

**BROKEN ARROW PUBLIC SCHOOLS
CHILD NUTRITION DEPARTMENT**



GUIDELINES

**Child Nutrition Department
1810 W. Detroit
Broken Arrow, Oklahoma 74012
(918) 259-4565**

MISSION STATEMENT

We, as the Child Nutrition Programs Department, have a vision to serve the best quality meals to the students and staff of Broken Arrow Public Schools. To promote healthy and nutritious choices in a fun and friendly atmosphere. Provide support, education and information to the students, staff, parents and the community of Broken Arrow.

Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: • For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Assistant Superintendent, Student Services, Chuck Perry, should be contacted at 918-259-5700 or at

701 South Main Street, Broken Arrow, OK 74012;

- For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), The Director of Special Education, Debbie Renz, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Assistant Athletic Director, Melenda Knight, should be contacted at 918-259-4310 or at 1901 E. Albany, Broken Arrow, OK 74012.
- For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, The Chief Operating Officer, Michelle Bergwall, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Chief Human Resources Officer, Ed Fager, should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012;
- Inquiries concerning nondiscrimination can also be made to the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is: Office of Civil Rights, U.S. Department of Education One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106; Telephone: (816) 268-0550; TTY: (877) 521-2172; Facsimile: (816) 823-1404; Email: OCR.KansasCity@ed.gov

THE PRIMARY GOAL

It is the objective of the Child Nutrition Department of Broken Arrow Public Schools to provide school children breakfast and lunch for maximum nutritive value at the lowest possible cost, prepared under sanitary conditions and served in attractive surroundings by pleasant people.

Child Nutrition Services employees enjoy working with children of all ages. They have pleasant dispositions and are capable of working cooperatively with others. They must be able to establish positive communications with students, parents, teachers, principals and employees. Employees must have the capacity to comprehend and to adjust to changing situations.

Health Standards are High: It is the obligation of every employee to know and work to maintain these standards. Hand washing is a priority, as well as observing proper food handling procedures. Gloves are required by the Health Department when handling food. This does not take the place of proper hand washing.

Bodily Cleanliness is a Requirement: Body odors are especially offensive around food. Strong perfumes or scents should not be used. Therefore a daily recommended shower/bath and use of deodorant is an important part of bodily cleanliness.

Attendance: Attendance is very important for the cafeterias to run smoothly. Please make sure you are on time and ready to start work each day. Attempt to make all doctor's appointments before or after work. Employees must not report for work with a contagious illness. Each employee is responsible for notifying the manager of his/her school before start time and no later than 7:00 a.m. if unable to report to work. Employee should call each day he/she is going to be absent. 95% Attendance for the year is expected. Excessive absenteeism may be grounds for counseling.

Food Handler Permit: A valid permit is required by the City/County Health Department. A permit is obtained by attending a class and passing a written test. For class info call 918-437-3338 (www.tulsa-health.org/). The Broken Arrow classes are normally held once a month at the Community Center on Main St. Employees who do not have a current permit will be sent home without pay until they obtain one. Refusal to get a permit in a timely manner may be grounds for termination.

TB Test: A TB Test is required for all new employees. This will be included with the required physical and paid for by Child Nutrition. Employees resigning before 60 days will have the cost deducted from their final paycheck.

Professional Appearance: Neat, clean, well-groomed appearance is expected. Excessive make-up, hair ribbons, curlers, scarves, flowers or ornaments are not allowed with uniforms. Absolutely no jewelry is to be worn – this includes wedding rings, ear rings, tongue piercings, and other exposed body piercing, and watches. No chewing gum will be allowed. At no time will nail polish or artificial nails be worn.

Hair Nets: Hair must be combed neatly and completely covered by a plain hair net. Hair nets are furnished by the individual. Long hair must be pinned or clipped up off the collar. Hair should not touch the collar. Beards must be covered.

Uniforms: A uniform is to be worn. Uniforms must be kept fresh and clean and are the responsibility of the employee. Approved uniform shirts are issued through the Child Nutrition Department. Long Sleeve knit shirts may be worn underneath if they are white, black or gold. Black or Khaki pants or skirts are required. Full slips are recommended with skirts. Pants and skirts should be of a woven, not knit, material. Hose or socks are to be worn at all times. Sleeveless blouses are not acceptable. Capri's/crop pants below the knee are allowed during warm weather months. Proper

foundation garments are required. If your site allows jeans on Fridays, they must be in good repair and worn with a BA or School T-Shirt or Uniform shirt.

Shoes: Clean, neat, low heeled, white or black leather shoes with **nonskid soles** must be worn. To protect the feet, shoes must be well-fitted with enclosed toes and heels. Sandals and canvas shoes are not suitable. Clog-type shoes will be allowed if a heel strap is worn, or there is a heel cup on the shoe.

Professional Standards: The “Healthy, Hunger-Free Kids” Act requires continuing education for all Child Nutrition Employees. Classes will be offered and all employees are required to attend. This is a Federal Mandate and **all** employees must comply with the regulations.

Education: High school education or equivalency is recommended. Attendance at some training classes and workshops is required. Manager, Main Dish, Baker, Cashier and Burger Bar positions require high school diploma or GED.

Working Conditions: Extensive walking, standing and the ability to lift 40-50 pounds are required. Exposure to cleaning compounds and higher than average temperatures is normal. Transportation to and from work assignments at various locations is necessary.

Safety and Safety Equipment:

Safety meetings will be held periodically throughout the year. Attendance is mandatory. Missed meetings must be made up.

Accidents:

For your protection, the Broken Arrow Public Schools insist that all injuries be reported immediately to the supervisor of the department. Please fill out an Accident Form and turn in to the Staffing Coordinator of Child Nutrition within twenty-four hours of the injury. For complete information on Workers’ Compensation, refer to the Employee Guidelines and Policies for Support Personnel booklet. (On line on the school web site)

Visiting during work hours should be kept to a minimum. A distracted employee may be prone to accidents.

Safety Equipment:

SAFETY IS A HIGH PRIORITY of the Child Nutrition Department. Where any personal protective equipment is provided, employees are required to wear it when performing any duty where its use could reduce exposure, risk, or severity of accident or injury.

Eye Protection: Safety goggles are provided and will be required to be used by all employees in the Child Nutrition Department while using oven cleaners or mixing chemicals.

Finger, & Arm Protection: Hot pads and arm guard hot pads are required when removing food items from ovens and/or steamers. **DO NOT USE APRONS OR TOWELS!** Whizard Handguard Gloves are required when slicing food on the slicer and while cleaning the slicer. Place all knives in a location at the pot sink that is visible to all employees. **DO NOT PLACE THEM IN THE SINK!** Turn off mixers when scraping the sides of the bowl. Ask for help with heavy items.

Safe Lifting & Carrying: Observe proper body mechanics when lifting. Team lifting is required for items over 50 lbs. Use carts to move cases of food product from the walk-in or storeroom to the workstation. Back belts will be provided upon request.

In District Transfers:

Submission of a request for transfer does not automatically guarantee favorable action. Transfer of an employee is an administrative decision. Upon approval for transfer, the dates will be determined by the respective supervisors.

An employee transferred to a position which requires like skills as those in the previous assignment retains class status if he/she had advanced to class status in the previous position. Transfer to a position requiring differing skills could result in a different pay scale for an employee and require successful completion of a new probationary period. If this change would result in a reduction in salary, the employee must acknowledge and approve the reduction.

At times, it may be necessary to transfer an employee to a different position or location in the best interests of the district. Assignment and transfer of personnel is a management function vested exclusively in the Board of Education. Refusal of transfer or failure to report as assigned will be considered a voluntary resignation and termination procedures will be followed.

Payroll Information: Employees are paid for the hours worked in each payroll period. Payroll schedules are posted in each cafeteria. Paychecks covering a two (2) week pay period are available for hourly employees every other Friday. Direct Deposit is encouraged. Employees not using Direct Deposit and Substitutes may pick up their paychecks at the Education Service Center located at 81st and Main on payroll Friday. Pay stubs for Direct Deposit are available online. For any person other than the employee to pick up paychecks, a form must be signed and on file in the Payroll Department. Please contact the Staffing Coordinator if you have any questions about your paycheck.

QUE: QUE is to be used by all Child Nutrition employees. An employee will clock in at the start of the day, out and in again for 30-minute lunch period, and out at the end of the scheduled work period. Lunch is included as a benefit, but the time is **NOT**. Time sheets are to be signed by the individual and the manager each Week as a verification for time worked. An employee may **NOT** clock in or out for any other employee. Unauthorized extra time or overtime is prohibited. Accumulation of extra time or overtime through early or late clocking practices is prohibited.

Job Assignments: Work schedules depend on the number of school days and may vary according to employee skills and student participation. Some positions, i.e. Manager, Main Dish Cook, Baker, Cashiers, do require a high school diploma or GED. Employees are expected to work all contract days and attend all pre-start-up meetings. They are also expected to help clean and close kitchens at the end of school. This will require working one day after school is out. Occasionally a temporary assignment to another school may be needed if another site needs additional help for a day or two. Employees are expected to comply as needed.

Delegation of Authority: Each Child Nutrition employee shall be responsible to the manager of that particular school. The manager will be directly under the Food Service Director. The managers will also be indirectly responsible to the Building Principal.

Rest Period and Breaks: The manager of each school kitchen is responsible for scheduling breaks. All employees are not to take a break at the same time. Employees working 6-8 hours may have a 10-minute break, time permitting. Managers will determine the time permissible for a break, and time may vary from day to day depending on the work load. A person working less than six hours will not be given a break.

Employee Lunches: Approved lunches are served to all employees, and must be eaten on site at the time assigned by the manager. Any of the extra items that are sold to the children is a charge to the employee. Payment for extras is required.

Leftover Foods: Taking food home is prohibited at all times. This is a federal rule and applies to all food, even though it might be intended for use by a pet. Absolutely no food is to be taken from the school kitchen.

Adult Lunches: No persons, other than those engaged in preparing and serving the meal, are to be present in the kitchen. All adults are to go through the serving line to get their plates. This is in keeping with regulations of State, County and City Health Departments. Guests of employees present to eat must go to the school site office to receive a visitor's badge, and go through the cashier and serving line to receive a meal.

Clean Up: Every employee is expected to help with the cleaning. This will include washing pots and pans, cleaning counters, work areas and daily sweeping and mopping. Kitchens must be clean at the end of the work day.

Smoking is not Permitted: Effective July 1, 1996. Employees are not permitted to use tobacco in any form inside or on the grounds of any Broken Arrow School District Facility. This includes your car in the parking lot. This policy is effective at all times, including after-hour events.

Telephone Use: Telephones are located in each kitchen for emergencies. The school phone should only be used for emergencies. Cell phones are to be left in lockers and checked on breaks. Texting or making calls while on the clock is prohibited.

MP3 PLAYERS: MP3 players, or any devices using headphones, are not allowed. Counter top Radios are allowed if all employees agree on what to listen to.

Use of Laundry: Washers and dryers are for kitchen benefit only.

Termination: We would appreciate a two week written notice submitted to the Staffing Coordinator when an employee wishes to terminate employment with the Child Nutrition Department. Proper paperwork should be completed during this time.

Social Media

1. Personal use of social media and other social networking activities should be done outside of the work day unless online activity has been assigned to an employee and is related to an employee's scope of practice at Broken Arrow Public Schools. Use of an employee's personal social media account to discuss school business with students and parents is prohibited.
2. Broken Arrow Public School employees may not use a personal social networking site to discuss students or fellow employees. Employees may not submit or post confidential or protected information about Broken Arrow Public Schools, its students, alumni or employees on any social networking sites.
3. Broken Arrow Public School employees should be aware that people classified as "friends" on personal social networking sites have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunications devices. Any conduct that negatively reflects on the District or consists of inappropriate behavior on the part of an employee may expose that employee to disciplinary action up to and including discharge. Inappropriate behavior is defined as any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students, or is illegal.

EXPECTATIONS OF CHILD NUTRITION ASSOCIATES

1. Treat others as you would like to be treated.
2. Don't gossip or spread rumors.
3. Remember to try to schedule your appointments after hours. This is a tremendous help to your co-workers.
4. When you are finished with your job duties, offer to help someone else. Someday it may be you who needs help.

5. Be on time.
6. Try to come to work when you have a headache. Don't come if you are really ill.
7. We appreciate a conscientious effort from all workers. Our customers are going to help make our future – let's treat them right.
8. Understand we ask to have things a certain way in order to abide by State/Federal regulations.
9. Never say "that's not my job".
10. Smile and be courteous.
11. Associates do not get involved in a student's disciplinary action. Turn it over to whoever is in charge – duty teacher, Principal, etc. Our purpose is to ensure quality meals and service.
12. No associate should eat while on the serving line or while you are preparing food. Cooks and manager only should taste food during prep, and only with a tasting spoon, for the purpose of quality control.
13. Social Media. Be careful of what you post on social media sites. Remember nothing online is private.

In return, we at the office will do whatever we can to help with problems, supplies, equipment, etc. We know you work hard, and want to do what we can to make your day better.

Professional Opportunities

Employees may join the professional organizations associated with school nutrition, the School Nutrition Association of Oklahoma and the American School Nutrition Association. The American School Nutrition Association is a national organization which offers a monthly publication.

HELPFUL HINTS FOR ALL EMPLOYEES

- Arrive on time and ready to go to work.
 - Work quietly and avoid unnecessary visiting during work hours.
 - Keep hands away from hair, ears, nostrils or face when preparing and serving food.
 - Do not put pencils over ear, towels over shoulder or arm, or wipe hands on apron.
 - Do not chew gum on duty.
 - Use tasting spoons when sampling food.
 - Arrange food attractively on the plate – DO NOT slop the food on the dish during serving.
 - Use paper towels for drying hands – not dish towels.
 - When serving, do not handle food with hands; wear hand guards and use proper utensils.
 - No job is "not my job" – be willing to help others when your assignment is completed.
 - Dishes and silverware are not to be towel dried – they are sanitized when they are rinsed and should air dry.
- BE PLEASANT! REMEMBER, A SMILE IS IMPORTANT!

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