

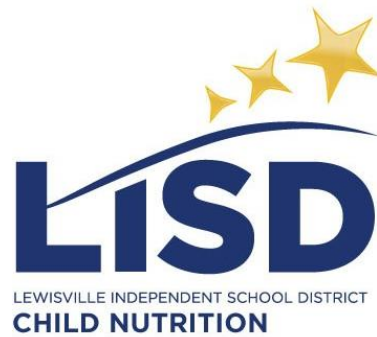
## LEWISVILLE INDEPENDENT SCHOOL DISTRICT CHILD NUTRITION

### DISTRICT VISION:

All of our students enjoy thriving, productive lives in the future they create.

### OUR MISSION:

Deliver experiences that enrich and nourish lives.



## Table of Contents

<b>USEFUL LINKS/PHONE NUMBERS .....</b>	<b>4</b>
<b>CHILD NUTRITION HANDBOOK .....</b>	<b>6</b>
<b>CHILD NUTRITION PROGRAM .....</b>	<b>6</b>
<b>CHILD NUTRITION SUPPORT STAFF STRUCTURE.....</b>	<b>6</b>
<b>PHILOSOPHY.....</b>	<b>6</b>
<b>EMPLOYMENT AND EMPLOYEE EXPECTATIONS .....</b>	<b>8</b>
➤ <b>SUPPORT AND AUXILIARY EMPLOYEES .....</b>	<b>8</b>
➤ <b>CERTIFICATION REQUIREMENTS.....</b>	<b>8</b>
➤ <b>REASSIGNMENTS AND TRANSFERS .....</b>	<b>8</b>
➤ <b>ASSIGNING WORK HOURS .....</b>	<b>9</b>
➤ <b>TIME CLOCK PROCEDURES.....</b>	<b>9</b>
➤ <b>ATTENDANCE .....</b>	<b>9</b>
➤ <b>ATTENDANCE OF MEETINGS.....</b>	<b>9</b>
➤ <b>MEAL BENEFITS.....</b>	<b>10</b>

➤ BREAK POLICY .....	10
➤ PERSONAL BELONGINGS.....	10
➤ PERFORMANCE EVALUATIONS.....	10
➤ PROMOTIONS .....	10
➤ RESIGNATIONS .....	10
<b>COMPENSATION AND BENEFITS.....</b>	<b>14</b>
➤ PAYCHECKS.....	14
➤ OVERTIME.....	14
➤ TRAVEL EXPENSE REIMBURSEMENT .....	14
<b>RETURNING TO WORK AFTER AN ILLNESS .....</b>	<b>15</b>
<b>PERSONAL LEAVE .....</b>	<b>15</b>
<b>LOCAL LEAVE.....</b>	<b>15</b>
<b>REQUESTING TIME OFF .....</b>	<b>16</b>
<b>ABSENCE REPORTING REQUIEMENTS.....</b>	<b>16</b>
<b>ABSENT WITHOUT PAY.....</b>	<b>16</b>
<b>JOB ABANDONMENT.....</b>	<b>16</b>
<b>RELIGIOUS OBSERVANCE .....</b>	<b>17</b>
<b>REQUEST FOR WORKPLACE ACCOMODATIONS .....</b>	<b>17</b>
<b>WORKERS' COMPENSATION .....</b>	<b>17</b>
<b>STANDARDS OF CONDUCT .....</b>	<b>18</b>
<b>VISITORS IN THE WORKPLACE.....</b>	<b>19</b>
<b>DRESS CODE AND PERSONAL APPEARANCE .....</b>	<b>19</b>
• SHIRTS .....	19
• PANTS.....	19
• SHOES.....	19
• SPIRIT DAYS/THEME DAYS .....	19
• HAIR, JEWELRY, & ACCESORIES.....	20
<b>ID BADGES.....</b>	<b>20</b>
<b>HAND WASHING PROCEDURE .....</b>	<b>20</b>
<b>CHANGE DISPOSABLE GLOVES.....</b>	<b>21</b>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) .....</b>	<b>21</b>
<b>PURCHASING PROCEDURES.....</b>	<b>21</b>
<b>BUILDING ALTERATIONS/ VANDALISM .....</b>	<b>21</b>
<b>TECHNOLOGY RESOURCES .....</b>	<b>21</b>

**PERSONAL USE OF ELECTRONIC COMMUNICATIONS**..... 22  
**TOBACCO PRODUCTS AND E-CIGARETTE USE**..... 22  
**RESTROOM**..... 23

## USEFUL WEBSITES & PHONE NUMBERS

---

- **LISD Employee Handbook**
- <http://lisd.schooldish.com/> **Benefits**  
<https://www.lisd.net/ben>  
Phone number 469-948-8104  
Fax number 972-350-9358
- **TRS-Retirement Information**  
<https://www.lisd.net/domain/5578>  
Phone number 469-948-8071  
Fax number 972-350-9360
- **Technology**  
<https://www.lisd.net/Page/9767>
- **Workers Comp/First Report of Injury Form**  
<https://www.lisd.net/domain/5586>  
Phone number 469-948-8071  
Fax number 972-350-9360
- Employees that require FMLA or have questions should contact the Benefits Office Leave Coordinator at 469-948-8073 for details on eligibility, requirements, and limitations.

**CHILD NUTRITION, SSAB BUILDING**

**400 West Main St., Lewisville, TX 75057**

**Main Office Number: (469) 713-5207 – Main Office Fax Number: (972) 350-9465**

**Alisha McDonald Jordan, Resident District Manager**

(469) 948-8239 - D  
email: [McDonaldAlisha@lisd.net](mailto:McDonaldAlisha@lisd.net)  
email: [Jordan-Alisha@aramark.com](mailto:Jordan-Alisha@aramark.com)

**Marcia Workman, Unit Controller/Finance**

(469) 948-2015 - D  
email: [workmanm@lisd.net](mailto:workmanm@lisd.net)

**Elaine Minden, District Dietitian**

(469) 948-2012 - D  
(214) 626-1860 - F  
email: [MindenElaine@lisd.net](mailto:MindenElaine@lisd.net)

**Donna Bulloch, Production Manager**

(469) 948-2024 - D  
(214) 626-1863 - F  
email: [bullochdg@lisd.net](mailto:bullochdg@lisd.net)

**Dan Boling, Operations Manager**

(469) 948-2026 - D  
(469) 446-0651 - C  
(214) 626-1673 - F  
email: [bolingd@lisd.net](mailto:bolingd@lisd.net)

**Tasha Alcala, Area Manager**

(469) 948-2030 - D  
(972) 999-3906 - C  
(214) 626-1672 - Fax  
e-mail: [AlcalaT@lisd.net](mailto:AlcalaT@lisd.net)

**Open, Area Manager**

(469) 948-2027 - D  
(469) 912 4825 - C  
(214) 626-1676 - Fax  
email: [ThomasSamuel@lisd.net](mailto:ThomasSamuel@lisd.net)

**Jodee Tousignant, Catering Manager**

(972) 821-8529 - C  
email: [TousignantJ@lisd.net](mailto:TousignantJ@lisd.net)

**Robby Hooker, Executive Chef**

(469) 948-2032 - D  
(704) 200-8719 - C  
email: [HookerR@lisd.net](mailto:HookerR@lisd.net)

**Debbie Simmons, Accounts Payable**

(469) 948-2023 - D  
email: [simmonsd@lisd.net](mailto:simmonsd@lisd.net)

**Kay Buchanan, Office Clerk**

(469) 948-2036 - D  
email: [Buchanan@lisd.net](mailto:Buchanan@lisd.net)

**Jennifer Kattner, General Manager**

(469) 948-2025 - D  
(972) 350-9466 - F  
email: [kattnerjennifer@lisd.net](mailto:kattnerjennifer@lisd.net)  
email: [Kattner-Jennifer@Aramark.com](mailto:Kattner-Jennifer@Aramark.com)

**Denise Ramirez, HR Specialist**

(469) 948-2018 - D  
(972) 350-9465 - F  
email: [RamirezD@lisd.net](mailto:RamirezD@lisd.net)

**Open, District Dietitian**

(469) 948-2014-D  
email:

**Lindsey Kurmaskie, Marketing Manager**

(469) 948-2016 - D  
email: [Kurmaskielindsey@lisd.net](mailto:Kurmaskielindsey@lisd.net)

**Yuli Alarcon, Area Manager**

(469) 948-2028 - D  
(214) 529-4077 - C  
(214) 626-1674 - Fax  
email: [alarconyuli@lisd.net](mailto:alarconyuli@lisd.net)

**Coleen Laxalt, Area Manager**

(469) 948-8207 - D  
(214) 608-2071 - C  
(214) 626-1720 - Fax  
e-mail: [LaxaltC@lisd.net](mailto:LaxaltC@lisd.net)

**Jacci Mozingo, Area Service Model Manager**

(469) 948-2029 - D  
(469) 446-3937 - C  
(214) 626-1766 - Fax  
email: [mozingoj@lisd.net](mailto:mozingoj@lisd.net)

**Shauna Bjarke, Assistant Catering Manager**

(972) 821-8529 - C  
email: [bjarkes@lisd.net](mailto:bjarkes@lisd.net)

**Cecilia Garces, Administrative Assistant**

(469) 948-2050 - D  
email: [garcesc@lisd.net](mailto:garcesc@lisd.net)

**Lucia Farr, Free/Reduce Specialist**

(469) 948-2019 - D  
email: [FarrLucia@lisd.net](mailto:FarrLucia@lisd.net)

## CHILD NUTRITION HANDBOOK

---

The Child Nutrition handbook is a supplement to the Lewisville ISD Employee Handbook and Board Policy and is not intended to replace it. The purpose of this handbook is to provide information that will help with LISD employment-related questions and pave the way for a successful year. While the handbook covers many topics, it is not intended to cover all topics.

These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Not all District policies and procedures are included. Those that are, have been summarized. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies and LISD Handbook can be accessed online by going to

- Board policy <http://pol.tasb.org/Home/Index/384>
- Handbook <https://www.lisd.net/cms/lib/TX01918037/Centricity/Domain/5629/2018.pdf>

## CHILD NUTRITION PROGRAM

---

The Child Nutrition Program participates in the National School Breakfast and Lunch Program. These federal programs are a means of providing nutritious meals to children. They contribute to a better understanding of good nutrition and better eating habits. Research has proven that students who are well nourished perform better in school. Meals served to students are the only meals eligible for reimbursement from the United States Department of Agriculture (USDA). The USDA does not aid in the form of money or commodities for adult meals.

## CHILD NUTRITION SUPPORT STAFF STRUCTURE

---

The success of our operation depends on the coordination of efforts at both campus and departmental levels. Reporting procedures for handling internal food service concerns are identified as follows:

Child Nutrition Workers  
Campus Cafeteria Managers  
Area Managers  
Operations Manager  
HR Manager and LISD Employee Services  
General Manager  
Resident District Manager

## PHILOSOPHY

---

It is important to follow the staffing structure listed above when an employee has workplace concerns. The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Child Nutrition and LISD embrace an open-door policy and in the event of an inadequate response to your concern, or if you are not comfortable bringing your concern to your manager, you may request to speak to another person on the Support Staff team.

# ACADEMIC CALENDAR

## Lewisville ISD Academic Calendar

# 2018

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29					

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29					

- Bad Weather Day
- First Day of School
- Holiday
- Student Holiday / Professional Learning
- Student Holiday / Teacher Trade Day
- Student & Staff Early Release
- Student Early Release
- Teacher Workday
- [ ] Nine Week Semesters

# 2019

**First Term**  
August 15 - December 21

**Second Term**  
January 7 - May 23

JULY	NOVEMBER	FEBRUARY
4 Holiday	19/20 Student Holiday / Teacher Trade Days	18 Holiday
<b>AUGUST</b>	21-23 Holiday: Thanksgiving	<b>MARCH</b>
6-10 Professional Learning	<b>DECEMBER</b>	8 Student Early Release
13/14 Teacher Workday	21 Early Release	11-15 Spring Break
15 First Day of School	24-31 Holiday/Winter Break	<b>APRIL</b>
<b>SEPTEMBER</b>	<b>JANUARY</b>	19 Holiday
3 Holiday	1-4 Winter Break	22 Holiday / Bad Weather Day
<b>OCTOBER</b>	7 Students Return	<b>MAY</b>
8 Professional Learning	21 Holiday	23 Student Early Release
12 Student Early Release		24 Teacher Workday / Bad Weather Day
		27 Holiday

## EMPLOYMENT AND EMPLOYEE EXPECTATIONS

---

### SUPPORT AND AUXILIARY EMPLOYEES

All support and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

- **REGULAR FULL-TIME** (At Will) employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CN's full-time schedule. They are eligible for benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **PART-TIME** (At Will) employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 20 hours per week or less. They are eligible for benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **SUBSTITUTE** employee. Substitute employees attend employee orientation training and participate in on-the-job training. Upon completion of new hire training substitute employees take on the role of an On-Call work force. When an At Will position becomes available at a campus a substitute employee may express their interest for the At Will position. If the current employment of the substitute is favorable to both the individual and the campus the substitute employee can be offered the At Will position.
  - A formal offer sheet will be drafted by CN and presented to the employee. Once the employee accepts the offer they have 30 days to report to the benefits office to enroll in benefits offered to At Will employees. Should this decision be made past a specified date in the spring semester (determined by the payroll department) then it is too late in the school year to be considered regular full-time. In this case the employee will maintain the substitute employee status for the remainder of the school year while working in an At Will capacity (reporting to the same campus for the same shift for the remainder of the school year). Assignment as a substitute is of a limited and/or unpredictable duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

### CERTIFICATION REQUIREMENTS

Managers are responsible for having the required ServSafe training and for taking actions to ensure their credentials do not lapse.

Employees are responsible for having the required Food Handler training and for taking actions to ensure their credentials do not lapse.

### REASSIGNMENTS AND TRANSFERS

All personnel are subject to assignment and reassignment by the Child Nutrition Department when it is in the best interest of the district. Child Nutrition employees may be assigned to any school in the Lewisville School District wherever and whenever needed and for the number of hours needed daily at the discretion of the Child Nutrition Administrative Office.



Child Nutrition Managers make job and duty assignments in the individual kitchens. Assignment to any one job or duty is not guaranteed. Staff may be asked to do any task assigned. Assignments may be changed as much or as little as the Child Nutrition Department deems necessary.

Except under special circumstances, transfers will only be considered in the summer months between school years. An employee request for a mid-year transfer will not be accepted; however, reassignment may occur at the discretion of the Child Nutrition Office. Transfers will be based on employee attendance, job performance, desire, and location availability.

## **ASSIGNING WORK HOURS**

The Child Nutrition Area Manager has the authority to assign working hours to the employee after consultation with the Child Nutrition Administrative Office. The shift schedule is subject to change in the event of a campus lunch schedule change.

If an employee's scheduled or available hours change for any reason the employee must sign paperwork stating that they are aware of these changes in hours. The Child Nutrition Human Resource Manager must have knowledge of any change in schedule, hours, or shift prior to it taking effect.

For a substitute to become a full time or part time employee they must come complete the appropriate paperwork after a position has become available at a location.

## **TIME CLOCK PROCEDURES**

All hourly employees punch in and out using Kronos on the POS system. Employees must be punched in prior to starting work. Any adjustment to any employee's time must be submitted to the Area Manager, preferably via email.

Continuous failure to clock in and out will follow the same disciplinary procedures as tardiness. Punching in and/or out for another employee or permitting another employee to clock in and/or out for them will be grounds for employee disciplinary action.

## **ATTENDANCE**

The Lewisville ISD Child Nutrition Department is a very important part of a child's education at Lewisville ISD. Our mission is to provide delicious and nutritious meals for the students in the schools. To do that, it is imperative that Child Nutrition employees report to work every day. To maintain a safe and productive work environment, employees are expected to be reliable and punctual in reporting for their assigned schedule. In the rare instances when employees cannot avoid being late to work, they should notify their Manager as soon as possible in advance of the anticipated tardiness. **(more information is provided under LEAVES AND ABSENCES)**

## **ATTENDANCE OF MEETINGS**

Child Nutrition managers and/or employees are required to attend such meetings that may be deemed necessary by the Child Nutrition Administration for the promotion of the interests of the schools, in-service education, or work on special assignments. Employees will be required to attend and will be paid for the training program participation. Written notice requesting an absence from any required meeting is to be approved in advance by the Area Manager. Failure to gain pre-approval for absence will be handled as an unplanned absence in the discipline policy for attendance.

## **MEAL BENEFITS**

A meal is provided at no charge to all Child Nutrition employees. Employees are to eat the same food served to students and in the same portion (1 reimbursable meal).

Employees who work 4 hours per day may eat their meal before clocking in or after clocking out at the end of the day however they are not permitted to take a break during their schedule to consume the lunch meal provided to them.

Employees who work 6 or more hours per day are permitted to consume a meal during the scheduled break (the manager and/or Area Manager may change the scheduling of employee eating times). All meals should be consumed onsite in the designated employee break areas.

## **BREAK POLICY**

All break periods are to be scheduled (but not guaranteed) by the cafeteria manager. If an employee chooses to leave their campus during break time, they are required to clock out and must have approval from Area Manager.

## **PERSONAL BELONGINGS**

Employees must keep all personal belongings in their locker during their scheduled shift. LISD/Child Nutrition Department will not be held responsible for employee articles in lockers. Employees must also provide their own lock. Employees are encouraged to leave valuables at home.

## **PERFORMANCE EVALUATIONS**

Evaluation of an employee's job performance is a continuous process that focuses on improvement. All employees will participate in the evaluation process with their assigned manager at least annually. All employees will receive a copy of their written evaluation, participate in a performance conference with their manager, and can respond to the evaluation.

## **PROMOTIONS**

To be considered for a promotion within the Child Nutrition Department, interest in position must be communicated to the Area Manager. All managerial candidates will be required to complete and pass the ServSafe Certification and Manager in Training (MIT) Program. You must notify your Area Manager if you wish to apply for the MIT class. All applications received by the deadline will be screened and an interview process will be conducted. Completion of the MIT class does not constitute a job offer for school manager.

All job openings are posted on the Teacher Job Network Web site: <https://www.teacherjobnet.org>.

## **RESIGNATIONS**

A resignation form must be completed if you are resigning from the District at <http://docunavweb.lisd.net/Forms/IB0CI>. Once the resignation form is submitted digitally, LISD Employee Services will review the resignation. Once accepted, you and Child Nutrition HR will receive an email notification of the acceptance. Please remember to visit with your Manager and Child Nutrition HR prior to submitting your resignation digitally. Employees must return their district badge and uniform. It is best practice to give your Manager a two-week notice prior to submitting your resignation.

Lewisville ISD Child Nutrition  
Cafeteria Manager Expectations 2017-18

To successfully operate our school cafeterias, we must all be held accountable for our job expectations. Listed below are the expectations that you will be held accountable to complete without exception. Please review the expectations, sign the bottom and return this form to your Area Manager.

---

1. Production records must be completed daily.
2. Daily cash handling procedures must be followed and logs must be used and completed.
3. Accurately order food and supplies in the timelines given.
4. Take inventory counts of food and non-food supplies as designated.
5. Inventory must be maintained at a correct level (1.5 weeks on hand).
6. Complete the purchasing tool when orders come in and use it as a tool to help in the ordering process.
7. Prepare, batch cook and serve quality food per the planned menu and standardized recipes daily.
8. Contact your Area Manager before leaving the campus for any reason.
9. Accurately report daily meal counts and cash sales.
10. Turn in required reports to the Child Nutrition Office on a timely basis.
11. Manage staff to follow proper processes and procedures in the kitchen and ensure that absences are managed and requested appropriately. Follow proper progressive discipline procedures, seeking help from your Area Manager, HR Manager, or LISD Employee Services as needed.
12. Maintain clean, sanitary and organized office, storage and kitchen areas.
13. HACCP records must be completed and up to date.
14. Attend all staff development, meetings and trainings that you are scheduled to attend.
15. Adhere to all food safety and sanitation standards.
16. Conduct daily and monthly safety huddles and pre-service meetings. Please turn in safety meeting sign-in sheet monthly and daily safety sheet weekly.
17. Manage employee labor hours daily.
18. Conduct cashier audits monthly (High School only).
19. Manage and be engaged daily with all prep, cooking and service of food.
20. Please ask your Area Manager for assistance at any time to avoid errors or to prevent falling behind on your job expectations.
21. If an absence is necessary - You are responsible for contacting your manager 2 hrs prior to shift and responsible for reporting your own absences via sub system. All duties should be covered or alternative plans for completion made.
22. 100% of time working should be dedicated to Child Nutrition program.

## Lewisville ISD Child Nutrition

### Assistant Cafeteria Manager Expectations 2017-2018

To successfully operate our school cafeterias, we must all be held accountable for our job expectations. Listed below are the expectations that you will be held accountable to complete without exception. Please review the expectations, sign the bottom and return this form to your Area Manager.

---

1. Production records must be completed daily.
2. Daily cash handling procedures must be followed and logs must be used and completed.
3. Accurately assist in ordering food and supplies in the timelines given.
4. Take inventory counts of food and non-food supplies on designated days.
5. Inventory must be maintained at a correct level (1.5 weeks on hand).
6. Assist in completing the purchasing tool when orders come in and use it as a tool to help in the ordering process.
7. Prepare, batch cook and serve quality food per the planned menu and standardized recipes daily.
8. Contact your Area Manager before leaving the campus for any reason.
9. Accurately assist in reporting daily meal counts and cash sales.
10. Turn in required reports to the Child Nutrition Office on a timely basis.
11. Communicate any employee issues to Manager.
12. Maintain clean, sanitary and organized office, storage and kitchen areas.
13. HACCP records must be completed and up to date.
14. Attend all staff developments, meetings and trainings that you are scheduled to attend.
15. Adhere to all food safety and sanitation standards.
16. Conduct daily and monthly safety huddles and pre-service meetings. Please turn in safety meeting sign-in sheet monthly and daily safety sheet weekly.
17. Manage employee labor hours daily.
19. Assist and manage at other schools as needed when assigned by the Director of Operations.
19. Manage and be engaged daily with all prep, cooking and service of food.
20. Please ask your Manager for assistance at any time to avoid errors or to prevent falling behind on your job expectations.
21. If an absence is necessary - You are responsible for contacting your Manager 2 hrs prior to shift and responsible for reporting your own absences via sub system.
22. 100% of time working should be dedicated to Child Nutrition program.

## Lewisville ISD Child Nutrition

### Cafeteria Employee Expectations 2017-18

To successfully operate our school cafeterias, we must all be held accountable for our job expectations. Listed below are the expectations that you will be held accountable to complete without exception. Please review the expectations, sign the bottom and return this form to your Manager.

---

1. Report to duty on scheduled days and hours.
2. If an absence is necessary - You are responsible for contacting your manager 2 hrs prior to shift and responsible for reporting your own absences via sub system.
3. Production records must be completed daily. (If duty is required)
4. Daily cash handling procedures must be followed and logs must be used and completed. (If cashiering)
5. Prepare, batch cook and serve quality food per the planned menu and standardized recipes daily.
6. Contact your Manager before leaving the kitchen/cafeteria area for any reason.
7. Maintain clean, sanitary storage, restroom and kitchen areas.
8. HACCP records must be completed and up to date. (Time and Temperature & Restroom charts)
9. Attend all staff development, meetings and trainings that you are scheduled to attend.
10. Adhere to Dress Code and requirement of safety shoes and the use of PPEs.
11. Adhere to proper hand washing procedures, proper personal hygiene, use of disposable gloves on a regular basis when prepping, cooking or serving foods.
12. Complete required tasks that are assigned by Cafeteria Manager.
13. Be prepared to cross-train and learn ALL job positions in various locations.
14. Be kind and courteous towards students, staff and fellow employees.
15. 100% of time working should be dedicated to Child Nutrition program.

## COMPENSATION AND BENEFITS

---

### PAYCHECKS

Hourly employees are paid semi-monthly. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Questions about your payroll statement should be directed to the Payroll Department at 972-350-4736. Payroll statements can be accessed via your LISD email.

### OVERTIME

Only nonexempt employees (hourly employees) are entitled to overtime compensation. Overtime is defined by the federal Fair Labor Standards Act as all hours worked more than 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Employees are not authorized to work beyond their scheduled hours without prior approval. All requests should be emailed to the Area Manager and approved prior to the occurrence. An employee who works overtime without prior approval will be subject to disciplinary action.

### TRAVEL EXPENSE REIMBURSEMENT

Before any travel expenses are incurred by an employee, the employee's Area Manager must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service.

## LEAVES AND ABSENCES

---

The District offers employees paid and unpaid leaves of absence. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Benefits Office for counseling about leave options, continuation of benefits and communicating with the District.

The following steps must be taken to request leave:

- Complete a Request for Leave of Absence form and attach appropriate medical documentation.
- Return the completed form to the Benefits office. If a substitute will be required during your period of leave, that can be arranged with your Area Manager.

When you are ready to return from leave, the following steps must be taken:

- Complete the Return From Leave of Absence form.
- Fax the completed Return From Leave of Absence form and your physician's release to return to work to the Benefits Office at 972-350-9359.
- Provide a copy of your Return From Leave of Absence form to your principal or supervisor.

Order of use: Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995-96 school year.
3. State personal leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

## **RETURNING TO WORK AFTER AN ILLNESS**

Any employee who is absent more than three (3) days because of a personal or family illness or injury must submit a medical certification from a qualified health care provider confirming the specific dates of the illness or injury, the reason for the illness or injury, and in the case of personal illness or injury, the employee's fitness to return to work.

## **PERSONAL LEAVE**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time.

## **LOCAL LEAVE**

All full-time employees (6+ hours per day) shall earn three workdays of local personal leave per school year. All local leave is available at the beginning of the school year. Employees taking discretionary local personal leave without approval will be subject to disciplinary action and salary deductions (see "Discretionary" above)

Personal/Local leave may be used for two general purposes: nondiscretionary and discretionary.

- **Nondiscretionary.** Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little, if any, planning and will be granted to employees in the same manner as state sick leave
- **Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to their manager in advance of the anticipated absence. **Please make every effort to request at least two weeks in advance.** Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the supervisor in determining whether to grant discretionary leave. No more than three (3) personal leave days may be taken consecutively without the prior written approval of the supervisor. Employees taking discretionary leave without approval may be subject to disciplinary action and/or salary deductions.

**Please be aware that any discretionary leave during the following times will be restricted due to operational concerns. (Blackout Dates)**

- First two weeks of service;
- Last two weeks of service;
- Following a Holiday (extending a holiday before or after)

State and local personal leave is earned on a prorated basis. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Habitual unplanned absences, tardiness and other attendance problems will be met with discipline in hopes of correcting the problem. If, over a rolling twelve-month time frame, the combined number of unplanned absences/tardy/leaving early reaches an excessive number, the employee is subject to disciplinary action, up to and including a recommendation for termination of employment with the district.

### **REQUESTING TIME OFF**

Employees must submit a Time Off Request form to their Manager and it must be approved BEFORE they take time off. Employees taking discretionary leave without prior approval will be subject to disciplinary action and salary deductions.

### **ABSENCE REPORTING REQUIREMENTS**

If an employee expects to be absent from work, he/she must notify their manager no later than two (2) hours prior to the start of their scheduled shift.

All employees must report his or her own absence by telephone to their Manager AND through the Districts Automated System 1-800-942-3767. If unable to reach the Manager, then the employee must contact their Area Manager. If the employee cannot contact their Area Manager, then the employee must contact the Child Nutrition Main Office at (469)-713-5207. The preferred method of communicating absence is left to the discretion of the Manager.

If the absence continues beyond one day, the employee must contact the Cafeteria Manager before 2:00 p.m. each succeeding day to update the status of their prolonged absence. This is imperative as a substitute must be contacted in your place by that time.

Failure to contact the manager by the appropriate time and/or in the appropriate manner is subject to disciplinary action. Habitual unplanned absences will not be tolerated and are subject to disciplinary action, up to and including a recommendation for termination of employment with the district.

### **ABSENT WITHOUT PAY**

An employee absent from work must use available paid leave benefits (state, local, hardship, sick leave bank, or vacation) before the employee may be absent without pay. Deductions may occur for unpaid administrative leave or unauthorized discretionary leave.

### **JOB ABANDONMENT**

An employee will be assumed to have resigned should he or she fail to personally notify management of an absence for more than three (3) consecutive scheduled workdays or leaves the work site without authorization.



## **RELIGIOUS OBSERVANCE**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Reasonable accommodations such as changes to work schedules or approving a day of absence will generally be approved unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence for this purpose, if approved.

## **REQUEST FOR WORKPLACE ACCOMODATIONS**

Any request for a workplace accommodation must be submitted to the Leave Coordinator in the LISD Benefits Office. The request must be accompanied by medical documentation which specifies, at a minimum, the following items:

1. Detailed description of the accommodation(s) requested
2. Length of time accommodation(s) are needed
3. The Benefits Office will work with the employee and the employee's supervisor to provide the accommodations(s) requested. The request for workplace accommodation(s) must be reasonable and cause no undue hardship to the District to be considered.

## **WORKERS' COMPENSATION**

It is the responsibility of the employee to report all injuries immediately to the cafeteria manager. All injuries require an Employee's First Report of Injury be filled out on the day the accident occurred.

The following steps must take place if there is an incident:

1. The incident must be reported to the school nurse (to assess the severity of the accident).
2. The Employee or Manager must fill out an Employee's First Report of Injury.
3. The form must be faxed to the Benefits Department at 972-350-9360.
4. The Manager must notify their Area Manager and send the original copy of the Employee's First Report of Injury form to the HR Manager in the CN office.
5. No documentation is to be kept at the primary school location.
6. The Benefits office and Child Nutrition HR must be notified if the employee misses any work due to the injury. Additional notification is required when the employee returns to work.
7. Additional important information regarding medical visits and time reporting is available at <http://www.lisd.net/domain/5586>

If an employee refuses to fill out the Employee's First Report of Injury, the employee must submit in writing that they are refusing to report the injury. The Cafeteria Manager will submit the written refusal to the Benefits Department and send a copy to the Child Nutrition HR. The Cafeteria Manager will then complete the Employee's First Report of Injury and submit it as outlined above.

Any subsequent forms the employee brings in concerning the injury are to be sent directly to the Child Nutrition HR Manager (original only) and a copy is to be sent to the Area Manager immediately. The Area Manager and Child Nutrition Management will determine if the "work

restrictions” placed on the employee can be accommodated. No employee is to return to work without prior approval from the Area Manager and Benefits office.

## EMPLOYEE CONDUCT AND WELFARE

---

### STANDARDS OF CONDUCT

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Our core value starts with a respect for people. Good communication provides for good ethics and good business. We expect all employees to treat each other with courtesy, respect, and consideration. The use of inappropriate language and conduct even if spoken in non-standard English/foreign languages, or the making of verbal threats is considered disrespectful, demeaning and abusive behavior and will not be tolerated.

Inappropriate language and conduct in the workplace is defined as, but not limited to the following:

- Unwanted, deliberate, repeated, unsolicited cussing, swearing, vulgar, insulting; abusive language
- The making of verbal threats, sexual comments and gestures, graphic materials, physical contacts, solicitation of sexual favors.
- Engaging in unwelcome name-calling, obscene language, or other abusive behavior, including intimidation by ways of obscene or threatening gestures.

Any employee of the District, who feels he or she is the recipient of such conduct, should report such violations IMMEDIATELY to their Cafeteria Manager, Area Manager, and/or CN HR Manager. All complaints will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Cafeteria Manager and/or Area Manager will contact LISD Employee Services with the status, summary, and recommendations of the investigation. Any manager, Area Manager, agent, or employee found in violation of this policy will be subject to

disciplinary action.

## **VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, students, and the facilities, only authorized visitors are allowed in the workplace. An authorized visitor is considered a vendor to the district or someone who checks in through the school front office. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. At no point is it ever acceptable to allow children in any area of the kitchen or Manager's Office. Any questions surrounding this policy should be addressed with your campus Area Manager.

## **DRESS CODE AND PERSONAL APPEARANCE**

Employees represent LISD therefore, it is important that we maintain professional attire. Uniforms must be worn while on duty.

- **SHIRTS**

Manager uniform top is described as a solid Red LISD polo shirt or other designated top. Employee Uniform top is described as a solid Royal Blue LISD polo shirt or other designated top.

**Two uniform tops are to be furnished by the Child Nutrition Department to new employees.**

The acceptable uniform shirt must be clean and wrinkle free each day. If you must wear a shirt under the uniform top, it must be solid white or black. It can be a turtle neck or crew neck T-shirt or tank top. Sweaters, coats, over shirt, sweatshirts, etc., may be worn while actively working in the freezer or cooler.

- **PANTS**

Pants are furnished by the employee. Pants are described as clean black and must be full-length. No denim, leather, corduroy, velvet, capri pant, stretch pant etc.

- **SHOES**

Shoes are described as slip resistant shoes with enclosed toes and heels. For safety reasons sandals, canvas shoes, boots or tennis shoes which are not slip resistant are not allowed. Shoes must be clean and in good repair.

Below are a few options of acceptable slip resistant brand shoes:

- Safe T Step – Payless
- Tredsafe – Wal-Mart
- Dickies Footwear, Converse Work, Genuine Grip – Sears
- Shoes for Crews – [www.shoesforcrews.com](http://www.shoesforcrews.com)
- Sketchers Work Harvard, Sketchers Work Slip Resistant Shape Ups
- Avia Slip Resistant Walking Shoes

- **SPIRIT DAYS/THEME DAYS**

Every Friday is designated as a "Spirit Day". Campuses may also announce special spirit/theme days throughout the school year. Employees may dress along with campus themes as scheduled if the attire will not present a safety or sanitation concern. Managers must notify their Area Manager of pending "spirit/theme days" excluding Fridays so that it can

be documented and participation approved in advance. Clean and appropriate wear includes but is not limited to:

- Clean jeans with no rips or tears.
- Child Nutrition T-shirts or campus T-shirts. No “burn out” or other material that is thin or sheer may be worn.
- All other parts of uniform that are part of proper food safety must be worn (slip resistant shoes, burn sleeves, etc.)

- **HAIR, JEWELRY, & ACCESORIES**

- Make sure all associates and visitors wear clean, well-maintained uniforms (including apron) / clothing and slip-resistant shoes.
- Ensure aprons are removed before entering a restroom or taking a break.
- Make sure hair is properly secured with acceptable hair restraints: **Solid black hat or cap, hairnet or visor with hairnet.**
- Ensure that facial hair longer than ¼ inch is restrained.
- Make sure all associates and visitors with hair at shoulder length or longer wear their hair in a ponytail with hair restraint listed above using an elastic band.
- Ensure no hair pins, bobby pins, or clips of any kind are used.
- Ponytails more than 1 foot are secured in a bun and worn with one of the hair restraints listed above.
- Hair coloring should be within the range of natural hair colors
- Single, plain ring with no stones.
- Stud earrings (maximum ¼ inch diameter); with stone is acceptable.
- Necklaces (including medical) secured below uniform.
- Watches/bracelets are not permitted.
- **No facial jewelry is allowed.**
- **No visible Tattoos. Visible tattoos must be covered.**
- **No headphones allowed (Bluetooth, wireless earbuds, etc.)**

## **ID BADGES**

The district requires all staff members to wear their photo ID badge visible on their person. This should be clipped to the collar of your polo shirt and is part of your uniform.

If a time card is lost or damaged, it is the responsibility of the employee to purchase a new time card. This can be done through LISD Employee Services Dept. The cost of a replacement card is \$5.00. If a keyless entry card is damaged, it is the responsibility of the employee to purchase a new card. Badge replacements are issued by the LISD through Child Nutrition for a fee of \$35.00.

## **HAND WASHING PROCEDURE**

- Ensure that hands and arms are washed in designated hand wash sinks and before/after various activities (e.g., starting work, switching tasks).
- Make sure that fingernails are kept short (no longer than the ends of the finger tips) and clean with no nail polish, false nails, or nail decorations.
- Ensure that all associates report any wounds or lesions (i.e., cuts, sores or burns on hands, wrists and exposed portions of arms).

Do not allow associates with lesions or wounds on their hands, wrists, or exposed portions of their arms to work until:

- All uninfected wounds or lesions are covered with a waterproof blue bandage. If on the hands or wrists, a disposable glove must be worn over the blue bandage.
- All infected wounds or lesions are covered with waterproof blue bandage and then a second tight fitting bandage. If on the hands or wrists, a disposable glove must be worn over the blue bandage.
- Wearing disposable gloves does not replace proper hand washing.
- Wear disposable gloves when handling all types of food, and when engaged in food production in all serving/production areas.
- Wear disposable gloves to cover waterproof blue bandages.

## **CHANGE DISPOSABLE GLOVES**

- Immediately when gloves are torn or damaged
- Upon leaving and returning to the production area
- After handling personal belongings and medications
- After touching wounds/lesions or bandages
- Between tasks
- After a sneeze, cough, blow their nose, or touch their hair, face, or nose

Ensure that associates use disposable gloves for single use and that they do not wash and/or reuse disposable gloves.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Burn sleeves will be issued to all employees. They must be worn by all employees working with or in an area of heat sources as part of the uniform.
- All other PPE must be worn by employees as needed to prevent injuries (I.E. cut resistant gloves and goggles).

## **PURCHASING PROCEDURES**

Purchasing for the Lewisville Independent School District Child Nutrition Department is done by the Child Nutrition office and LISD. No other individual or agency has any authority to make purchases by any other method.

## **BUILDING ALTERATIONS/ VANDALISM**

No person is to make any structural changes to any building without first receiving approval from the Child Nutrition Department and LISD.

Damages to a building, furniture, fixtures, or equipment, whether willful or through negligence, shall be paid for by the person involved.

## **TECHNOLOGY RESOURCES**

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes.

Limited personal use is permitted if the use:

- Imposes no tangible cost to the district;

- Does not unduly burden the district’s computer or network resources; and
- Has no adverse effect on the employee’s job performance or on a student’s academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

## **PERSONAL USE OF ELECTRONIC COMMUNICATIONS**

Electronic communications include all forms of social media, such as text messaging, instant messaging, e-mail, blogs, wikis, chat rooms, video sharing websites (YouTube), editorial comments posted on the Internet, and social network sites. As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct.

If an employee’s use of electronic communications interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

## **TOBACCO PRODUCTS AND E-CIGARETTE USE**

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Employees violating this policy will be subject to disciplinary action up to and including termination.

**RESTROOM**

A unisex restroom is provided in each school kitchen.