



Colquitt County School Nutrition Employee Guidelines/Expectations

- **Job Description:** GENERAL job descriptions are found in the handbook. However, SN employees receive daily work assignments from the cafeteria manager.
 - Duties may change daily. Employees must be flexible and willing to work as a team.
 - Employees are expected to perform all other appropriate duties related to job position as assigned by management team.
 - Check with cafeteria manager **before beginning work and leaving for the day.**
- **Attendance:** Every employee plays a vital role in the success of each day. Be on time to work each day. Absenteeism or Tardiness of just one employee changes the work plans for everyone.
 - Please make every effort to arrange appointments and extra-curricular activities outside of your normal work hours.
 - Make direct contact/response with the manager if you are going to be late or unable to attend. Failure to make direct contact with the cafeteria manager can result in disciplinary action, resulting in job termination.
 - Every time you are absent for over 1 hour of your work day, you must complete an **Employee Leave Request Form.**
 - **Critical Days:** All employees are expected to work days noted on the school calendar before and after holidays and Holiday Meal Days. These may not be taken as personal days.
 - **Special Duty Days:** All employees are expected to work unexpected days due to unusual circumstances (example: pandemic, storms, etc.) Report to work as normal unless otherwise notified by your manager.
 - **Personal Leave:** must be requested 10 days prior to leave date.

- **Sick/Illness:**

- If you are sick (nausea, vomiting, fever, diarrhea, sore throat, cough) please do not report to work. **(YOU ARE MANDATED TO REPORT THESE POTENTIAL FOOD BORNE ILLNESSES)**
- Report the illness to the manager.
- If illness requires being out of work for more than 3 days, a doctor's excuse will be required upon your return.
- If you suspect your illness/situation may be related to COVID, please refer to the guidelines outlined by the school system.

- **Personal Hygiene:** Must be practiced daily. Please arrive in clean uniforms/ clothes and shoes daily. Unclean appearances, foul body odor, or soiled clothing (including coats/cloth aprons) is unsanitary and will not be tolerated. (health code)

- **Uniform Expectations:**

- All employees: Tops provided and \$ towards purchase of approved shoes.
 - Ladies: Bottoms provided
 - Men: Hat provided
- Shoes: clean, black/gray, closed toe, non-canvas, non-skid shoe, leather or non-permeable (water/oil proof). **SAFETY REQUIREMENT**
- Cold weather – LAYER, don't bundle. Bulky, long-loose fitting coats, jackets, sweaters and knit caps, scarves, ear muffs are not permitted. May wear thermal wear or layered shirts underneath uniforms or a light weight fitting jacket.
- Hair Nets, Gloves, Aprons: SN provided
 - ALL hair must be covered by the hair net at all times.
 - Men with facial hair must wear beard covers if handling food.
 - Must be worn during all food prep and service.
- Jewelry: solid, flat, single wedding ring band or small stud earrings allowed. **ALL other jewelry prohibited.** No watches or dangling items allowed. Body piercings must be removed or covered at all times.
- Tattoos must be covered at all times. (wear long sleeves or purchase a skin colored cover)

- Fingernails: clean and trimmed, natural color.
 - **NO** false nails, **NO** long nails, **NO** polish.
- **NO** false eyelashes.
- **NO** gum.
- **Safety/Sanitation:**
 - Safety depends on your knowledge and the knowledge of those that work with/around you.
 - We ALL must exercise good judgement and common sense when completing kitchen/food/serving tasks.
 - Employees must have a physical before starting employment and form signed by doctor and on file in the SN office. Physicals are no longer required every year. But, **employee must notify SN Director if there are any physical issues that would prevent them from completing their assigned duties as a School Nutrition employee.**
 - Use proper equipment (hair nets, gloves, aprons, shoes, signage, pot holders, sharp knives, cutting boards, etc.)
 - Report unsafe equipment or conditions to your manager as soon as possible.
 - Report any findings or evidence of critters to Manager to enter in the exterminating book.
 - Follow proper food handling practices and HACCP plans to ensure we serve safe food to eat.
 - Keep all kitchen doors to the outside closed and lock at all times for safety. **DO NOT PROP OPEN AND LEAVE UNATTENDED!!**
 - Use caution when opening doors for delivery; ask for credentials if unsure.
 - Have Centegix badge and use caution when taking out trash or working outside. Be aware of surroundings and report any suspicious activity to Manager and Principal IMMEDIATELY!
 - Follow Centegix protocol if necessary.
 - Follow and maintain good personal hygiene.

- Follow and help maintain a clean working environment according to the Department of Public Health Food Service Establishment regulations.
- Nobody wants to eat at a restaurant that has a low score or is nasty; and our students don't and shouldn't either.
- **Accidents:** Work related injuries must be reported immediately to the cafeteria manager and the correct paperwork completed correctly ASAP.
 - All employees are covered by Workman's Compensation.
 - Employee may lose the right to receive compensation if the accident is not properly reported immediately following the accident.
- **Meals and Breaks:**
 - All full-time employees (more than 5 hours) will be scheduled a daily 30-minute meal break. **Breaks can not be used to arrive late or leave early.**
 - If you are assigned to work during a meal session, you are eligible to receive one free reimbursable meal for that session. Most employees are eligible to receive breakfast and lunch each day at no charge.
 - These meals must consist of the same food items prepared for student/adult meals at the school site for that day.
 - Serving sizes must be in proportion with other adult servings.
 - Ala carte items (if not part of an approved reimbursable meal) must be purchased in addition to the approved meals if desired.
 - All foods are to be consumed during scheduled breaks. Food and beverages cannot be consumed in the food preparation areas or removed from the school.
 - Refrain from leaving campus to purchase food items from area vendors. SN employees should set an example for others by participating in the SN program.
 - If the school site is providing meals/food for teachers/staff, you may partake. Refrain from taking provided food off campus.
 - Personal drinking cups must have a lid and straw at all times, and be kept in an area away from immediate food production. No eating/drinking in the kitchen or serving areas.
 - Refer to School Nutrition Code of Conduct for more information on consuming and/or removing food purchased with federal funds.

- **Code of Conduct:** Every School Nutrition employee assigned to a school is required to sign a Code of Conduct form. This form states that employees engaged in appropriate conduct involving the sale or distribution of foods are subject to dismissal. All employees must review and sign a Code of Ethics for Educators Agreement with the Colquitt County School System.
- **Phones:**
 - We ask our employees to refrain from making or receiving personal calls except in emergencies.
 - Cellphones are not allowed in food production areas or on the serving line, including cashier stations. Refrain from keeping your cellphone in your pockets during the day.
 - Cell phones can be used during break time, but you must return it to your locker or personal vehicle upon return to food prep or service.
 - Personal phone calls from the cafeteria office are for emergency use ONLY.
- **Technology/Social Media:**
 - The use of School System computers to view internet sites for Social Media purposes or personal business reason is not allowed. Employees may use school computers for **school provided email or training purposes only.**
 - Inappropriate use of social media related to negative or disturbing postings focused on the Colquitt County Board of Education, ESS, Employees of the CCBOE or ESS, or the School Nutrition Program will result in immediate disciplinary action, possibly resulting in job termination. (Facebook, Twitter, Snapchat, TikTok, text messages, etc)
 - ***Please DO NOT comment or share on any negative or disturbing post related to any SN employee or the SN program and report them to the SN Director IMMEDIATELY!!***
 - Social media contact with students in the Colquitt County School System is prohibited (Facebook, Instagram, Snapchat, TikTok, text messaging, etc). Please limit your contact to adults only.

- Personal headsets (airpods, earbuds, headphones, etc.) and radios are not allowed during the work day. SN employees must be able to hear and see all activity around them.
- **Communication:** If you have a question or problem concerning work relations or your ability to perform your work duties, talk to your manager. Management cannot help if unaware of the problems or issues.
- **Physical Contact:** Personal physical contact with students or employees is not allowed. Any report of inappropriate conduct will be fully investigated and may lead to disciplinary action, resulting in job termination.
- **Inappropriate Language:** including but not limited to – cursing, vulgar statements, sexual harassment, bullying, etc. is not allowed in the workplace and will be investigated and may lead to disciplinary action, resulting in job termination.
- **Drug/Smoke/Tobacco/Weapon Free Campuses:** All Colquitt County School campuses and facilities are smoke free, tobacco free, drug free and weapon free.
 - Illegal drugs, guns, knives, explosive devices, etc. are not allowed on you, in your possession, or in your personal vehicles on school campuses or facilities.
 - Cigarettes and/or smokeless tobacco products are **not allowed** inside the school facilities.
 - Employees **cannot** smoke or use smokeless tobacco products during the work day; even during break. **Health Code**
 - Employees **cannot** smoke or use smokeless tobacco products in parking lot or across the street.
 - Anyone caught in violation of these standards is subject to disciplinary actions; possible immediate termination.
 - **NO exceptions.**
- **Disciplinary Action:**
 - Managers will issue an **Employee Documentation Form** (formal write-up) to an employee who fails to follow expected guidelines covered, code of conduct, or assigned tasks.

- After three documentations are issued, job evaluation and possible termination will be considered by the manager and/or School Nutrition Director.
- As an alternative to a formal write-up, Managers may issue an **Employee Improvement Plan** to an employee who consistently has problems with minor infractions. (issues with other employees, attitude, absences, etc.) The Employee Improvement Plan will act to bring notice to the employee and suggest ways to improve the behavior and be evaluated within 30/60/90 days of improvement. If no improvement, other disciplinary action could result.
- Some actions could lead to immediate job termination.
- **Evaluations:** All personnel employed by the Board of Education must have their performance evaluated annually. School Nutrition staff are evaluated individually by their current location cafeteria Manager. Evaluations are signed by employee and manager and kept in the employee's file at the SN office.
- **Reassignments:** School Nutrition Director will have the authority to reassign any school nutrition employee for the efficient operation of the program. Reassignments may be required if a school is over staffed, there are employee compatibility issues, etc. First employees will be asked to volunteer for reassignment. If volunteers are not sufficient, reassignment will be determined after careful consideration and communication between manager and School Nutrition Director.
- **Transfers:** The general policy concerning transfers requires 1 year of service in the same school before a transfer is considered. A "Request for Transfer" form may be obtained from a manager or SN office. This form should be submitted to the School Nutrition Department. Transfers are not granted during the school year, except to relieve over-staffing, or at the direction of the School Nutrition Director or school principal.
- **Banquets:** All school nutrition employees must be willing to work at after school functions as directed by the cafeteria manager. (such as banquets, fundraisers, etc.)
- **Professional Organizations:** The School Nutrition profession is represented by the National School Nutrition Association (SNA), the Georgia School Nutrition Association (GSNA), and the District Two School Nutrition Association – Colquitt County School

Nutrition Association. Membership in these organizations is paid for by CCSNA.

Participation in these organizations is encouraged!

- **Training:** Most training is hands-on learning during the normal course of the work day.
 - Employees are required by the GA Dept. of Ed. to attend Orientation for Nutrition Employees (O.N.E.), a 30 hour basic course for all school nutrition employees during their first year of employment. This course is offered one time each year and employees must complete the course to continue employment with Colquitt County Schools.
 - All employees are required to get 6 hours of continuing education each year. Most years, this requirement is met through attending the mandatory In-Service training.
 - If the employee is unable to attend, the employee must contact the school nutrition Director and provide a letter in writing as to the nature of the absence from this training.
 - Lack of attendance could result in the elimination of the additional .5 cent per hour, granted when certification is valid.
- **Nutrition Education:**
 - Nutrition Education is a daily function of the School Nutrition Program. Your involvement and/or participation is pertinent to the success of the program.
 - Our ultimate nutrition goal is to teach our customers to select healthy choices that meet the USDA Dietary Guidelines and follow the Colquitt County School District Wellness Policy.
 - **Encouraging and promoting the School Nutrition Program is an essential part of your job!!**
- **PROFESSIONALISM IS EXPECTED EACH AND EVERYDAY!!** Colquitt County School Nutrition is a CUSTOMER SERVICE provider. Our goal is to provide healthy, nutritious, safe and delicious meals with a friendly smile and attitude for all students in the Colquitt County School System on a daily basis. Your cooperation is expected and necessary to fulfill this goal. Thank you in advance for your cooperation.