

Table of Contents

STUDENT NUTRITION MISSION STATEMENT.....	3
INTRODUCTION	4
EMPLOYMENT AT-WILL	6
EMPLOYEE ASSIGNMENTS	6
HOURS OF EMPLOYMENT	7
STUDENT NUTRITION CAMPUS WORK SCHEDULE POLICY	7
STUDENT NUTRITION EMPLOYEE PROCEDURE FOR ABSENTEE AND TARDY REPORTING... 7	
STUDENT NUTRITION MANAGER’S ABSENCE PROCEDURE	8
DISCRETIONARY PERSONAL LEAVE.....	9
TIME SHEETS.....	9
FOOD AND BREAKS	11
SAFETY.....	11
IN CASE OF INJURY	12
SANITATION.....	13
MAINTAINING SANITARY CONDITIONS	13
STUDENT NUTRITION DEPARTMENT EMPLOYEES DRESS STANDARDS	15
MAINTAINING A PROFESSIONAL APPEARANCE	15
JEWELRY AND HEAD COVERINGS.....	16
STUDENT NUTRITION EMPLOYEES CHANGE OF CLOTHES POLICY	17
UNIFORM CARE.....	17
INSTRUCTIONS FOR WASHING UNIFORMS	17
CHAIN OF COMMAND	18
CELL PHONES	18
STUDENT NUTRITION EMPLOYEE FOOD HANDLER CARD REQUIREMENT	18
INTER-SCHOOL PRODUCT TRANSFERS	19
STUDENT NUTRITION MANAGER CERTIFICATION	19
STUDENT NUTRITION MANAGER TRAINEE CERTIFICATION	20

TASN CERTIFICATION REIMBURSEMENT	20
RELATED ORGANIZATIONS	20
FOOD STANDARDS.....	21
FOOD PREPARATION MACHINES.....	22
RECYCLING.....	23
TOBACCO USE	23
STAFF AND SAFETY MEETINGS	23
RADIOS.....	23
STOOLS.....	23

MISD STUDENT NUTRITION MISSION STATEMENT

“Feeding the Future – Today”

The mission of MISD Student Nutrition Department is to support the educational process by providing nutritious meals to the students of MISD on a daily basis. Numerous studies indicate a direct and positive link between good nutrition and academic performance. The Student Nutrition Association of America summed it up well by saying: “We think food because they can’t think without it.”

MISD Student Nutrition accomplishes this mission by serving over four million meals annually. All menus are planned to meet United States Department of Agriculture, Texas Department of Agriculture and School Meals Initiative guidelines as well as the Texas Nutrition Policy. Additionally, menus are planned to meet the Recommended Dietary Allowances.

In addition to providing our students healthy meals with great customer service, the Student Nutrition Department is available to partner with the established educational process to provide nutrition education in the classroom. The Student Nutrition Department is also available to partner with PTA’s to provide nutrition education to parents.

The MISD Student Nutrition Department appreciates your confidence and the opportunity to feed your children.

INTRODUCTION

Welcome to the Mansfield ISD Student Nutrition Department.

This handbook has been provided to acquaint you with the policies and procedures which govern the performance of your duties as an employee of the Student Nutrition Department (SND) for the District. You should find this handbook essential to functioning in an appropriate and professional manner.

The handbook is only a partial compilation of policies, but it includes those policies that pertain to your job. For further information on department policies, please refer to the Board Policy Manual online at <http://www.mansfieldisd.org>.

This handbook is neither a contract nor a substitute for District Policy or Auxiliary Handbook. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District and SND rules and guidelines.

Sincerely,

Gaylan Mathis, Director
Student Nutrition Department

If you have any questions or need additional assistance with the information contained in this handbook, please contact:

Gaylan Mathis, Director
Student Nutrition Department

Or

Cantrece Kinzer - Supervisor
Debbie Schmidt - Supervisor
Debbie Wooten - Supervisor
Denise Hayslip - Supervisor
Kim Swedelius - Supervisor
Student Nutrition Department

Mansfield ISD Student Nutrition Department
1910 North Main Street
Mansfield TX 76063

Phone Number: (817)299-6040
Fax Number: (817)473-5717

Employment At-will

- SND employees are considered “At-will” employees. The employee may voluntarily quit his/her job at any time. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District.
- SND personnel will be employed on an hourly basis. **Employees are hired to work for the school district wherever needed and not for one specific school.** Thus, assignments may be changed anytime the Director or supervisor deems advisable.
- In a school district, letters of reference or school district service records certifying SN experience, should be presented. An increase in base salary may result after review of service record from previous school district(s). Credit will **ONLY** be given for school district student nutrition experience.
- New employees will be trained and evaluated during the first 30 days of employment. A negative evaluation could result in documentation and possible recommendation for termination.
- Only authorized personnel are allowed in the kitchen during preparation and serving. This means SND employees, maintenance and custodial personnel (when necessary only) and delivery service personnel.
- No visitors are allowed in the kitchen during preparation and serving unless prior approval has been made with the SN Director or SN supervisor. **ALL** approved visitors must sign in with the school office to obtain a visitor’s pass upon arrival on campus.
- No spouses are allowed in the kitchen preparation area.
- No employees’ children or other children are allowed in the kitchens.
- Off-duty personnel are not permitted to be on the premises for any reason unless given prior approval from the SN Director or supervisor.
- A person must be employed a minimum of 90 days to receive credit for a year’s service.

Employee Assignments

- Any employee may be assigned to any school in MISD whether the employee requests such an assignment or not. Refusal to accept such an assignment to a designated school will be interpreted as insubordination and may result in termination.
- In addition, the SN manager assigns all job responsibilities within the kitchen. All duties within the kitchen are the responsibility of all employees.

Hours of Employment

- Hours of employment are determined by the needs of each individual campus and can be changed at any time during the course of the school year if necessary. All changes will be determined and implemented by the SN Director only. Any request for a decrease in hours must be submitted in writing by the employee to the SN Director.

SN Campus Work Schedule Policy

- At the beginning of each school year the SN manager will compile a daily work schedule for their SN employees to follow. This work schedule is to be submitted to the appropriate SN supervisor for approval. The work schedule should include the following:
 - Description of prep duties
 - Serving duties
 - Clean up
 - Cashier and any additional duties as necessary
- All SN employees must report ready to work at their scheduled time and must be dressed in the appropriate uniform prior to reporting to work each day.
- Upon accepting a job assignment in the MISD SND employees are committed to work every day the kitchens are open. The employee is to notify the manager at least five working days prior to requested absence by filling out an Advance Notice of Absence form, and the employee must receive authorization from the appropriate supervisor for approval prior to necessary date of absence.
- All personnel will work the day following the last day of school for closing down of kitchens. Each employee is required to work their regularly scheduled hours and must have their shut down assignments checked out by the manager. Failure to complete all shut down assignments will result in disciplinary action.
- SND personnel are not to report for work with elevated temperature, sneezing and/or coughing due to colds, severe rash, diarrhea, or any other communicable diseases. The campus SN manager has the authority to send home, with the supervisor's approval, any employee displaying any of the above symptoms.

SN Employee Procedure for Absentee and Tardy Reporting

- Each employee must have the SN manager's home phone number and kitchen telephone number. In the event an absence is necessary, the employee must report the absence directly to the SN manager by 6:00 a.m. Failure to report an absence may result in disciplinary actions up to and including the recommendation for termination.

- An employee must speak with the manager when reporting an absence or returning to work. **A message may not be left with another SN employee, district employee or the school office.** An employee must not call the school office and leave a message. Failing to follow call in procedures will result in disciplinary action.
- The SN manager will call the SN office main number at (817)299-6040, to report an employee absence and request a substitute if needed. **Do not** send an e-mail requesting a substitute, or report an absence by e-mail.
- On the day of absence, the employee must call the SN manager in the afternoon by 2:00 p.m. to update manager if they will be able return to work the following day. Following this procedure allows us to staff the kitchen properly for the next day. Should an employee fail to notify their manager and a substitute is assigned, the SN employee will be reassigned to another campus as a substitute for the day. Campus assignment for the day will be at the discretion of SN administration and based solely on need.
- The SN manager must call the SN office each day by 2:00 p.m. to confirm or release a sub.
- Excessive absenteeism or tardiness will result in disciplinary action up to and including a recommendation of termination of employment. Reference Auxiliary Handbook page 28.
- Managers failing to document employees who do not follow call in procedures will receive disciplinary action.
- **Note:** All absence from duty requests must be requested on the **ABSENCE FROM DUTY REQUEST FORM** and turned in signed and dated by the employee. The Absence From Duty request form must be in the SN administration office no less than **five (5) business days** prior to the date of absence. It is the responsibility of the employee, not the SN manager, to ensure that the request is turned in to the SN administration office to meet the 5 day requirement.
- Employees requesting personal sick leave the day before and/or after a scheduled holiday may be required to submit a doctor's statement to certify illness.

SN Manager's Absence Procedure

- SN manager's who will be absent from work or need to leave the Food Service Unit early will:
 - For Advance Absence Requests, managers must fill out an Absence From Duty Request form and return to the SN office five business days prior to requested absence. Following approval of advance absence, the manager must contact the backup employee and make arrangements for him / her to assume their place including exchange of keys for the unit if necessary.

- In the event that an unscheduled absence arises, the manager must call the supervisor immediately. Do not leave messages. You must speak to the supervisor by 5:00 a.m. Manager must contact the backup employee and additional staff to open and prepare for breakfast.
- Failure to follow procedures will result in disciplinary action.

Discretionary Personal Leave

- Please reference applicable section of Auxiliary Handbook, page 14.

Time Sheets

Catering Time Sheets

- All catering time sheets are due in the SN office every Wednesday or designated day/date no later than 4:00 p.m. It is the manager's responsibility to ensure that they are received in the SN office at the designated time and date.

Primero Time Sheets

- All Primero, and substitute time sheets are due in the SN office every Wednesday or designated day/date no later than 4:00 p.m.. It is the manager's responsibility to ensure that they are received in the SN office at the designated time and date.
- OVERTIME AND/OR ADDITIONAL HOURS: must be approved in advance by the appropriate supervisor.
- Each SN specialist is responsible for properly clocking in and out each day. **SN specialists and/or managers may not clock another employee in or out. Clocking in/out for another employee is considered a falsification of the time card document and is subject to disciplinary action up to and including termination per the MISD Auxiliary Handbook.**
- Failure to clock in and out may result in disciplinary action.
- **Managers may not "request corrections" from anyone other than their supervisor when time sheets are turned in.**
- **Managers will only correct BY HAND, their specialists' time. Only the supervisor will approve by initialing and dating next to the corrections.**
- **Managers may not adjust nor make corrections to their own time sheets.**

- The SN manager is responsible for ensuring that each SN specialist has properly clocked in and out each day.
 1. The SN manager will print out a Primero time sheet weekly and manually make any corrections necessary.
 2. The SN specialist will review the corrections for accuracy, sign and date the Primero time sheet weekly. Any disagreement and or adjustments will be brought to the attention of the appropriate supervisor for approval, prior to any corrective adjustments.
 3. By signing, the SN specialist is verifying their time is accurate.
- If the Primero time clock malfunctions, the SN manager is responsible for logging time on managers' desk calendar manually for each employee until Primero is operational. At the end of the week the time will be recorded by the manager on the Primero time sheet prior to the employee signing the time sheet.

Monthly Yellow Time Sheets

- Yellow sheets will be delivered to you by your supervisor during the week before they are due.
- Please do not put any codes on the yellow sheets. They have already been coded according to the SN call in book in the SN office. If an employee has any discrepancy or questions about their absences, please paper clip a note on the yellow sheet. The payroll coordinator will then research the discrepancy and get in touch with you and the employee to let you both know the outcome.
- Please make sure each employee signs and dates the yellow sheet on the signature line. In the case of an employee absence, put in place of their signature **“Absent, Not Available to Sign”** and also put the date. **Do this on the Primero time sheet also.**
- If you have an employee who has NO ABSENCES and they want to note that on the yellow time sheet, please write it in the **comment section only and no where else.**
- Manager will sign and date at the bottom right hand approval line of all specialists yellow sheet, approving the time sheet. Remember, your signature indicates that to the best of your knowledge, it is correct.
- Managers - Your supervisor will approve and date **your** time sheet. You must continue to sign and date on the left hand side of your own time sheet, as the employee.
- Remember, if you have a substitute temporarily assigned to your school on an on-going basis, they will not have a yellow time sheet.

Food and Breaks

- Every SN Employee is entitled to receive one free of charge meal daily.
 - Adult sized portion of lunch or salad with milk, tea or one (1) bottled water.
 - Pre-packaged dessert and snack items are an additional charge.
 - One (1) homemade dessert or one (1) cookie may be included with the meal.
- The meal must be eaten on campus and may not be carried out of the building.
- No food may be brought from home and prepared or stored at school. In every kitchen there is a dedicated drink area. Employees may bring an approved cup. Approved cups must have a lid and straw or be a “sip” type cup such as a travel mug. Open drink cans are not acceptable.

NOTE: These regulations are subject to change without notice and are subject to the interpretation of each inspecting health department.
- Each full-time employee (6 hours or more a day or 30 hours or more a week) may have a 30 minute break for lunch, time permitting, during a designated time set forth by the SN manager.
- It is recommended, not required by the SN Director that all SN employees have one scheduled rest break during the course of the day. The rest break shall not exceed 15 minutes and is up to the discretion of the SN manager on a daily basis. Food products may be purchased during this break.
- Employees shall not chew gum, eat, or drink while working in the kitchen or on the serving line.
- Note: SN office staff, on occasion, may bring food out of the building to transport to SN office to allow SN office staff time to eat, providing adequate office coverage.

Safety

- Please be sure to follow all MISD SN safety procedures to prevent unfortunate mishaps from occurring.
- Exercise the following precautions:
 1. To prevent a fall:
 - a. Walk, never run. Rushing is hazardous, especially when carrying hot foods, dishes or glassware.
 - b. Wear black, non-skid, work shoes (see dress code policy).
 - c. Keep water, grease, and food cleaned up from the floor.
 - d. Keep mops, brooms, boxes, and other articles from passageways.
 - e. Always use a ladder to reach high places.
 2. To prevent a burn:
 - a. Hot water faucets should be turned on and off cautiously.
 - b. Remove lids from steam kettles carefully.

- c. Use dry potholders in moving hot cooking pans, and have a place ready to put them before removing from stove.
 - d. Special care should be used with gas-fired equipment:
 - 1) If any odor of gas is detected alert the SN manager and SN office immediately. Do not attempt to light any pilot lights on the equipment.
 - 2) At the end of the day, the person using any piece of gas-fired equipment must inspect it carefully.
 - e. Be sure that pot holders do not extend into passage area around stoves and worktables.
 - f. Keep area free of grease and other flammable materials.
3. To prevent cuts:
- a. Do not leave knives or sharp objects in the pot and pan sink.
 - b. Use sharp knives carefully, and place them in the space provided for them when not in use.
 - c. Always use a cutting glove when using a knife.
 - d. Handle opened cans with care. Place can lids in empty cans to prevent cuts. Squeeze top sides of can to keep lid in the can. Never open cans with a knife.
 - e. Do not wash knives or sharp objects in the dish machine.
4. General
- a. Do not lift anything over 20 lbs. without help.
 - b. Do not taste food that appears to be spoiled.
 - c. Do not use straight or safety pins to fasten clothing.
 - d. Do not use any equipment without proper instructions.
 - e. Do not eat or drink in the kitchen or serving line area.

In Case Of Injury

- ALL EMPLOYEES MUST REPORT ACCIDENTS OR INJURIES TO THEIR SN MANAGER IMMEDIATELY. The manager will report the accident or injury to the supervisor immediately.
- THE INJURED EMPLOYEE MUST REPORT TO THE NURSE ASSIGNED TO THAT LOCATION AND HAVE THE INJURY EXAMINED. THE NURSE WILL COMPLETE AN ACCIDENT REPORT AND THE EMPLOYEE WILL SIGN IT. THIS FORM WILL THEN BE FAXED TO THE SN OFFICE AND THE BENEFITS DEPARTMENT.
- Any SN employee who fails to immediately report an injury will receive a job in jeopardy and documentation. Should an employee be incapacitated and unable to report the injury, employee's immediate supervisor is responsible for reporting the accident/injury.
- Mansfield employees are covered by Worker's Compensation – refer to Auxiliary Handbook page 29.
- It is the employee's responsibility to provide Benefits with a copy of their work status report upon receipt from their doctor. If the work status report has any restrictions, the employee cannot return to work until the restrictions are removed. Any employee who has been taken off of work by a physician for a work related

Sanitation

- USDA and TDA require ALL SN departments to maintain strict HACCP (Hazard Analysis Critical Control Point) records. HACCP is EVERYONES responsibility. Everyone associated with a food service facility is responsible for maintaining extreme cleanliness. SN department personnel must take special care because areas of food production are natural environments for the growth of bacteria. Since bacteria are living organisms, they can be prevented from growing.
- Improper sanitation practices may contaminate food. This includes contact from unclean aprons, equipment, animals, insects, waste, coughs, sneezes, unclean hands, clothes, or dishtowels. All sanitation practices will be observed.
- No gum chewing is allowed in the kitchens or serving areas.
- No eating in the kitchens or serving areas allowed.

Maintaining Sanitary Conditions

- Wash hands frequently, employees must wash hands after using the rest room, taking a break or when changing serving gloves.
- Always use gloves during food preparation and serving.
- Always use proper serving utensils to serve.
- Employees are responsible for keeping their work area and equipment clean and sanitized at all times. Sanitize before and after each use. Keep drawers and bins clean.
- Place all knives with handles to the front and blades toward the back.
- Clean stoves daily.
- Keep sinks clean. **Never** pour grease down the drains. Remove grease to garbage.
- Clean mixer, slicer, can openers, and other such equipment immediately after use. Cutting gloves must be worn when cleaning slicers and food processors.
- Wash all utensils which are dropped on the floor before using again.
- Moist cloths used for wiping food spills on food-contact surfaces of equipment shall be cleaned and rinsed frequently in a sanitizing solution between uses. Cloths must stay in sanitation buckets when not in use. Sanitize solution must be allowed to air

- After using staple items from shelves or pantry, replace them at once.
- Do not wipe hands and face with aprons or cloths that come in contact with food, equipment, or dishes.
- Cloths intended for wiping hands may not be worn on aprons or carried in apron pockets.
- Use a clean disposable fork or spoon when tasting foods.
- Do not handle food without wearing plastic gloves.
- Never allow the thumb or finger to touch the inside of a dish, bowl, or glass.
- Return clean dishes to designated areas.
- Keep mop heads washed and clean.
- Clean storeroom, wash shelves when necessary, sweep and mop floors daily.
- Clean equipment used daily. Unused equipment must be kept dust free.
- Clean walls, floors and mop sink closet area daily.
- Use a food thermometer in food items to insure proper temperatures. Rinse and sanitize after checking each item. Store them in sanitizing solution.
- The food contact surfaces of all equipment and utensils shall be sanitized by using SFS Quat Sanitation Solution packets mixed according to instructions.
- All cleaning and toxic materials will display the proper label clearly stating the containers contents. The materials shall not be stored above food, food equipment, utensils or single-service (disposable) articles.
- The re-use of single-service articles (plastic ware) is prohibited.
- Pot holders are to be washed as needed. **Do not dry in dryer. Order enough to have two (2) sets.**
- Stainless polishing cloths are to be kept in a plastic gallon container and **NEVER WASHED**. Discard when they can no longer be used.

SN Department Employees Dress Standards

Maintaining a Professional Appearance

- The Mansfield ISD SN department will maintain a neat and professional appearance at all times.
- Hair should be clean and neatly combed. Dyed hair should be natural color, no rainbow colors are allowed. Long hair (for both men and women) should be pulled up and secured above the collar. No beards will be allowed. Moustaches must be short and neatly trimmed.
- Uniform shirts will be issued to each employee prior to the first day of work.
- T-shirts may be worn under your uniform. The T-shirt may be either black or white. **No other colors are acceptable.**
- Uniforms must be clean, free of wrinkles and stains, and should fit properly. Uniforms are to be worn only when on duty.
- Pants must be 100% cotton or 65% Poly and 35% Cotton blend. No knits, leggings or jeans. The length of the pants must reach the top of the shoe.
- Fingernails must be short, clean and neatly filed. Fingernail polishes of any kind or false nails are not permitted. Nails are too long if you can look at the palm of your hand and see your nails over the ends of your fingers.
- No false eye lashes are allowed.
- Shoes are to be black all leather or manmade leather non-skid work shoes. No tennis or canvas shoes, flip flops, house-shoes, sandals or boots shall be worn. Shoes must cover the entire foot.
- The district will furnish aprons for cooking and serving. These should always be clean and free of wrinkles.
- Employees reporting for duty in an improper or unclean uniform will be sent home to change once the manager receives permission from the supervisor or Director.
- Note: It is the responsibility of the manager to see that the dress code is followed. Failure to do so will result in disciplinary action.
- Upon termination of employment, all uniforms, aprons, ID badges, and parking stickers must be returned before final payroll checks can be released. Failure to return district property will result in MISD Police involvement.

Jewelry and Head Coverings

Head Coverings

- All SN employees are required to wear an MISD approved head covering. MISD approved head coverings are:
 1. MISD issued black visor – first visor will be furnished by MISD as part of your uniform. Lost or misplaced visors must be purchased from MISD SN office for \$5.00 each. Employees may, at their discretion, wear an invisible hairnet under the visor.
 2. Invisible hairnet – to be furnished by the employee. Hairnets are available for purchase from the SN office.
 3. Pizza, Pasta & Amore head coverings are a district furnished black beret.

NOTE: Hair extending beyond the top of the collar on men and women must be restrained up and off the collar or braided.

Jewelry

- Earrings may be worn. The earrings must be posts with a secure back. The jewelry part of the earring may be no bigger than the surface of a dime.
- Hoops and dangling earrings are not allowed.
- Necklaces may be worn. The chain of the necklace must be long enough to be concealed under the uniform. Should the employee bend over and the necklace fall loose from the uniform, the necklace chain is not long enough.
- Rings: Wedding rings/bands are permitted at the risk of the employee. The SND is not responsible for damage or loss of personal property.
- Watches: **Banded** watches are allowed (buckle or stretch bands). No jewelry type watches are permitted.
- Piercings (Facial/Body): The only visible piercings allowed are the ears. The earring must be kept to a maximum of three (3) per ear. **Men may not wear earrings.**
- Tongue rings/studs are not acceptable.
- No ear gauging is allowed.
- Lapel Pins: Two (2) lapel pins are allowed. The pins must be SN related. The pins may be worn on the lapel or a badge holder.

SN Employees Change of Clothes Policy

- SN employees are not permitted to bring an additional change of clothes on MISD property.
- SN employees may not change clothes on any MISD property before, during or after their scheduled work assignment.
- SN employees may not change clothes in their vehicle while on MISD property.
- SN employees are not permitted to bring any large bags, including but not limited to duffle bags, backpacks, tote bags, brief cases or items resembling these or any other type of large carry item.
- SN employees may carry a small purse or handbag for their personal items.

Uniform Care

- **Aprons** - White aprons will be worn while preparing food and a black or patterned apron for serving. The aprons must be washed at school daily. Wash the white aprons and the colored aprons separately.
- **Uniforms** - Uniforms are to be worn every day.
- Uniforms are to be kept in good repair and should not be wrinkled.
- Pants must be hemmed if too long.

Instructions for Washing Uniforms

- **DO NOT USE REGULAR OR COLOR SAFE BLEACH ON YOUR UNIFORM.**
- **Tops** - In order to keep the uniform clean and free of stains, wash separately. Spray stains with stain release such as *Spray N Wash* or *Shout*. Wash in cold or warm water. Remove from dryer promptly.

Chain of Command

Each employee of the SND should follow the chain of command when discussing problems or situations arising in the kitchen.

- All kitchen staff assigned to a particular campus should approach the cafeteria manager first when discussing work-related problems. Should an issue not be resolved at the manager level, an appointment with the zone supervisor should be requested.
- The cafeteria manager will report to the supervisor first when discussing work-related problems. Should an issue not be resolved at the supervisor level an appointment with the Director should be requested.
- The supervisor will report to the Director when discussing work-related problems.
- All SN office personnel will report to the Director when discussing work-related problems.
- Substitute employees will report to the appropriate supervisor.

Cell Phones

- Cell phones are not allowed during working hours. Cell phones are to be secured in locker, purse or car. If you do bring it into the kitchen, the phone must be on silent or turned off. Failure to follow this policy will lead to counseling and documentation. Individual emergency situations will be handled on a case by case basis by the field supervisor or Director.
- Supervisors and the Director carry cell phones as a means of communicating with other schools should an emergency arise while they are out in the field.
- Campus phones are not for personal use. The emergency contact number for all SN employees is (817) 299-6040.
- Managers, specialists and substitutes are all expected to follow this cell phone policy.

SN Employee Food Handler Permit Requirement

- All SN Employees **must obtain a Food Handler's Permit before beginning work in the kitchen.** No one (managers nor specialists) may work if their Food Handlers Permit is expired. The Food Handler's Permit can be obtained online at www.TexasFoodHandler.com. It is the responsibility of each SN employee to maintain a valid Food Handler's Permit while employed by the SN Department.
- A copy of the Food Handlers Permit must be turned in to the SN administration office.

- Employees should check with their manager or zone supervisor to determine the appropriate food handler permit required for their particular school.

Inter-School Product Transfers

- When transferring food or non-food products between school locations, please note the following policy:
 - **Only SN managers or zone supervisors are to transfer products.** This includes before, during and after hours of operation. If there is a concern, please contact your SN supervisor.
 - Before any food is transferred between schools, the manager must obtain approval from their zone supervisor.
 - Transfer receipts must be filled out completely, signed and dated by the transferring and receiving SN managers. All transfer receipts are to be turned in to the appropriate supervisor on a weekly basis. All transferred products must be accompanied at all times by the transfer receipt. Please be certain that all information is legible.
- This policy is in place to protect employees, product and the integrity of the department.
- Failure to follow transfer policy will result in a job in jeopardy documentation.

SN Manager Certification

- Beginning August 15, 2009, all SN managers are required to be TASN Level 4 Certified within the first 4 years of accepting a SN Manager's position. If a manager does not complete the qualifications in 4 years, a job in jeopardy will be given and that manager will be removed from the program.
- Each school year all SN managers must complete 2 full days (16 hours) of TASN/TEA certification outside of any back to school training. These certification hours must be completed no later than August 1 each year. These 16 hours are part of the manager's annual days worked. SN managers who do not complete their required 2 days (16 class hours) of certification classes will be docked their daily rate of pay and will receive a job in jeopardy.
- Managers failing to complete two (2) days of Certification Classes for a second time will receive a job in jeopardy, will be removed from the program and will be docked two (2) days of their daily rate of pay.

- It is recommended that managers who have reached Level Four TASN certification continue to take certification classes. However, should a manager be at level 4 or above and does not need additional hours for recertification, they may opt to not attend the additional classes but take a pay dock instead and will not receive a job in jeopardy.
- It is the SN manager's obligation to keep up with these certification requirements and provide SN office with proper written documentation of these courses for your personnel file and reimbursement.

SN Manager Trainee Certification

- All SN manager trainees must be in the process of achieving TASN Level 4 certification in order to be considered for a SN manager's position.
- It is the SN manager trainee's obligation to keep up with these certification requirements and to provide the SN office with proper written documentation of these courses for your personnel file and reimbursement.

TASN Certification Reimbursement

- To receive reimbursement for TASN certification courses, a copy of the certificate and proof of payment must be submitted to the SN bookkeeper for processing. These items must be submitted within 45 calendar days from the date the class was taken.
- With the exception of managers who have reached Level 4 or above certification, classes not taken for certification/recertification will not be reimbursed. A copy of manager/manager trainees plan of action to obtain certification may be requested by Director before payment for classes is made.
- Payment for certification reimbursement will not be included on the monthly payroll check. Reimbursement will be issued separately in a check form. The check **will not be direct deposit.**
- Once Level 4 is reached, only the certification classes required for recertification will be reimbursed.
- Reimbursement for classes taken by specialists will not be reimbursed.

Related Organizations

National, State, and Local Food Service Associations

- SN personnel are organized on the local, state, and national level:
 1. To improve health in the school, community, and nation through nutritionally adequate and educationally sound non-profit school food services.
 2. To develop and maintain high standards for SN.

3. To create and promote public interest and support of the work, including pertinent legislation.
4. To promote and protect the professional status of SN.

Membership Dues: The following dues are based on current information and are subject to change without notice.

School Nutrition Association

- Please check website for current membership rates at www.schoolnutrition.org - rates as of June 29, 2010 are \$28.00

Texas Association for School Nutrition

- Check the website for current membership rates at www.tasn.net - rates as of June 29, 2010 are: for managers (\$17.00) and for specialists (\$13.00). In addition to the TASN membership rate, there will be a \$1.00 fee charged to join the Mansfield ISD Chapter (MASN). Membership in the local chapter (MASN) is required for state membership (TASN). Membership in state organization (TASN) is required for national organization, School Nutrition Association. Membership in the local and state organization includes a subscription to the TASNews
- Membership in TASN entitles you to discounted classes and discounted certification rates

Food Standards

- At all times, food shall be protected from potential contamination, including dust, insects, unclean equipment and utensils, unnecessary handling, coughs, and sneezes.
- The internal temperature of cold foods shall be maintained at a temperature of less than 40 degrees and hot foods shall be maintained at a temperature of greater than 135 degrees at all times.
- Food, whether raw or prepared, shall be stored in a clean covered container.
- Containers of food shall be stored a minimum of six (6) inches above the floor.
- The storage of food in restrooms or vestibules is prohibited.
- Bulk foods shall be stored in containers that are clearly labeled.
- Food shall be prepared with the least possible manual contact, with suitable utensils, and on surfaces that have been cleaned, rinsed, and sanitized to prevent cross-contamination. Gloves will be worn during **all** food preparation, handling, and serving.

- Foods that have been cooked and then refrigerated **may not** be reheated in a steam table or food warmer. These foods must be reheated rapidly to 165 degrees F.
- Thawing of product shall be done in the bottom shelf of a refrigerator not to exceed 40 degrees F.
- Ice for consumer use shall be dispensed only with scoops or tongs. Do not leave ice utensils in the ice bin or other mobile ice container. Ice scoops must be turned upside down on a clean tray. Trays must be changed daily.
- Hot foods shall be put in 2 inch shallow pans and cooled quickly in the refrigerator. Do not cover until the internal temperature is 70 degrees F or below.
- All food thermometers will be checked and calibrated daily.

Food Preparation Equipment:

- Machines found in food service areas can be extremely hazardous if not operated properly. To help ensure employee safety, all food preparation equipment will be operated according to the following safety procedures:
 1. Before starting any machine, be sure that guards are in place, if required, and the machine is properly set to operate.
 2. Clear the immediate area around all equipment for the cutting, slicing, or chopping operation. Wear a cutting glove when using slicer.
 3. Never place your fingers in the cutting chute. Always use the plungers provided.
 4. Before cleaning the cutting or rotation surface of the equipment, be certain that the power source has been disconnected.
 5. If any of the equipment is not functioning properly, stop operation and notify the manager immediately.
 6. Pay close attention to your job when operating the equipment; a moment of distraction could result in an accident.
 7. Always return the meat slicer table to the zero position and turn the power off when you have finished. This will help prevent injury during clean up of the machine.
 8. Never leave a machine running without attention. Shut off the power even if you must leave for only a moment.

Recycling

- Beginning August 2010, Mansfield ISD will be implementing a recycling program. Recycling and protecting the environment is everyone's responsibility. Training in MISD recycling process will be provided. All SN employees are expected to participate in the program at the level applicable to their job.

TOBACCO USE

State law prohibits smoking or using tobacco products on all District-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Staff and Safety Meetings

- SN managers will conduct a safety meeting every week and will use the designated form.
- Each attending SN employee will sign the hard copy of safety meeting agenda.
- The SN manager will turn in each staff and safety meeting agenda electronically for review by the supervisor. Manager will keep meetings on file as a hard copy with the employee signatures.
- Supervisors will conduct random inspections of each kitchen to ensure that safety procedures are being followed.

Radios

- Radios are allowed during preparation time and during cleaning at the end of lunch. The choice of music must represent everyone's taste or one voted station for the day. Any music, radio or CD played in the kitchen may not have foul language or parental advisories.
- At no time should the volume be so loud that employees are not able to hear instructions from the manager or employees are unable to carry on conversation at normal level.
- Should we receive any complaints regarding radio use, the privilege will be removed from that kitchen or possibly all kitchens depending on the Director's decision.

Stools

- The SND does not allow the use of stools in the preparation, serving or cashiering area.