



BELLEVUE COMETS
ELEMENTARY + MIDDLE + HIGH SCHOOL
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Bellevue Community School District

Food Service Handbook

Updated August 2016

Bellevue Community School District Food Service Handbook

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FOOD SERVICES HANDBOOK

Introduction

As you are well aware, every member of the Bellevue Community School District staff plays an important role in providing the services which are made available to students in the district. As members of the Nutrition Program, each of you has duties and responsibilities, which, when properly performed, make for an efficient and smooth running program.

In this document you will find job descriptions and responsibilities which should help in clarifying the roles each of you have assumed as part of your job. You will also find information in regard to benefits you are entitled to as an employee of the district, as well as policies and procedures that employees of the district should follow. If you have any questions in regard to any of the information contained in this document, please discuss it with your supervisor.

Job Responsibilities

FOOD MANAGER – Oversees the Nutrition Program for the district, making sure that all aspects of the program are in compliance with the Bureau of Nutrition at the State Department of Education.

Duties Include:

1. Make recommendations to building principal in regard to hiring and firing of employees.
2. Responsible for obtaining and hiring substitute cooks when needed.
3. Authorize kitchen employee timecards each pay period (every two weeks) and makes any adjustments needed, and communicates to the administration office any special circumstances and concerns.
4. Make all decisions in regard to the day-to-day operation of the kitchen.
5. Responsible for addressing concerns that may arise among staff or students and take appropriate action.
6. Responsible for the assignment of duties and supervision of kitchen employees.
7. Responsible for purchasing, ordering and maintaining the inventory of all food supplies purchased by the district. This inventory shall meet the requirements of the district administration as well as the State Department of Public Instruction.

8. Responsible for commodities requisitions and applicable recordkeeping.
9. Responsible for purchasing all other supplies needed in the program.
10. Recommends purchases of equipment (when necessary) to building principal.
11. Responsible for completing inspections or ordering repairs, when necessary, on kitchen equipment, as well as permanent fixtures (freezers, ovens, etc.).
12. Prepare weekly menus in advance according to State guidelines, making sure that the menus are distributed for appropriate publication.
13. Prepare a per meal cost sheet on a daily basis.
14. Cooperates and works with the building offices and administration office in regard to maintaining accurate records with regard to state reports that must be prepared and submitted monthly and annually.
15. Responsible for communicating with the head cook at the elementary building in regard to operations, as well as building principal in regard to concerns with operations at this location.
16. Communicate information, when necessary, to the student body in regard the Nutrition Program when requested.
17. Responsible for overseeing meal preparations, serving procedures, and clean up procedures each day. This includes overseeing transfer of food to the elementary.
18. Expected to keep abreast of latest food preparation techniques and explore innovative ideas to enrich the Nutrition Program and encourage student and staff participation.
19. Can send a sick employee home if there is a concern about a risk of exposing kitchen area and staff to an infectious situation.
20. Responsible for reviewing all State Department Public Instruction communications and implementing any new requirements on a timely basis.
21. Responsible for all other duties as assigned by building principals or administration office.

HEAD COOK – Works under the supervision of the food director.

Duties Include:

1. Take direction from Food Manager.
2. Prepare foods using appropriate methods and standardized recipes.
3. Assist with serving, kitchen clean-up, and proper cleaning of all utensils and serving wear.
4. Must be able to recognize properly prepared food items by sight, smell and taste.
5. Assist other kitchen employees when necessary. This includes storing inventory, as well as retrieving food supplies from storeroom and cold storage.
6. Have thorough knowledge of all kitchen equipment.
7. Exhibit patience and understanding when dealing with fellow kitchen employees as well as the staff and students of the district.

Position Requirements:

1. Must be physically able to work in a standing position for prolonged periods of time.
2. Must be able to tolerate working in warm conditions from time to time.
3. Must have a general knowledge of kitchen equipment and utensils.
4. Must be able to lift materials weighing up to 50lbs.

COOK – Works under the supervision of the food director.

Duties Include:

1. Take direction from Food Manager or Head Cook in the absence of Food Manager.
2. Assist in preparing foods using appropriate methods and standardized recipes.
3. Take turns baking every two weeks.
4. Assist in setting up service areas.
5. Assist in the portioning and serving of food items
6. Assist with kitchen clean-up, and proper cleaning of all utensils and serving wear.

7. Assist other kitchen employees when necessary.
8. Have thorough knowledge of all kitchen equipment.
9. Exhibit patience and understanding when dealing with fellow kitchen employees as well as the staff and students of the district.

Position Requirements:

1. Must be physically able to work in a standing position for prolonged periods of time.
2. Must be able to tolerate working in warm conditions from time to time.
3. Must have a general knowledge of kitchen equipment and utensils.
4. Must be able to lift materials weighing up to 50lbs.

Time Clocks/Time Cards

You will be using the time clock system to record your time worked. The system records the actual hours and minutes worked. There is no rounding. There are exception forms available to report any explanations for missed time or other instances when you may have worked extra. The information you provide on these forms will assist your manager in authorizing your time card and aides in accurate recordkeeping for the administration office. You will also need to complete an exception form for any changes that are required to your time card, such as adding a missed punch, or recording time worked that was not recorded on the system. These forms are due no later than the Monday morning following the two-week period recorded on your time card. Paydays are every two weeks.

The Food Manager will determine your schedule at the beginning of each school year. These hours are your scheduled hours per day. All employees are required to use the time clock when beginning and ending work. Employees at the High School are to punch in daily for work at 7:30 AM and punch out at 1:00 PM. Employees at the Elementary School should punch in at their scheduled time each day. Employees should not punch in prior to this time (within 5 minutes). If you should ever need to work more than your scheduled hours for any reason, get your supervisor's approval *before* you do it.

Breaks

Employees who are assigned to work a full day are entitled to a 15 minute break in the morning and a 30 minute lunch period. Breaks that are taken at school can occur while the employee is punched in with the intention that the employee is available to return to work if the need arises. If an employee leaves during his/her break, they should punch out as they are not available to perform any duties if you are not here at school. If you don't take a break in the morning, you cannot add it at lunch time.

Absences

Please let the Food Manager know as soon as possible in regard to upcoming, planned absences so appropriate arrangements can be made. In the event of sudden illness or emergency, please call the Food Manager by at least 6:00 AM so a substitute cook can be contacted.

Sick Leave

You receive 15 sick days each year. These are days off with pay for personal illness. You may accumulate your unused sick days from year-to-year, up to a maximum total of 145 days. These days include employee's actual sickness, time off to go to doctor's appointments that require a return visit, etc. These do not include appointments that *you* initiate for physicals, dental check-ups, or routine appointments.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Bereavement

The following rules apply in regard to Bereavement:

Up to Five (5) Days Per Occurrence	Off with pay for the death of spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and grandchildren.
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NOTE: Days used will be deducted from accumulated sick days.

One (1) Day Per Occurrence	Off with pay for other close relatives outside the employee's immediate family. This would include nieces/nephews/aunts/and uncles.
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NOTE: Days used will be deducted from accumulated sick days.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Serious Illness Leave

The following rules apply in regard to Serious Illness in the Family:

Up to Eight (8) Days Total Per Year	Off with pay for staying with your ill spouse, parent or child when they need to be supervised due to serious illness/accident. In the case of a young child, the illness could be less than serious such as a cold or the flu.
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NOTE: Days used will be deducted from accumulated sick days.

*Additional days needed may be granted *without* pay by the Food Manager or Building Principal.

Remember to mark these days on the exception form when they occur. Include the date and amount of time missed from work.

Personal Leave

You receive one (1) personal day per year that cannot be carried over. Remember to mark this day on the exception form when they occur. Include the date and amount of time missed from work. You must use your personal day before any additional days without pay will be granted.

Personal days cannot be used on a day before a holiday or the last two weeks of school. Please let the Food Manager know as soon as possible when you intend to use your personal day so appropriate arrangements can be made.

Jury Duty

In the event that an employee is called for Jury Duty, please notify the Food Manager as soon as possible so appropriate arrangements may be made.

When you return to work, please provide the payroll clerk with a copy of all documents received. You will receive full pay for all time missed less any pay received from the court for your time. (The mileage amount is excluded.)

Physical Examinations

The Board shall require each employee to file with it, at the beginning of his/her service, a written medical report of physical examination by the licensed physician who has performed said examination. The cost of the initial physical will be paid by the school district. The form

indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary.

The cost of the physicals will be paid by the school district up to a maximum of the rate established by Medical Associates Clinic, Bellevue, IA. The school district will provide the standard examination form to be completed by the personal physician of the employee.

Miscellaneous

- Employees shall report to work each day in appropriate attire which is in compliance with the Bureau of Nutrition at the State Department of Education.
- All High School Food Service Cooks are required to wear hair nets while at work. Hair nets must cover all of the hair on their head. This is a requirement of the position as directed by the State Health Inspector. Cooks who violate this policy will face disciplinary action up to and including termination.
- The Food Manager has the authority to send an employee home without pay if employee does not meet the food safety code.
- There is no eating allowed except on break or at lunch time.
- Gum is not allowed in the kitchen area.
- Coats are not allowed in the kitchen or serving areas. They should be removed as soon as possible and stored.

Grievance Procedure

Should questions or concerns arise throughout the year, you are asked to follow the proper channels of communication outlined below in seeking information and answers to problems:

- Step 1. Food Manager
- Step 2. Building Principal
- Step 3. Superintendent
- Step 4. School Board

Workmen's Compensation

Employees who are absent from work and eligible for benefits under Workmen's Compensation shall have sick days deducted from their accumulated sick days according to one of the following:

- Employee choosing to accept only Workmen's Compensation shall have 4/10 of a day deducted for each day taken.
- Employees who elect to take sick pay shall have one (1) full day deducted for each day taken and the employee shall be entitled to full pay, however the Workmen's Compensation check amount will be deducted from your paycheck.

Right-To-Know

The Iowa Hazardous Chemical Risks "Right-To-Know Law" requires that all employees of the District be informed as follows:

- The chemicals and their hazards that might be found in the work area.
- How to lessen or prevent exposure to these hazardous chemicals.
- Procedures to follow in they are exposed to these chemicals.
- Training will be given to all employees where hazardous chemicals are in the employee work area. All employees must view a tape that provides information on the Right-To-Know Law, and sign the training verification form.
- Employees are responsible for MSDS (Material Safety Data Sheets) for all hazardous materials in their work areas.
- Complete lists of all hazardous materials, their locations, and the MSDS are kept on file in the Building Principal's Office, the Custodian's Office and other appropriate locations.

Child Abuse

1. Senate File 1225, (1984 Amended) Iowa has mandated that teachers (certified) must report all instances of child abuse. The instances are to be reported the D.H.S., via phone, immediately and within twenty-four (24) hours in writing. You shall immediately inform Social Services and the following information is necessary:

- Name

- Address
- Age
- Nature of injury
- Name and condition of other children in the family
- Any other helpful information

Anyone participating in making a report in good faith shall have immunity from any liability, criminal and civil. Failure to act, however, will result in the filing of criminal charges against said person.

2. Abuse of students by school employees:

Current law defines “abuse of students” by school employees and mandates that each incident be investigated and if evidence exists that abuse was present a procedure is outlined for final disposition. YOU cannot determine what might be abusive, the simple act of grabbing a student by the arm when said student is being disruptive would be considered as potentially abusive. You are best advised to refrain from physical contact in all instances involving student discipline.

Harassment

Harassment of employees and students will not be tolerated in the school district.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Other types of harassment may include, but are not limited, to jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals or groups.

If you feel that you have been harassed, or you observe harassment in the workplace, report it to the building principal.

Substance Free Workplace

The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee’s supervisor of the conviction with five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violated the terms of this policy may be subject to discipline up to and including termination.

Equal Employment Opportunity & Affirmative Action

The Bellevue Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualification, credentials, and records of the applicants with out regard to race, color, creed, sex, marital status, national origin, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may be directed to the Affirmative Action Coordinator by writing to:

Tom Meyer, Affirmative Action Coordinator
Bellevue Community School District
1601 State Street
Bellevue, IA 52031
Phone: (563) 872-4913

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may also be directed, in writing to:

Director of Region VII Office of Civil Rights
Department of Education
Kansas City, MO

Further information and copies of the procedures for filing a grievance are available in the district's administrative office.

