will rotate at least monthly.

FOOD & SUPPLIES

It is the manager's responsibility to make certain that employees have supplies needed to do their job, however employees have the responsibility of letting the manager know when specific items are needed, i.e. food staples, chemicals, etc.

If an employee uses the last amount of an item, she is to tell the manager. If the manager has an ordering list posted, the item is to be written on the list.

STOCKING PROCEDURES

CHECKING IN FOOD: When receiving food, check for proper labeling, proper temperature, and proper appearance. Use your senses (touch, smell, etc.) to make appropriate determinations re the quality of products received.

Reject shipments immediately if you find broken boxes, leaky packages, or swollen or dented cans, large ice crystals on the food or box, signs of pests, dry foods that are wet or damp or food that has passed its expiration date.

When putting food away, rotate stock. Most recently received food goes to the back. **Date all food items received with the month, day, and year.** If cans are taken out of boxes, they, too, must be dated.

Use oldest stock first. Practice the FIFO method. First In First Out.

After opening a box of cans, put cans that are not to be used on the can rack. Be certain to date each can with the date that was on the box.

When looking for stock, check for already opened boxes. Use stock from already been opened boxes first.

MEAL PATTERNS (Revised 01-27-2009)

BREAKFAST:

Breakfast: Students must be offered four (4) food items and may select all four (4) food items; however, students must select at least three (3) food items. Some menu items equal two (2) food items, i.e. a 2.2 oz. biscuit **counts as two bread servings.** **Students may decline only one food item. The meal price will remain the same, whether three or four food items are selected.**

Breakfast [Four (4) food items must be offered; at least three (3) food items must be selected.]:

Meal Components

Milk – 8 fl. oz.
 Juice/Fruit/Vegetables – ½ cup
and
 Two servings of Grains/Breads **or** one
 serving of Grains/Breads and one serving
 Meat/Meat Alternates:
 Grains/Bread – 2 servings

Menu Example I

Milk
 Orange Juice

Cereal and Toast

Meal Components

Milk – 8 fl. oz.
 Juice/Fruit/Vegetables – ½ cup
and
 Two servings of Grains/Breads **or** one
 serving of Grains/Breads and one serving
 Meat/Meat Alternates:
 Grains/Bread – 1 serving
 Meat/Meat Alternates – 1 oz.

Menu Example II

Milk
 Apple Juice

Biscuit
 Sausage Patty

MEAL PATTERNS
 (Revised 01-27-2009)

LUNCH:

Students may choose one (1) entrée (2 oz. meat/meat alternate), two (2) sides (two different fruits, or two different vegetables, or one fruit and one vegetable of ¼ cup or 1/2 cup servings each), milk (8 fluid oz.), and a bread serving. Some breads and accompaniments are served with specific entrees; they are identified on the elementary menu as starred (*) menu items. The **minimum** requirement for a lunch meal is three food items. Up to five food items may be selected. **Some menu items count as more than one food item, i.e. Chef Salad with Crackers counts as a 2 oz. meat/meat alternate serving, 2 ¼ cups vegetable/fruit servings, and 1 bread serving.**

Meal requirements are in accordance with United States Department of Agriculture regulations.

Lunch [Five (5) food items (four meal components) must be offered; at least three (3) food items must be selected.]:

Meal Components
Entrée (meat/meat alternate)/Bread

Two Sides
(two different fruits ***or*** two different
vegetables ***or*** one vegetable and one fruit)

Milk – 8 fl. oz.

Accompaniments

Meal Components
Entrée (meat/meat alternate)

Two Sides
(two different fruits ***or*** two different
vegetables ***or*** one vegetable and one fruit)

Milk – 8 oz.

Bread
Accompaniments

Meal Components
Entrée (meat/meat alternate)

Two Sides
(two different fruits ***or*** two different
vegetables ***or*** one vegetable and one fruit)

Milk – 8 oz.

Bread
Accompaniments

Menu Example I
Hamburger Patty/Bun

French Cut Potatoes
Apple

Chocolate Milk

Catsup/Mustard/
Mayonnaise

Menu Example II
Lasagna

Baked Potato
Tossed Salad

1% Milk

Seasoned French Bread
Salad Dressing

Menu Example III
Fish Nuggets

Corn Cobbette
Crispy Cole Slaw

Chocolate Milk

Happy Hush Puppies
Tartar Sauce

GENERAL INFORMATION

LUNCH BREAK:

Each employee will receive a thirty-minute (30) lunch break. Employees are required to clock-out prior to beginning lunch break, i.e. obtaining food for lunch meal.

Each cafeteria manager will assign the lunch break to be taken by employees. **Managers may stagger lunch breaks to assure continuous coverage of food preparation and set-up in the kitchen.**

An employee who is clocked-out for a lunch break is not permitted to work “off the clock” for any reason.

An employee may leave school grounds during their lunch period, but must return in time to return to work and clock-in per assigned schedule.

PLANNING AHEAD:

“Planning ahead” is essential when working for the Child Nutrition Program. Always be thinking about the next day and what you can do to get ready for it. Work smarter, not harder.

TELEPHONE USAGE:

Phone usage during school business hours is to be limited to school and Child Nutrition related business.

Personal phone calls are permitted within the following guidelines:

- Limit phone calls to three (3) minutes.
- Make calls during lunch break or after hours.
- No calls are to be made or received during meal service. A message is to be taken should a call be received for an employee during meal service.
- Cell phones are to be turned off and left in purse or locker.

LOCKER USAGE:

Employees employed at schools with lockers will be assigned their own locker to store personal belongings. It is strongly suggested that a lock be placed on lockers to keep items safe.

STAFF PARKING:

Most schools have a designated area for cafeteria employee parking. If you are unsure where to park, consult the cafeteria manager or school principal.

SAFETY RULES

ACCIDENTS:

Report any accident to the cafeteria manager.

Once the accident has been reported to Human Resources. The employee may go to the Workman's Compensation doctor immediately or may go at later date should conditions make it necessary.

Accidents must also be reported to the school secretary responsible for handling Workman's Compensation. An accident report form must be completed as soon as possible and sent to Human Resources.

The manager (the CNP director or supervisor may be consulted) will determine if an employee may continue work.

The manager will instruct injured employees on safe food handling practices in case of cuts, burns, etc.

TO AVOID CUTS:

- Store cutting tools in proper rack or designated storage container, i.e. drawer.
- Use cutting tools properly, using a cutting board for all hand cutting, dicing, or mincing, cutting downward.
- Place and hold securely on a cutting board any food items to be cut, etc. - - NOT in your hand.
- Wash sharp tools separately and do not place in sink water.
- Discard defective (cracked, chipped, etc.) dishes and tools.
- Use an U.S.F. approved can opener; follow instruction manual directions for proper use and cleaning.
- Always use a cut-resistant glove for cleaning slicer, etc.

TO AVOID BURNS:

- Use potholders or terry cloth gloves.
- Open double-door ovens completely.
- Avoid reaching into ovens. Use a "puller" to bring pans to front of oven.
- Follow equipment instructions carefully.
- Stir foods with long handled paddle or spoon.
- On gas equipment without pilots, always light match before turning on gas.
- Allow all electrical or hot equipment to cool before cleaning.
- When opening kettle lids or steamer doors, protect arms and face from steam vapors by standing behind door or keeping arms and face away from lid.
- Handle boiling liquids with extreme care.

SAFETY RULES (continued)

TO AVOID BURNS (continued):

- Never put foods heavy with water or ice crystals into deep fat fryer.
- Do not open steamer door to check food when steamer is operating.

TO AVOID STRAINS AND SPRAINS:

- Lift objects correctly with the back straight and knees bent. Get a firm grip on article and obtain a firm footing.
- Seek help in lifting or moving heavy objects.

TO AVOID SLIPS AND FALLS:

- Keep floors clean and dry.
- Maintain straight traffic lanes in work area and keep them clear.
- Use an OSHA approved stepladder for climbing.
- Do not leave bread racks, equipment, brooms, mops, etc. in work area.

TO AVOID ACCIDENTS OR INJURIES RESULTING FROM USE OF VARIOUS MACHINES:

- Do not wear loose clothing or jewelry that can become caught in mixers, disposals, slicers, or food choppers.
- Use the proper equipment for the job.
- Stop and/or unplug machines before reaching into them and know how to disassemble machines for cleaning. If you do not know, **ask for help**.

USE OF POISONS, CLEANING SUPPLIES AND INSECTICIDES:

- Never use insecticides when and where food is being prepared.
- Keep poisons and baits out of traffic area.
- Read cautions and instructions on all products.
- Avoid ammonia or chlorine inhalation.
- NEVER mix chemicals.

APPENDIX A

**Caldwell County Schools – Child Nutrition Program
Leave Request**

One (1) or two (2) day request:

Leave requests for one (1) or two (2) days are to be submitted to your immediate Child Nutrition supervisor two (2) weeks in advance.

More than two (2) consecutive days request:

Leave requests for more than two (2) consecutive days are to be submitted to the Child Nutrition Director at the Education Center three (3) weeks in advance.

Date: _____

School: _____

Employee Name: _____

***Number of days this employee has been absent:
Year to Date (current school year)*** _____

Date(s) for requested leave: _____

Reason for requested leave: _____

Employee Signature: _____

***Manager's Signature:** _____

*Manager's signature indicates that she has seen this request.

Leave Request Approved: YES NO

NOTE: This leave request may be cancelled, should there be a need, due to staff being out for illness or an emergency.

Date Leave Request Approved/Denied: _____

Signature of Approving Official: _____

October 2006/revised 2/15/2007

Word/Linda's Documents/Linda/CNPManuals/CNP Employee Handbook

CCS-CNP Employee Handbook (revised 05-24-2012)

APPENDIX B

N. C. PUBLIC SCHOOL SELECTED LEAVE BENEFITS

BENEFIT (Paid or Unpaid Leave)	ELIGIBLE EMPLOYEES	USE	BENEFIT	LIMITATIONS
Annual Vacation Leave (Paid)	Permanent employees.	Vacation (with supervisor's approval), personal illness, family illness, pregnancy, care of new child.	<p>The rate of earning is based on the length of total State service as follows:</p> <ul style="list-style-type: none"> • Less than 2 years (earn 1.00 day/month) • 2 but less than 5 years (earn 1.15 days/month) • 5 but less than 10 years (earn 1.40 days/month) • 10 but less than 15 years (earn 1.65 days/month) • 15 but less than 20 years (earn 1.90 days/month) • 20 years or more (earn 2.15 days/month) <p>Rate of earnings is based on total State service (part-time pro rated).</p>	Instructional personnel who require a substitute and bus drivers may not use when students are in attendance, except as allowed by law.
Annual Vacation Leave for Catastrophic Illness (Paid)	Permanent employees who require a substitute.	Catastrophic illness of employee.	Access to otherwise unavailable annual vacation leave when students are in session.	The employee must have exhausted all sick leave (not including extended sick leave) before using this leave.
Sick Leave (Paid)	Permanent employees.	Personal illness and medical appointments, family illness and medical appointments, medically certified disability due to pregnancy, death in immediate family.	Employees earn one day per month of employment. Leave may be accumulated indefinitely. It counts as creditable service toward retirement.	The employee may not use sick leave while on leave without pay, holidays, or scheduled annual leave days. An absence covered by Workers' Compensation is not considered leave without pay.
Voluntary Shared Leave (Paid)	Permanent employees who have exhausted all accumulated paid leave (sick leave and annual leave, if applicable).	Extend leave for employee who has exhausted his or her own leave due to prolonged or frequent absences from work resulting from a personal serious medical condition or a serious medical condition of an immediate family member.	Up to 130 workdays of donated leave, either continuously or for the same condition on a recurring basis.	Immediate family members may donate sick leave or annual leave. Co-workers can donate only annual leave. Limits do apply on the number of days a co-worker or immediate family member can give.

APPENDIX B

N. C. PUBLIC SCHOOL SELECTED LEAVE BENEFITS (continued)

BENEFIT (Paid or Unpaid Leave)	ELIGIBLE EMPLOYEES	USE	BENEFIT	LIMITATIONS
Parental Leave Without Pay (Unpaid)	Permanent employees	Care of new born child, or care of a recently adopted child	Up to one year leave without pay	(see CCS Benefits Coordinator)
Disability Income Plan Short-term Disability (Paid after 60 days waiting period)	1 year of contributing membership in the Retirement System	Employee unable to perform usual occupation	50% of 1/12 of annual compensation and 50% of 1/12 of annual longevity, if any, to a maximum of \$3,000 per month - with possible extension	60 day waiting period
Disability Income Plan Long-term Disability (Paid)	5 years of contributing membership in the Retirement System	Employee permanently disabled at the conclusion of short-term disability	65% of 1/12 of annual compensation for 36 months, then reduced by the amount of Social Security Disability Benefit until unreduced retirement age	The employee must be on Short-term Disability for one year before Long-term. The employee must resign as a permanent employee, if approved by the Teachers' and State Employees' Retirement System.
Episode of Violence (Paid)	Permanent full-time employees	Employee injured in the course of employment by an episode of violence	100% of salary for up to one year (received in lieu of workers' compensation)	The employee must not have provoked violence.
Contagious Disease (Paid)	Any employee	An employee, who under direction of a county health department, is required to be removed from a situation that is dangerous to his or her health due to the contagious disease of another person	Reassignment or leave with pay while the employee is required to be out of work	A deduction for substitute pay will be made when a substitute is required.

APPENDIX C

Longevity Pay – Local & State

Caldwell County Schools' permanent full-time and part-time employees are eligible for Local longevity after one full year of service and State Longevity after 10 full years of service. Employees receive longevity pay in the pay period following their anniversary date. The following charts show the current percentages for local and state longevity pay based on an employee's years of service:

Percentage of Annual Salary

Years of Service	Local Longevity	State Longevity
1-4 years	1.25 %	0
5-9 years	1.50 %	0
10-14 years	2.00 %	1.50 %
15-19 years	3.00 %	2.25 %
20-24 years	5.00 %	3.25 %
25 or more years	5.00 %	4.50 %

APPENDIX D

Equipment Cleaning Instructions

Convection Oven

Suggested Tools:

- Detergent/water
- Scouring powder/water paste, steel wool
- Oven spray *Follow MSDS recommendations for safety (For overnight cleaning action – ready for next day).

Turn off and let cool completely. Remove baking racks and side racks. Clean with suggested tools. If using oven spray, put racks in a garbage bag and spray with oven cleaner. Close bag until ready next day for cleaning. *Remember to always follow safety directions. Rinse thoroughly and reassemble side and baking racks. Exterior stainless steel is to be cleaned with detergent/water (DO NOT USE DAWN). Rinse with clean water. It is recommended that the oven run at 400°F for 20 minutes before using to burn off any cleaning solutions. *Do not use scouring powder on glass windows.

Convection Steamer

Suggested Tools:

- Cloth, soft bristled brush
- Detergent and water

*Do not use abrasive cleaners or steel wool.

Turn off steamer. Allow 3 minutes for complete blow down cycle. Open steamer door and allow to cool.

****WARNING**** Steamer interior must be allowed to cool. Do not risk getting burned!!

Remove side racks. Wash and rinse or put through the dish machine. Do not remove drain

Wipe exterior with damp cloth. Leave steamer doors open to prevent odor buildup and increase gasket life.

****Never hose down steamer.**

Dishmachine

*Do not use steel wool.

*Do not allow foreign objects, especially metallic contaminants to enter unit.

*Do not allow metal scratch pads to enter unit.

Turn off motor and power switches, open doors while water is draining from machine. Check with manager on method of releasing water as machines vary on this operation. Check upper and lower rinse nozzles for clogs and objects that may be trapped inside by removing the end cap. Open any clogged holes with a straightened paper clip or other small instrument. Remove all baskets, strainer pans, and curtains. Clean thoroughly with spray or hose. Spray inside of machine with a hose and clean with a brush and degreaser agent. Rinse, making sure that all

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food is gone and not accumulating in the bottom of the tank. Clean area around drain openings, leaving no food or deposits around rubber gaskets. This will cause water leakage, if not cleaned. Replace all baskets, strain pans, curtains, and rinse nozzles. Clean inside of doors daily to prevent food buildup. Leave doors open so machine can air dry. Clean and sanitize counter-top areas.

Fresh Fruit Sectionizer

Blades are extremely sharp. Do not attempt to remove by lifting out from the top position.

- To remove blade cup: Lifting from the bottom only, remove blade cup using fingers to push cup upward.
- To remove plunger: Turn double set of knobs located on top of machine counter clockwise.

Both blade cup and plunger are dish machine safe. Main shell of the sectionizer is to be wiped clean after each use.

Grill

*Do not use water.

*Do not use non-stick spray.

Turn off the grill and cool completely. Brush thoroughly with a steel brush to remove all food from grates. When clean, wipe vegetable oil on the grates to help with rust prevention. Remove the catch plate from the bottom of the grill. Wash with detergent/water to remove any food droppings. When dry, use the catch plate as a cover for the grill until the next use.

*Helpful hint – cover catch plate with aluminum foil when using grill to minimize clean up.

Holding Cabinet

**Daily cleaning is recommended.

Turn off cabinet and allow to cool. Unscrew drain cap and let water drain out.

****DANGER**** Hot water is in evaporator tank (bottom of cabinet). Clean inside with detergent/water. Be sure to clean evaporator tank. Rinse and replace drain cap. Clean doors; inside and out. Clean over-flow water trench.

Ice Maker

Mold and mildew are constantly growing in your Ice Maker. Regularly clean with a cloth moistened with 50-100 ppm bleach sanitizing solution. Wipe inside of door and any other parts that are available for cleaning. Filters are to be cleaned on a regular basis. Ice Maker is to be turned off and drained periodically and cleaned thoroughly. Wipe outside of cabinet using detergent/water.

*Do not allow any objects inside Ice Maker. This will cause the ice to become contaminated.

*Use a clean, standardized ice scoop only.

Mixer

Turn off mixer. Remove all parts to be washed. Use detergent/water, sanitizer, and rinse. You may put all parts through the dish machine instead of washing by hand. Clean the base of the mixer with detergent and water using a cloth or brush. Be sure all traces of food are gone. Rinse with clean water. Reassemble bowl and any other parts so your mixer will be ready for the next use. Sanitize bowl before using each day.

Slicer

Suggested Tools:

- Detergent/water
- Wire mesh cut-resistant glove
- Cloth, plastic scratch pad

*Never clean any part of the slicer with steel wool pads.

*Always wear cut-resistant glove when cleaning slicer.

Turn off and unplug slicer. Close gauge plate so that the blade is flush with the slicing base. Remove all parts to be washed. Wash all parts with detergent, water and sanitizing water.

**Do not put any parts in dish machine. Clean all areas of the slicer base with detergent/water thoroughly. No traces of food are to be left. Raise the cleaning leg to clean underneath the slicer base. For safety reasons, make sure the leg is completely in position before cleaning this area. Sanitize slicer base and reassemble when parts are dry.

Steam Jacketed Kettle

Suggested Tools:

- Detergent, water and sanitizer.
- Brush, cloth, plastic or rubber scraper or scratch pad.

*Do not use any metal material that might scratch the surface.

*Do not use steel wool. This may leave particles imbedded in the surface and cause eventual corrosion and pitting.

Turn kettle off. Clean inside and out with a clean cloth, detergent and water or other recommended tool. Rinse with warm warm/hot water. Spray or wipe with sanitizer of 50-100 ppm bleach water. Clean outside of kettle and base in the same manner. Sanitize before using each day.

VCM/HCM Cutter-Mixer

Suggested Tools:

- Detergent and water
- Sanitizer
- Cloth, plastic scratch pad or brush

Turn off machine. Remove attachments, seal, retainer ring and mixing baffle. Wash in sink or dish machine. Wash mixer bowl and cover. Tilt and pour out water. Rinse with hot water thoroughly. Spray or wipe with sanitizer of 50-100 ppm bleach water. Reassemble seal, retainer ring and mixing baffle. Store attachments outside of bowl. Wash entire stand in the same manner and rinse.

APPENDIX E**PERSONNEL
DIRECTORY**

Cafeteria Manager: _____

Phone: _____

School Principal: _____

Phone: _____

School Secretary: _____

Phone: _____

School Custodian: _____

Phone: _____

Child Nutrition Office:

728-8407

- Guy - - ext. 125
- Linda - - ext. 151
- Lynn - - ext. 124
- Sharon - - ext. 126
- Tiffany - - ext. 128

Finance – Payroll: Naomi Gilbert

728-8407 ext. 110

Human Resources – Benefits Coordinator: Christy Hayes

Email: chayes@caldwellschools.com

728-8407 ext. 159

Superintendent: Dr. Steve Stone

728-8407 ext. 108