Contents

Accidents ............................................................ 4
Adult Lunches ...................................................... 6
Appearance ........................................................ 3
Attendance ......................................................... 3
Breaks ............................................................... 6
Clean Up ............................................................. 6
Delegation of Authority ....................................... 6
Education .......................................................... 4
Expectations of Child Nutrition Associates .......... 7
Health Standards ............................................... 3
Job Assignments ............................................... 5
Leftover Foods .................................................. 6
Mission Statement ............................................. 3
MP3 Players ........................................................ 6
Our Primary Goal ............................................. 3
Payroll Information ............................................ 5
Personal Leave Guidelines .................................. 5
Professional Standards ..................................... 4
Safety Equipment .............................................. 4
Shoes ............................................................... 4
Social Media ..................................................... 6
TB Testing ........................................................ 3
Termination ....................................................... 6
Time and Attendance ......................................... 5
Uniforms ........................................................... 4
Use of Laundry ................................................... 6
Working Conditions ......................................... 4

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 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 should be contacted at 918-259-3700 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 Athletic Director 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 should be contacted at 918-259-3700 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, Chief Administrative Officer should be contacted at 918-259-3700 or at 701 South Main Street, Broken Arrow, OK 74012. • Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, 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

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Email: OCR.KansasCity@ed.gov
Mission Statement

We, as the Child Nutrition 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; and to provide support, education and information to the students, staff, parents and the community of Broken Arrow.

Our 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 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

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.

Attendance

Attendance is very important for 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. Employees should call each day he/she is going to be absent. Ninety five percent 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 or visit www.tulsa-health.org. 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 Testing

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.

Appearance

Neat, clean and 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, including watches, wedding rings, earrings and exposed body piercings. No chewing gum will be allowed. At no time will nail polish or artificial nails be worn.
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. Crop pants below the knee are allowed during warmer months. Proper foundation garments are required. If your site allows jeans on Fridays, they must be in good repair and worn with a BA/school T-shirt or uniform shirt. Uniforms are not to be worn in public outside of work, other than to and from work. 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. 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.

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, mesh uppers and canvas shoes are not suitable. Clog-type shoes will be allowed if a heel strap is worn or if 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. Managers, main dish, bakers, cashiers and burger bar positions require a 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.

Accidents
For your protection, Broken Arrow Public Schools insists all injuries be reported immediately to the supervisor of the department. Please fill out an Accident Form and return it to the staffing coordinator of Child Nutrition within 24 hours of the injury. 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.

**Payroll Information**

All employees are paid year-round on a semi-monthly basis. Your contract is calculated by taking your hourly rate X daily contracted hours X days worked per year. This amount is then divided by the number of pay periods in the school year, meaning you will receive the same gross pay amount each pay period, so long as you work your regular contract. Any extra hours or overtime will be added to this amount (please see the district pay schedule to know which pay date the extra/overtime will be applied to your check). All checks are paid via Direct Deposit. Pay cards are available as an alternative. Please visit the payroll staff at the Education Service Center, located at 701 S. Main St., to set this up if interested. They are available online through Paperless Payroll. For trouble accessing pay stubs, email iaccounting@baschools.org. Please contact one of the payroll coordinators if you have any questions about your paycheck.

**Time and Attendance**

Frontline Time and Attendance and AESOP are used for timekeeping. 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. At any time, employees can access their timesheet online for review. This is encouraged so any missed clocks or errors can be corrected. Employees are responsible for entering any absences in AESOP. If any time corrections are needed, please contact your supervisor/campus user. 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.

**Personal Leave Guidelines**

Support employees will be granted three days of personal leave per contract year with full pay. This leave may be used for personal needs and emergencies that arise as a result of unforeseen and uncontrollable circumstances needing immediate attention (excluding inclement weather) and to attend legal and family business matters which cannot be reasonably scheduled during non-duty hours. Employees will be paid at their full hourly pay for personal leave.

Personal leave may not be used the day before or after a holiday or vacation period except in cases of emergency or extenuating circumstances beyond the control of the employee. Personal leave must be on a scheduled or contract day and can be taken in 15 minute increments, full or half days. Personal leave will not be used for late arrivals or leaving a shift early except for unforeseen reasons.

An official personal leave request must be entered in Frontline and be approved by the Child Nutrition Director for the personal leave to be granted. Requests should be entered in as early as possible before the leave date and should be signed and approved by the Child Nutrition Director prior to the actual time to be off work. Unused personal leave rolls over to sick leave at the end of each school year.

**Job Assignments**

Work schedules depend on the number of school days and may vary according to employee skills and student participation. Employees are expected to work all contract days and attend all prestart-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.

Breaks
The manager of each school kitchen is responsible for scheduling lunch breaks. All employees are not to take a lunch break at the same time at some designated sites. Managers will determine the time permissible for each employee’s lunch break, and time may vary from day to day depending on the work load.

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.

Smoking is Not Permitted
Employees are not permitted to use tobacco in any form (including e-cigarettes) inside or on the grounds of any Broken Arrow Public Schools 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.

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.

MP3 Players
MP3 players or any devices using headphones are not allowed. Countertop 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. Employees may not use a personal social networking site to discuss students or fellow employees. Employees may not submit or post confidential/protected information about Broken Arrow Public Schools, its students, alumni or employees on any social networking sites.

3. 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.

4. 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.

5. 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.

6. Be on time.

7. Try to come to work when you have a headache. Don't come if you are really ill.

8. We appreciate a conscientious effort from all workers. Our customers are going to help make our future – let's treat them right.

9. Understand we ask to have things a certain way in order to abide by State/Federal regulations.

10. Never say “that's not my job.”

11. Smile and be courteous.

12. 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.

13. No associate should eat while on the serving line or while you are preparing food. Only the cooks and managers should taste food during prep, and only with a tasting spoon, for the purpose of quality control.

14. Social Media - Be careful of what you post on social media sites. Remember nothing online is private.