

SCHOOL NUTRITION EMPLOYEE HANDBOOK



**BLOOMINGTON PUBLIC SCHOOLS
DISTRICT 87
BLOOMINGTON, ILLINOIS**

SCHOOL NUTRITION EMPLOYEE HANDBOOK

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Mission Statement

To help teach our children to make healthy choices by providing nutritious meals.

Our Philosophy

The last customer of the day should have the same choices as the first customer of the day.

Vision

Supporting the School Nutrition Association’s vision, “To raise generations of well-nourished students who are prepared for lifelong success.”

1. INTRODUCTION

This Handbook is designed to provide basic information about your employment with Bloomington Public Schools, and it is not intended, nor shall it be construed as creating an employment contract. Employment with the School District is at-will, meaning that employment may be terminated by the School District or Employee at any time, without restriction. Nothing in School Board policy or this Handbook is intended or should be construed as altering the at-will employment relationship. This Handbook is being provided for informational purposes only and the School District is not bound by its terms. The Handbook will answer many of the questions School Nutrition Employees may have about policies, procedures, and benefits provided by the School District. If you have other questions regarding your employment, please contact your immediate supervisor or the Office of Human Resources.

2. TYPES OF EMPLOYEES

School Nutrition Employees are classified as follows:

A. School-Year Employees

Employees hired under Term of Employment to work all or part of the normal scheduled workday; however, the length of time worked is less than the normal work year of twelve (12) months. Such Employees shall receive fringe benefits herein defined, but are not entitled to paid vacations.

B. Substitute Employees

Employees hired by the hour to work a specified number of hours per day for a short period of time or for an indefinite period. Such Employees are not eligible for any fringe benefits as herein defined.

C. Temporary Assignment

An employee assigned to a long term, temporary assignment may be paid at the hourly rate of the assigned position.

3. HOURS OF WORK

A. Normal Workday

The normal workday is seven (7) consecutive hours with the exception of an unpaid lunch period. The School District shall establish the working hours of each Employee as required by their respective workloads, and as required for the efficient management of the School District's personnel; however, the normal workday shall be from 6:00 a.m. to 1:30 p.m.(with half hour unpaid lunch). The Director of School Nutrition or Cafeteria Manager shall establish the workday for Employees who work less than seven (7) hours.

1. Lunch Period

- a. An Employee working five (5.0) or more hours per day will have a scheduled one-half (1/2) hour unpaid lunch period. Such regularly designated time shall be recommended and scheduled by the Cafeteria Manager.
- b. Meals are provided to all School Nutrition Employees on days worked and when lunch is served. Full-time adult workers may select any meal offered for sale in the cafeteria. A la carte items must be purchased by employees. Food is to be eaten at school and not carried out. Employees need to stay on school grounds during breaks unless special permission is granted by their immediate supervisor.
- c. An employee shall not be permitted to shorten workdays by foregoing rest breaks and/or lunch breaks scheduled within the workday, unless an unusual circumstance that warrants special permission from the Cafeteria Manager.

B. Normal Workweek

The workweek shall run from 12:01 a.m. Sunday through Midnight Saturday, unless otherwise noted in a job description. The Normal workweek shall consist of your contract hours, Monday-Friday. An Employee’s particular schedule will depend on the department or area to which they are assigned and to the particular job within that area. The employee is required to be on time and ready to work when their scheduled shift begins.

C. Absences

If an Employee will be absent from work, they shall notify their supervisor or other person designated to receive such notice of an absence, no later than 1 hour prior to their shift, stating the nature of the absence, time expected to be away from work, and when they expect to return to work. Failure to notify a supervisor of an absence may be cause for termination.

D. Overtime

Overtime is not regularly required; however, if school district needs require it, Employees may be requested to work overtime. All overtime shall have the prior approval of the Employee's immediate supervisor. Whenever a paid holiday or excused paid absence occurs within the normal workweek, such holiday or paid absence shall be considered as hours worked for the purpose of computing overtime. Overtime shall be in accordance with the following:

1. Straight Time Beyond Regular Hours

This is authorized time worked between the Employee's regularly scheduled hours of work and forty (40) hours per workweek, Sunday through Saturday. The Employee shall be compensated at their regular hourly pay rate or as compensatory time of one (1) hour off for each straight-time hour worked as provided by item 6.

2. Time and One-half Overtime

This is authorized time worked by an Employee in excess of forty (40) hours per week, Sunday through Saturday. The Employee shall be compensated at either one and one-half (1½) times their regular hourly pay rate or as compensatory time off at the rate of one and one-half (1½) hours off for each overtime hour worked.

3. Banquet Pay

An Employee returning to work after 4:00 PM or on weekends shall be compensated one dollar per hour in addition to the regular hourly pay rate until such time as the employee earns overtime.

4. Overtime Compensation

- a) Option 1 - Overtime work can be submitted on a yellow timesheet to Payroll within two business days of the end of the pay period in which the overtime was worked.
- b) Option 2 - Overtime can be exchanged for time off. The time off must be taken by the end of the following pay period and arranged with the Employee’s supervisor. The maximum accumulation of time off permitted will be the normal work week as defined in section E.

4. TYPE of EMPLOYMENT

The term of employment for School Year Employees shall be as follows:

<u>TERM of EMPLOYMENT</u>	<u>TYPE of EMPLOYEE</u>	<u>SCHEDULED WORKDAYS</u>
9 Months	School-Year	Days schools are normally in session – work approximately 170 days.

5. PAY GRADES/JOB TITLES

A. School-Year Employees

<u>JOB TITLE</u>	<u>HOURS OF WORK</u>
School Nutrition Substitute	Varies
School Nutrition Worker I	2.5 to 7 hours/workday

School Nutrition Worker II – Dept. Head	5 to 7 hours/workday
Head Cook (BHS and BJHS)	5 to 7 hours/workday
Cafeteria Manager	6 to 7.5 hours/workday

B. New Employees

Pre-employment testing: Upon recommendation for hire, candidates will be required to:

1. Obtain a drug screen through OSF Occupational Health
2. Obtain pre-placement testing through OSF Occupational Health

Upon passing pre-employment testing, new employees shall be on probation for the first three months (65 work days) of employment. The Employee's work progress, dependability, aptitude, and physical fitness will be evaluated during the probationary period to determine whether the School District desires the Employee to be retained as a regular Employee. A physical examination, finger printing, and background check are required for all new Employees.

6. BENEFITS

A. Sick Leave

School-Year Employees shall be granted sick leave at full pay for their regularly scheduled hours of work per normal workday in accordance with the following:

1. Employees shall accumulate sick leave at the rate of twelve (12) days for a nine (9) month term of Employment. Such sick leave days shall be available on the Employee's first scheduled workday. Any unused sick leave shall be accumulated to a maximum 360 working days.
2. Employees may use sick leave for personal illness, injury, quarantine at home, temporary disability, serious illness, death or funeral of an Employee's immediate family. Immediate family for the purpose of this Section shall include: father; mother; sister; brother; wife; husband; child or grandchild related by blood, marriage, or adoption; grandfather; grandmother; father-in-law; mother-in-law; sister-in-law; brother-in-law; and legal guardian. Employees will be required to use sick leave for leaves taken under the Family and Medical Leave Act. Sick leave may also be used for medical and dental appointments for an Employee or a member of their household. Employees should try to schedule doctor's appointments outside the workday. An eligible Employee unable to work due to pregnancy may treat such disability as a "temporary disability" under this paragraph.
3. Sick leave may be used to attend funerals.
4. Sick leave shall be taken in time amounts pursuant to established administrative procedures.
5. The School District may require a physician's statement as a basis for verifying an Employee's illness or injury after an absence of three (3) working days or as it may deem necessary in other cases. Employees with a communicable disease or fever must be fever-free for 24 hours before returning to work or determined to be non-communicable by a physician.
6. An Employee eligible to receive paid sick leave who is injured in the course of their employment with the School District and is entitled to receive benefits under the Illinois Workmen's Compensation Act may use all accumulated sick leave upon surrendering to the School District all compensation provided by Workmen's Compensation. An Employee not eligible to receive paid sick leave shall retain all compensation provided by Workmen's Compensation.

B. Leave for Personal Business

School-Year Employees may use a maximum of two (2) scheduled workdays per school term at full salary for conducting personal business. Those persons employed after the beginning of their normal term of Employment will have available personal leave computed at the time of employment. Such leave shall not be accumulated; however, remaining unused personal business leave will be added to the Employee's accumulated paid sick leave as of July. Upon completion of the 10th year of employment in District 87, employees may accumulate a maximum of three personal days.

1. Employees may use personal business leave for the purposes of attending to personal, legal, household or family matters that require absence during normal working hours. Such leave shall be taken in time amounts of pursuant

to established administrative procedures. Employees may be required to use paid personal time for leaves taken under the Family and Medical Leave Act.

2. A request for such leave shall be submitted in advance to the Employee's direct supervisor on a form provided by the School District, except in case of an emergency. Requests are granted subject to the availability of qualified substitute employees. Employees requesting FMLA leave will be subject to the notice requirement under those provisions.
3. The day immediately preceding or immediately following a legal holiday or school recess approved by the Employer, except the first day of school, last day of school, Thanksgiving break, Winter break and Spring break, shall be approved for personal leave. Personal leave shall only be approved on excluded dates in an emergency situation, for observance of a religious holiday, or on the special approval of the Superintendent or designated representative.

C. Family and Medical Leave

Employees may qualify for FMLA if they meet federal eligibility and paperwork requirements.

1. The School District will extend up to twelve (12) weeks of FMLA leave during a twelve (12) month period to eligible Employees so they can care for a newborn child; because of placement of a child for adoption; to care for the Employee's spouse, child, or parent with a serious health condition; or to attend to the Employee's own serious health condition.
2. During the leave, the Employee's wages and other benefits are not paid or accrued except for health insurance, which will be continued on the same basis as if the Employee continued in active status. If applicable, the Employee's portion of health insurance premium payments must be paid by direct payment by the Employee to the School District.
3. At the conclusion of the leave, the Employee will be restored to the position held at the time the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless the Employee's position would otherwise have been eliminated during the leave.

D. Jury Service

Employees serving on a jury during their scheduled working hours shall receive their full salary for the time served on the jury upon surrendering to the School District all payments received for serving as a juror, less mileage allowance, meal allowance, and parking fees. Employees need to enter their time in Frontline under "jury duty."

1. If jury service is less than the Employee's normal workday, the Employee shall return to their assigned job.
2. If jury service is on the Employee's scheduled time off, they shall retain pay for such jury service.
3. If jury time and the scheduled workday overlap or if payment for jury service is more than the Employee's regular pay per scheduled workday, necessary adjustments will be made by the School District.

E. Leave for Military Service

Employees who are inducted into the military service shall be granted a military leave without salary not to exceed three years.

F. General Leave of Absence Without Salary

Employees who have completed a minimum of two (2) years of continuous employment with the School District may be granted a leave of absence for prolonged illness or for other purposes designed to improve the School District.

1. Such leave without salary may be granted for not more than the remainder of the then current term of Employment. However, in exceptional circumstances, it may be extended one (1) additional normal term of Employment.
2. A written request for such leave shall be submitted to the Employee's supervisor and the Assistant Superintendent of Human Resources for processing and submission to the Board of Education.
3. An Employee returning from a general leave of absence will be offered the first available position for which they are qualified and at a salary normally paid for such position.

G. Documenting Absence in Frontline System

Employees must call in Frontline automated phone line or log into the Frontline system online to record all pre-approved personal leave, professional leave, jury duty, sick leave, and any other reason for absence. Employees are required to follow their school's absence procedure first (ex: calling manager) in addition to documenting their absence

in Frontline. If the time period lapses when an employee can enter their own absence, the Manager can document the absence in Frontline or contact the School Nutrition Office for assistance.

H. Group Medical Plans

The School District will offer eligible Employees the option of participating in a group medical plan.

1. For regular School-Year Employees employed to work at least five (5) or more hours but less than seven (7) hours per workday, the School District will pay a portion of the monthly premium cost for the insurance plan toward the monthly cost of the plan, based on the percentage of time employed by the School District on a regular basis. Part-time employees will pay a portion of the premium based on the number of hours they work. Employees shall become eligible for such coverage as provided in this section on the first day of the month following the date of their employment.
2. An eligible Employee may purchase coverage for their dependents at their expense in the plan they have chosen for their coverage, the payment therefor to be made through payroll deductions authorized in writing by the Employee.
3. An eligible Employee who retires may continue coverage in the plan they were participating in on the last day of employment by paying to the School District in advance the full monthly premium cost for such coverage. Dependent coverage as defined in such plans will be available at the retiree's option and expense, provided such retiree had dependent coverage on the last day of employment.
4. Medical benefits shall be in accordance with the terms of the Group Medical Plan documents in effect at the time a claim for coverage is made.

I. Life Insurance

The School District shall pay the full premium cost of group life and group accidental death and dismemberment ("AD&D") insurance for each eligible Employee in an amount equal to such Employee's annual salary, rounded to the next highest \$1,000, with a minimum of \$10,000. Additional group life and AD&D insurance in a like amount as provided by the School District shall be available under the terms and conditions of such plan at the eligible Employee's option and expense. Payment for such additional insurance shall be made through payroll deductions.

1. Such group life and AD&D insurance shall be in accordance with the School District's practices and procedures with respect to such group insurance plan. The School District shall have exclusive control of the selection of the carrier, management of accumulated reserves, and all responsibilities incidental to the administration of such plan.
2. An Employee shall become eligible for such group life and AD&D insurance as provided in this section on the first day of the month next following the date of their employment.

J. Illinois Municipal Retirement Fund

Employees who are expected to work 600 or more hours per year must contribute to the Illinois Municipal Retirement Fund (IMRF). These Employees are considered participating members of the IMRF and will have the appropriate deductions made from their salary. The School District will contribute the amount designated by the IMRF. Employees who are expected to work less than 600 hours per year are considered nonparticipating members of the Fund. Contact the office of Human Resources for benefit information.

K. Tax Sheltered Annuity

An Employee may participate in a tax sheltered annuity plan authorized by the School District, the payment therefore to be made through payroll deduction authorized in writing by the Employee on a form supplied by the School District.

7. VACANCIES AND TRANSFERS

A. Notice of Permanent Vacancies

As they occur, the School Nutrition Director shall post a notice of any permanent vacancy of a position in Section 5 prior to July 1st for the following school term.

B. Promotions

A promotion shall be defined as acceptance of a position assigned to a pay class higher than the position in which the Employee has been employed in the School District. In such cases, employees shall receive compensation in accordance with the district's compensation matrix. A three-month performance review may be conducted for promoted Employees.

C. Special Assignments

Occasionally, special duties may be assigned to Employees for whom additional compensation is warranted. An example of this would be the assumption of a supervisor's responsibilities and grants of authority during the extended absence of the supervisor.

a.) Administrative increments normally shall not exceed \$1.50 per hour for the period of time the additional duties and responsibilities are assigned and assumed. The Employee's Supervisor may make a request for an administrative increment and shall present this to the Director of Human Resources for approval.

8. PAY DAYS

Pay days shall be semi-monthly. If a regular payday falls on a holiday, employees shall receive paychecks either on the last day of work proceeding the regular payday at their perspective work place or their check will be mailed the day before the regular scheduled payday. Pay days will fall on the 13th and the 28th of each month.

Direct deposit vouchers are available on the District 87 Depot.

9. PERFORMANCE APPRAISAL

Employees are subject to constant review and will receive a formal written performance appraisal (evaluation) a minimum of one (1) time each year. The appraisal rates an Employee on performance standards.

- A. Both parties to the evaluation shall sign the original completed appraisal. The original is filed in the Employee's personnel file with copies to the employee and the School Nutrition central office.
- B. An Employee is entitled to respond to their evaluation in writing and may speak to the Director of School Nutrition within five (5) days of the appraisal.

10. EMPLOYEE DISCIPLINE

Supervisors will communicate expectations to Employees. The School District may use a system of discipline that may include suspension, demotion, dismissal, or any other action deemed appropriate considering the circumstances of each instance of misconduct. However, this should not be taken to alter the at-will employment relationship. Unacceptable conducts not specifically listed will, nonetheless, result in disciplinary action.

11. SCHOOL DISTRICT 87 PERSONNEL POLICIES

A. Equal Employment Opportunity

School District 87 has a commitment to provide equal employment opportunities to all persons regardless of race, color, religion, creed, national origin, sex, age, ancestry, military status or unfavorable military discharge, citizenship status, use of unlawful products while not at work, physical or medical disability if otherwise able to perform the essential functions of the job with reasonable accommodations. The School District also has a policy to actively recruit and hire minority Employees.

Employees who believe they have not received equal employment opportunities should contact one of the following Complaint Managers: Dr. Sherrilyn Thomas, Assistant Superintendent of Human Resources, 827-6031, extension 1015; Mrs. Leslie Albee, Director of Human Resources, 827-6031, extension 1004.

B. Sexual Harassment

School District 87 has a commitment to provide Employees with an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment. A student engaging in sexual harassment of an Employee shall be referred to the Building Principal for appropriate action.

A School District Employee shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violation of this policy will result in discipline, which may include discharge. An Employee who feels comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Complaint Manager, Mrs. Sherrilyn Thomas, Assistant Superintendent of Human Resources, 827-6031, extension 1015. Initiating a good faith complaint of sexual harassment shall not adversely affect the complainant's terms or conditions of employment.

There are no express time limits for initiating complaints under this policy; however, every effort should be made to file such complaints as soon as possible.

C. Employee Orientation

The School District provides an orientation program for a new Employee that includes this handbook, job description, and rules and regulations of the School District.

The Director of School Nutrition or immediate supervisor will work closely with each new Employee to insure a successful introduction to the School District. The Director of School Nutrition or immediate supervisor will include a description of the Employee's supervision and evaluation program.

D. Food Handler Training Requirements

Under the Illinois law, all persons handling food on a regular basis must undergo food handler training unless they already have a valid Illinois Food Service Sanitation Manager Certification (FSSMC).

1. There are two types of food handler training: restaurant and non-restaurant. Even if an employee has completed the restaurant food handler training, they are required to complete the non-restaurant food handler training when working in District 87.
2. The training is administered online
3. The employee will have 30 days after their hiring to complete the food handler training.
4. The training is valid the duration of a food handler's employment at a facility. If the employee is hired by a new employer requiring the training, they must complete the food handler training again.

School Nutrition Worker II's and Cafeteria Managers are required to maintain a Food Protection Manager certificate

These will be coordinated through courses offered at Heartland Community College (HCC) and/or the University of Illinois Extension Office. The Certified Food Protection Manager course and exam can also be taken online. You'll want to go to the www.servsafe.com website. Select the "Students" tab at the top left of the home page. You're going to purchase an online course. After you follow the instructions to purchase the *ServSafe Manager Online Course (6th Ed)*, you'll have access to the class and you can proceed at your own pace. Once you've finished the course, you'll need to sit for the online exam with a proctor. **Employees who do not pass the exam upon first try will have to pay for subsequent test and or courses needed to obtain passing certificate.**

E. Professional Standards

The USDA updated its professional standards for all school nutrition professionals who work in a National School Lunch and School Breakfast Programs in 2015. As a part of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), it is expected that annual training standards be met by all school nutrition personnel. In response, District 87 has established the following requirements of food service employees:

1. The Director of School Nutrition must complete at least **12 hours** of documented continuing education/training annually.
2. The Cafeteria Manager(s) of each school must complete at least **10 hours** of documented continuing education/training annually.
3. Staff working 20 hours or greater per week in the school nutrition department must complete at least **6 hours** of documented continuing education/training annually.

4. Staff working less than 20 hours per week in the school nutrition department must complete at least **4 hours** of documented continuing education/training annually.

When counting the continuing education hours, it should be noted that breaks are not included in the time and educational sessions should be at least 30 minutes of uninterrupted material at a time in order to be considered. Employees are expected to report the hours they have completed to their immediate manager. Managers will document their employees' hours and submit them to the Director of School Nutrition.

F. Public School Works

Employees will be required to complete online training on numerous topics offered each year through District 87. It is encouraged that staff work with their manager to complete during the work day through advanced planning.

****School Nutrition Staff who consistently engage in training and continuing education opportunities provided throughout the school year or summer on a volunteer basis will be considered for advanced placement in positions and promotions first if qualified and appropriate fit for position available.****

G. Employee Safety

Report all work-related accidents and injuries to your immediate supervisor and by completing a "Staff Injury Report" Google Form within 24 hours of the accident/injury. The "Staff Injury Report" Google Form is located in District 87 Depot. If you seek medical attention outside of District 87, please provide Cindy Kosloskus, D87 Human Resources Specialist, 309-827-6031 Extension 1001, with all documentation from the healthcare professional who treated you.

H. Communicable and Chronic Infectious Disease

The School District's Communicable and Chronic Infectious Disease Review Team shall evaluate an Employee with a communicable or chronic infectious disease. Team members shall include the School District's medical advisor, the Employee's physician, the School District's nurse or a public health official, and the Superintendent. The Team shall hold the Employee's medical records in strictest confidence.

An Employee with a communicable or chronic infectious disease will be permitted to retain their position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an Employee is able to continue to perform the position's essential functions. An Employee who cannot retain their position shall remain subject to the Board's employment policies, including sick leave, physical examinations, temporary and permanent disability, and termination. Determining whether an Employee with a communicable or chronic infectious disease may retain their position will be made in accordance with established procedures.

I. Smoke-Free Environment

All buildings, grounds and vehicles in District 87 are smoke-free.

J. Drug- and Alcohol-Free Workplace

All School District work places are drug- and alcohol-free work places. All Employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on School District premises or while performing work for the School District. This includes drugs (including "look-a-like" drugs), narcotics, any controlled substance without a valid prescription, and any drug paraphernalia. Drug paraphernalia means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, or otherwise introducing into the human body, any controlled substance other than as prescribed by a physician.
2. Cigarette paper, bongs, and pipes are among the items considered to be drug paraphernalia.
3. Distribution, consumption, use, possession, or being under the influence of alcohol while on School District premises or while performing work for the School District.
4. For the purposes of this policy, a controlled substance is one that is:
 - a. not legally obtainable;
 - b. being used in a manner different than prescribed;
 - c. legally obtainable, but has not been legally obtained; or

- d. referenced in federal or State controlled substance acts.
- 5. As a condition of employment, each Employee shall:
 - a. abide by the terms of the School District policy respecting a drug- and alcohol-free workplace; and
 - b. Notify their supervisor of their conviction of any criminal drug or alcohol statute for a violation occurring on the School District's premises or while performing work for the School District, no later than 5 days after such a conviction.
- 6. School District Action upon Violation of Policy
An Employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an Employee to successfully complete an appropriate drug or alcohol abuse Employee assistance rehabilitation program.

The School Board shall take disciplinary action with respect to an Employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

K. Out-of-School District Travel

The School Board shall reimburse Employees for expenses necessary for out-of-School District travel for the performance of their duties that have been approved by the Superintendent. Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher when the expenditure is over \$5.00. Expense vouchers shall be presented to the School Board in its regular bill process.

L. Religious Holidays

The Superintendent may grant an Employee's request for time off to observe a religious holiday if the Employee gives at least 5 days prior notice and the absence does not cause undue hardship. Employees may use earned vacation time or personal leave to make up the absence. The Employee may also request a per diem deduction.

M. Abused and Neglected Child Reporting

An Employee having reasonable cause to believe a child known to them may be an abused or neglected child, shall report, or cause a report to be made, to the Department of Children and Family Services.

It is not the responsibility of the Employee to prove that the child has been abused or neglected. The Employee can discuss their concerns with the Principal (or Assistant Principal), counselor, and nurse. The team will review the case. If the team does not concur with the Employee's opinion that there is a reasonable cause that a child is abused or neglected, the Employee has a legal and moral responsibility to report the case to the Department of Children and Family Services. Call 1-800-252-2873 to report child abuse.

N. Ethics

1. All School District Employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.
 - a. Political Activities:
A School District Employee shall not let their political activities interfere with their job responsibilities. Students shall not be used in any manner for promoting a political candidate or issue.

O. Outside Employment and Conflict of Interest

1. No School District Employee shall be directly or indirectly interested in any contract, work, or business of the School District, or in the sale of any article by or to the School District.
2. For the purpose of acquiring profit or personal gain, an Employee shall not act as an agent of the School District nor shall an Employee act as an agent of any business in any transaction with the School District.
3. An Employee shall not engage in any other employment or in any private business during regular working hours and such other times as are necessary to fulfill appropriate assigned duties.

P. Gifts

Students, parents, and others are discouraged from routinely presenting gifts to School District Employees.

Q. Gift Ban Act

School District Employees are not allowed to accept gifts from vendors other than product samples or items of nominal value (for example, a baseball cap).

R. Solicitations By or From Employees

School District Employees and outside persons and organizations may solicit for donations or sales on school grounds but must receive prior approval from the Superintendent or designee.

S. Cell phones

Cell phones are not to be used during scheduled work shift unless authorized by Cafeteria Manager. Employees must wash hands following use of cell phone.

T. Headphones

For employee safety, headphones are not to be used while working. Headphones are permitted during break periods. Radios are permitted in school kitchens.

12. UNIFORMS AND PERSONAL APPEARANCE

Uniforms shall be clean and fresh daily. An employee is required to wear the following school nutrition uniform and should maintain high standards of personal hygiene and personal appearance:

A. Clothing

The employer annually shall provide up to \$40.50 towards uniform apparel. Uniform shirt should be worn with khaki or black slacks, knee-length skirts, knee-length shorts, capri pants, blue jeans, or black jeans. An exception may be made for those wanting to wear shirts with printed school logo on Friday if permission is first granted by the immediate supervisor. If an employee does not need new uniform articles they are encouraged to let us know not to order new items.

During cold weather, long sleeved white or black shirts worn under a garment are acceptable, provided sleeve is tight fitting. Employee may also purchase additional long-sleeved uniform shirt at employee's own expense.

Non-appropriate dress includes jeans with holes, sleeveless tops, sweatshirts, sweat suits, sweaters, and colored or patterned undergarments that show through outerwear. Employees should not wear jeans while working at district catering events.

Uniforms shall be laundered and otherwise maintained by the employee to present a tidy appearance and normally worn only while working in the cafeteria or going to and from work.

B. Shoes

Employees (except for School Nutrition Substitutes) will be given a \$40.00 shoe allowance in the first paycheck in October for existing employees. Any employees hired after October will be issued the shoe allowance on their first paycheck. Site manager will keep signed log indicating proper shoes have been purchased and are being worn during work hours. Shoes must be clean, fully enclosed, non-porous material and skid and slip resistant. If an employee has appropriate shoes in good condition and do not need to purchase new shoes, they are encouraged to let us know not to provide a shoe allowance.

C. Hair

Hair that is shorter than chin length and does not reach the collar may be restrained by hair spray. Longer hair must be pulled back neatly and not touch the collar. If hair is loose a hair restraint must be used.

D. Jewelry

Jewelry should be simple in style and kept to a minimum. To ensure proper sanitation, jewelry is limited to a watch, and one small ring or set of wedding rings. Earrings may be worn provided they are studs. Dangling, loose fitting jewelry or rings with large or protruding sets are dangerous and cannot be worn during working hours. Pins and necklaces are also prohibited. However, flat chain necklaces may be worn **inside** clothing.

E. Grooming

Fingernails must be shortly clipped, clean and free of polish or false nails. No nail should be showing when palms are turned at eye level.

References:

AUTHORITY: Implementing the Illinois Food, Drug and Cosmetic Act [410 ILCS 620] and the Sanitary Food Preparation Act [410 ILCS 650] and authorized by Section 21 of the Illinois Food, Drug and Cosmetic Act [410 ILCS 620/21] and Section 11.1 of the Sanitary Food Preparation Act [410 ILCS 650/11.1] and the Food Handling Regulation Enforcement Act [410 ILCS 625].

APPENDIX A**Physical Requirements of Job for School Nutrition Worker**

Percentage of time for these requirements is given in a range.

The School Nutrition Worker must be physically capable of:

- Walking frequently and standing continuously on hard surface floors (100%)
- Lifting up to 50 lbs. (10% - 80%)
- Pushing/pulling carts up with weights up to 100 lb.(10% - 50%
- Stooping or bending (10% - 50%)
- Squatting (30%-50%)
- Reaching above shoulder level (10% - 50%)
- Climb ladders, stairs and ramps occasionally (5% - 50%)
- Serving/dishing motions (repetitive) at varying counter heights (100%)
- Operate machinery frequently (5% - 50%)
- Slicing/dicing (5% - 50%)
- Working in a warm moist environment (50% - 100%)
- Being exposed to dilute amounts of bleach /quaternary ammonia fumes (100%)
- Exposure to cool/cold during deliveries and restocking (5% - 20%)
- Handling moderate stress to complete the work due to time constraints (100%)

APPENDIX B

Bloomington Public Schools District 87
Nutrition Services Performance Review – Staff

EMPLOYEE NAME: _____

JOB TITLE: _____ **DATE:** _____

Evaluation Type: _____

This appraisal is intended to provide recognition and growth enhancing feedback for the employee being evaluated on their job performance over the year. Listed below are a number of performance categories that are important for job success. Select the rating which best describes the person’s performance for each category.

Quantity of Work	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Increases pace of work during peak periods while maintaining accuracy				
2. Organizes work to complete tasks in an orderly, efficient and timely manner				
Comments:				
Quality of Work/Customer Service	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Performs with consistent accuracy				
2. Follows established food preparation standards and operational procedures.				
3. Serves correct portions in an appetizing manner				
4. Operates and maintains equipment, materials and work tools in the correct manner.				
5. Performs all responsibilities necessary for assigned position.				
6. Ability to follow new procedures, recipes or job assignments.				
7. Provides encouraging, caring and respectful attitude toward students and staff.				
8. Complies with dress code and personal hygiene requirements.				
9. Works safely and is safety conscious				
Comments:				
Initiative	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Assumes responsibility for normal job tasks.				
2. Handles unusual or urgent situations, showing flexibility and adaptability.				
3. Offers solutions to problems, communicating these solutions to supervisor.				
4. Looks for ways to do a task better and needs little supervision.				

5. Shows attention to cost control and is budget minded.				
6. Ability to identify tasks needing to be completed at site and takes initiative to complete those tasks or ask for help to get the job done.				
Comments:				
Teamwork	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Maintains good working relationships and shows respect towards co-workers and manager.				
2. Ability to create and maintain a positive work environment.				
3. Willing to learn and change the way of doing things.				
4. Uses clear and effective communication with customers, co-workers and supervisors.				
5. Demonstrates ethical decision making.				
Comments:				
Attendance & Punctuality	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Reports to work on time and ready to start.				
2. Returns from breaks on time.				
3. Avoids personal phone usage				
Comments:				
Professional & Personal Growth	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Has demonstrated new abilities and/or accomplishments since last review				
2. Continuing Education:				
3. List extra events worked this year:				
4. Days Absent this year _____: (Circle One)	0	1-3	4-6	6 or more
Goal – Performance to be achieved by next appraisal				

96-108	Exceeds Expectations
69-95	Proficient
42-68	Needs Improvement
27-41	Unsatisfactory

TOTAL POINTS: _____

OVERALL RATING: _____

Manager

Date

Employee

Date

APPENDIX C

Bloomington Public Schools District 87 Nutrition Services Performance Review – Manager

EMPLOYEE NAME: _____

JOB TITLE: _____ DATE: _____

This appraisal is intended to provide recognition and growth enhancing feedback for the employee being evaluated on their job performance over the year. Listed below are a number of performance categories that are important for job success. Select the rating which best describes the person's performance for each category.

Communication	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Listens effectively to others ideas, problems, and suggestions				
2. Responds in a prompt and friendly manor to requests and inquiries				
3. Communicates in a well-organized, courteous, and effective manor with				
1. Cafeteria staff				
2. Principal and Building Staff				
3. Delivery People				
4. FSD, central office staff				
Comments:				
Interpersonal Relations	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Well regarded by colleagues, can interact easily with a diverse workforce				
2. Seen by employees as someone whom they can depend on				
3. Pleasant and friendly to interact with				
4. Accepts criticism, is open to new ideas, and handles conflict constructively and diplomatically				
5. Makes a special effort to boost employee morale and create a positive work environment				
Operations	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Is accurate when ordering and attentive to prices				
2. Takes great care when accepting deliveries to inspect products received				
3. Uses batch cooking for high quality products and reducing food waste				
4. Is conscious of revenue and expenses				
5. Shares daily sales and meal count with staff, emphasizing number of breakfasts and lunches served each day				
6. Keeps accurate time sheets daily, limiting employees to contract hours				

7. Makes accurate inventories a priority				
8. Promotes kitchen safety (preventing accidents and worker's compensation claims)				
9. Can operate POS and print daily reports				
10. Submits administrative paperwork to the central office on time and the information is accurate				
Meal Statistics	Avg lunches/day:	Avg breakfasts/day:	A-la-carte sales/day:	Enrollment:
	Last year:	Last year:	Last year:	Last year:
	Meal equiv./labor hr:			
	Last year:			
Comments:				
Food Knowledge/Handling	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Demonstrates knowledge of food products				
2. Makes quality food presentation a priority, understanding the visual appeal of food, serving line and cafeteria				
3. Demonstrates the importance of safe food handling including: time/temp, hand washing, cooling/reheating				
Comments:				
Accountability	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Arrives to work and meetings on time				
2. Adapts well to new situations, unusual demands, emergencies, or critical incidents				
3. Jumps in and volunteers to assist co-workers and employees if needed, even if it is a duty that is not usually expected of them				
4. Avoids personal phone usage				
5. Days Absent this year _____: (Circle One)	0	1-3	4-6	6 or more
Comments:				
Professional & Personal Growth	Exceeds Expectations (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
1. Has demonstrated new abilities and/or accomplishments since last review				
Goal – Performance to be achieved by next appraisal				
2. Consistently completed all sections of the Managers Portfolio in a timely and organized fashion				
Comments:				
Continuing Education	Met Requirement			Did Not Meet Requirement

	(4)			(1)
1. Has completed at least 10 hours of documented continuing education/ training				
2. Documented experiences in all four strategy areas				
Comments:				

119-136 Exceeds Expectations
86-118 Proficient
52-85 Needs Improvement
34-51 Unsatisfactory

TOTAL POINTS: _____

OVERALL RATING: _____

Additional Comments:

Director of Nutrition Services

Date

Employee

Date



SCHOOL NUTRITION SUBSTITUTE

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read, write, perform basic math calculations, and speak English and to understand directions in English, both written and oral
- Ability to work on multiple tasks
- Physical ability to perform duties assigned at sufficient speed and ability to do moderately heavy work and stand on hard floors for long periods
- Ability to learn and perform jobs assigned
- Demonstrated ability to communicate with students, teachers, parents, administrators, as well as other food service personnel
- Previous food service work experience and/or Sanitation Certificate preferred

REPORTS TO:

- Cafeteria Manager

JOB SUMMARY:

- Under direct supervision of the Cafeteria Manager, this position performs assigned functions in food preparation, service; clean up and/or cashiering while fostering a positive working environment.
- FLSA Status: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Perform assignments as directed by supervisor or department head (SN Worker II)
2. Follow work schedules and standardized recipes
3. Prepare and serve foods in correct portions in accordance with standardized recipes and production notes
4. Report to work on time and ready to work
5. Communicate with supervisor and colleagues in appropriate manner
6. Complete assignments in a timely fashion, using effective time and motion techniques
7. Able to lift or carry 50 pounds
8. Able to bend, stoop and reach above shoulder level
9. Operate kitchen equipment daily
10. Able to climb ladders, stairs and ramps
11. Able to walk frequently and stand continuously
12. Count money correctly and balance drawer daily when cashiering
13. Display customer service skills by responding and interacting pleasantly to students, staff and parents
14. Supports a cooperative team environment
15. Foster good public relations and actively promote and market the school lunch and breakfast programs
16. Comply with all School Board policies, State and Federal regulations governing the National School Breakfast and Lunch Program, and Food Service Employees Handbook
17. Follow rules relating to safety, sanitation, and personal hygiene as outlined by the Food Safety Program/HACCP procedures/protocols.
18. Maintain cleanliness of work area and support an aesthetically pleasing cafeteria environment for students and staff
19. Perform related duties as assigned, including alternative positions and locations requested by supervisor
20. Attend mandatory department meetings/in-services
21. Completes at least 4-6 hours of annual continuing education/training (will depend on weekly hours)

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Created May 2025



SCHOOL NUTRITION WORKER I

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read, write, perform basic math calculations, and speak English and to understand directions in English, both written and oral
- Ability to work on multiple tasks
- Physical ability to perform duties assigned at sufficient speed and ability to do moderately heavy work and stand on hard floors for long periods
- Ability to learn and perform jobs assigned
- Demonstrated ability to communicate with students, teachers, parents, administrators, as well as other food service personnel
- Previous food service work experience and/or Sanitation Certificate preferred

REPORTS TO:

- Cafeteria Manager

JOB SUMMARY:

- Under direct supervision of the Cafeteria Manager, this position performs assigned functions in food preparation, service; clean up and/or cashiering while fostering a positive working environment.
- FLSA Status: non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Perform assignments as directed by supervisor or department head (SN Worker II)
2. Follow work schedules and standardized recipes
3. Prepare and serve foods in correct portions in accordance with standardized recipes and production notes
4. Report to work on time and ready to work
5. Communicate with supervisor and colleagues in appropriate manner
6. Complete assignments in a timely fashion, using effective time and motion techniques
7. Able to lift or carry 50 pounds
8. Able to bend, stoop and reach above shoulder level
9. Operate kitchen equipment daily
10. Able to climb ladders, stairs and ramps
11. Able to walk frequently and stand continuously
12. Count money correctly and balance drawer daily when cashiering
13. Display customer service skills by responding and interacting pleasantly to students, staff and parents
14. Supports a cooperative team environment
15. Foster good public relations and actively promote and market the school lunch and breakfast programs
16. Comply with all School Board policies, State and Federal regulations governing the National School Breakfast and Lunch Program, and Food Service Employees Handbook
17. Follow rules relating to safety, sanitation, and personal hygiene as outlined by the Food Safety Program/HACCP procedures/protocols.
18. Maintain cleanliness of work area and support an aesthetically pleasing cafeteria environment for students and staff
19. Perform related duties as assigned, including alternative positions and locations requested by supervisor
20. Attend mandatory department meetings/in-services
21. Completes at least 4-6 hours of annual continuing education/training (will depend on weekly hours)

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Updated May 2025



SCHOOL NUTRITION WORKER II

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read, write, perform basic math calculations, and speak English and to understand directions in English, both written and oral
- Ability to work on multiple tasks
- Physical ability to perform duties assigned at sufficient speed, and ability to do moderately heavy work and stand on hard floors for long periods
- Ability to learn and perform jobs assigned
- Demonstrated ability to communicate with students, teachers, parents, administrators, as well as other food service personnel
- Previous school nutrition work experience and/or Sanitation Certificate preferred

REPORTS TO:

- Cafeteria Manager

JOB SUMMARY:

- Under direct supervision of the Cafeteria Manager, this position performs assigned functions in food preparation, service, clean up and/or cashiering while fostering a positive working environment.
- FLSA Status: non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Follow work schedules and standardized recipes - prepare and serve foods in correct portions in accordance with standardized recipes and production notes
2. Report to work on time and ready to work
3. Communicate with supervisor and colleagues in appropriate manner
4. Complete assignments in a timely fashion using effective time and motion techniques
5. Able to lift or carry 50 pounds and able to bend, stoop and reach above shoulder level
6. Operate kitchen equipment daily, able to climb ladders, stairs and ramps and able to walk frequently and stand continuously
7. Count money correctly and balance drawer daily when cashiering
8. Display customer service skills by responding and interacting pleasantly to students, staff and parents
9. Support a cooperative team environment, foster good public relations and actively promote and market the school lunch and breakfast programs
10. Comply with all school board policies, state and federal regulations governing the National School Breakfast and Lunch Program and the School Nutrition Employee Handbook
11. Follow rules relating to safety, sanitation, and personal hygiene as outlined by the Food Safety Program/HACCP procedures/protocols
12. Maintain cleanliness of work area and support an aesthetically pleasing cafeteria environment for students and staff
13. Perform related duties as assigned including alternative positions/locations requested by the supervisor
14. Attend mandatory department meetings/in-services
15. Completes at least 6 hours of annual continuing education/training
16. Ability to perform manager's duties in manager's absence
17. Act as Department Head in assigned department:
 - Assist in receiving/storing of food deliveries and in placing weekly orders
 - Complete production records and utilize in forecasting for daily/weekly needs
 - Fiscally responsible when preparing weekly orders and in food production
 - Batch cook/prepare food as needed for good quality and presentation
 - Delegate duties to other staff in the assigned area as needed and allowed by the Cafeteria Manager

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

Updated July 2023



HEAD COOK

QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read, write, perform basic math calculations, and speak English and to understand directions in English, both written and oral
- Ability to work on multiple tasks
- Physical ability to perform duties assigned at sufficient speed, and ability to do moderately heavy work and stand on hard floors for long periods
- Ability to learn and perform jobs assigned
- Demonstrated ability to communicate with students, teachers, parents, administrators, as well as other food service personnel
- Previous food service work experience and/or Sanitation Certificate preferred
- Required to maintain a Food Protection Manager Certificate
- Completes at least 6 hours of annual continuing education/training

REPORTS TO:

- Cafeteria Manager

JOB SUMMARY:

- Under direct supervision of the Cafeteria Manager, this position performs assigned functions in food orders, inventories, food preparation, service, and clean up, while fostering a positive working environment.
- FLSA Status: non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Assist in receiving and storing of food deliveries
2. Assist in placing weekly orders
3. Complete production records and utilize in forecasting for daily/weekly needs
4. Fiscally responsible when preparing weekly orders and in food production
5. Batch cook/prepare food as needed for good quality and presentation
6. Delegate duties to other staff in assigned area as needed and allowed by Cafeteria Manager
7. Partner with other School Nutrition employees on daily tasks
8. Assist in creating menus
9. Assist in completing monthly inventory
10. Have an understanding of all daily tasks in the kitchen
11. Perform assignments as directed by supervisor
12. Follow work schedules and standardized recipes
13. Prepare and serve foods in correct portions in accordance with standardized recipes and production notes
14. Report to work on time and ready to work
15. Communicate with supervisor and colleagues in appropriate manner
16. Complete assignments in a timely fashion, using effective time and motion techniques
17. Able to lift or carry 50 pounds
18. Able to bend, stoop and reach above shoulder level
19. Operate kitchen equipment daily
20. Able to climb ladders, stairs and ramps
21. Able to walk frequently and stand continuously
22. Display customer service skills by responding and interacting pleasantly to students, staff and parents
23. Supports a cooperative team environment
24. Foster good public relations and actively promote and market the school lunch and breakfast programs
25. Comply with all School Board policies, State and Federal regulations governing the National School Breakfast and Lunch Program, and Food Service Employees Handbook
26. Follow rules relating to safety, sanitation, and personal hygiene as outlined by the Food Safety Program/HACCP procedures/protocols

27. Maintain cleanliness of work area and support an aesthetically pleasing cafeteria environment for students and staff
28. Perform related duties as assigned, including alternative positions and locations requested by supervisor
29. Attend mandatory department meetings/in-services
30. Perform Cafeteria Manager's duties in Cafeteria Manager's absence - the Head Cook position falls directly under Cafeteria Manager(s) for responsibilities in the kitchen

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.



ASSISTANT CAFETERIA MANAGER

QUALIFICATIONS:

- Successful completion of sanitation course
- Physical ability to perform duties
- Ability to perform simple math calculations
- Ability to prepare and maintain accountability records
- Ability to carry out the program requirements
- Courtesy and tact in dealing with people
- Knowledge of how food should look and taste
- Experience in food production
- Experience in more than one District 87 cafeteria preferred

REPORTS TO:

- Cafeteria Manager and Director of School Nutrition
- Performance of this job will be evaluated by the Cafeteria Manager in conjunction with the Director of School Nutrition on an annual basis in the spring

JOB SUMMARY:

- Assist the Cafeteria Manager in managing the food service program in an individual school according to food service department policies, procedures and methods
- Maintain high standards of food preparation and service with emphasis on appetizing, appeal, maximum nutritive value, and flavor
- Maintain high standards of sanitation and safety
- Keeps careful records of cash, food, supplies and equipment
- Assume school nutrition managerial responsibilities during a long-term absence of Cafeteria Manager

PERFORMANCE RESPONSIBILITIES:

1. Assist the Cafeteria Manager in the following:
 - Operate a successful food service program that meets the needs of the school in a fashion that results in high customer satisfaction
 - Plan, prepare and serve safe and good quality food in proper quantities at the appropriate time
 - Train, motivate, and evaluate employees and maintain a good working environment
 - Prepare daily work schedules and work with employees on proper work methods and procedures
 - Supervise serving setup, cashiers and all money handling
 - Prepare or supervise preparation of all daily reports, records and deposits
 - Check in or train and supervise someone to check in all food deliveries daily
 - Evaluate daily menus and all food offerings; make suggestions for change
 - Consult daily with staff on leftover food and how to properly utilize it
 - Forecast and order food, supplies and equipment needed according to procedures
 - Place orders for food and supplies in a prompt and neat manner
 - Maintain an inventory of all foods and supplies
 - Ensure the proper daily cleaning of kitchen, dish room and dining room
 - Maintain the highest standards of sanitation and safety
 - Follow all federal, state and local regulations and policies in the day to day operation of the program
 - Carry out responsibilities in timely fashion
 - Build good public relations and actively promote and market the food service program
 - Perform related work as required by the central food service office
 - Foster excellent customer service and facilitate a friendly atmosphere in the cafeteria
 - Attend monthly meeting with other Cafeteria Managers and Director of School Nutrition
 - Lift or carry up to 40 pounds occasionally and bend, stoop and reach above shoulder level occasionally
 - Work with machinery frequently and climb ladders occasionally; stand frequently
2. Perform other duties as assigned

Updated July 2023



CAFETERIA MANAGER

QUALIFICATIONS:

- General knowledge of Excel, Word, email and operation of an electronic point of sale system
- Two years experience in food service management required
- Experience in catering and event planning
- School food service experience preferred
- Excellent customer service skills
- Successful completion of sanitation course and an understanding of HACCP procedures
- Physical ability to perform duties
- Ability to perform basic math calculations
- Ability to lead, motivate, organize, delegate, train, supervise and discipline employees/interns
- Ability to prepare and maintain accountability records
- Ability to carry out the National School Lunch and Breakfast program requirements
- Knowledge of how food should look and taste

REPORTS TO:

- Director of School Nutrition
- Performance of this job will be evaluated by the Director of School Nutrition on an annual basis in the spring

JOB SUMMARY:

- Manage food service program in an individual school according to food service department policies, procedures, and methods
- Cooperate with principals and teachers to promote the Child Nutrition Program's educational values
- Supervise and instruct food service personnel
- Maintain high standards of food preparation and service with emphasis on appetizing appeal, maximum nutritive value and flavor
- Maintain high standards of sanitation and safety
- Keeps careful records of cash, food, supplies and equipment

PERFORMANCE RESPONSIBILITIES:

1. Operate a successful food service program that meets the needs of the school in a fashion that results in high customer satisfaction
2. Plan, prepare, and serve safe and good quality food in proper quantities at the appropriate time
3. Train, supervise, direct, motivate, discipline and evaluate employees and maintain a good working environment
4. Prepare daily work schedules and work with employees on proper work methods and procedures
5. Supervise serving setup, cashiers and all money handling
6. Prepare or supervise preparation of all daily reports, records, and deposits
7. Check in or train and supervise someone to check in all food deliveries daily
8. Consult daily with staff on leftover food and how to properly utilize it
9. Forecast and order food, supplies and equipment needed according to procedures and in a cost effective manner
10. Place orders for food and supplies in a timely and cost effective manner
11. Maintain an inventory of all foods and supplies and submit to central office on a monthly basis
12. Ensure the proper daily cleaning of food prep and serving areas
13. Maintain the highest standards of sanitation and safety following HACCP guidelines
14. Follow all federal, state and local regulations and policies in the day to day operation of the program
15. Build good public relations and actively promote and market the food service program
16. Perform related work as required by the central food service office
17. Cooperate with principal, faculty, staff, parents, and students, and foster a good work relationship
18. Foster excellent customer service and facilitate a friendly atmosphere in the cafeteria
19. Attend monthly meetings with other cafeteria managers and Director of School Nutrition
20. Lift or carry up to 40 pounds occasionally and bend, stoop and reach above shoulder level occasionally
21. Work with machinery frequently, climb ladders occasionally
22. Walk and sit occasionally; stand frequently

23. Perform other duties as assigned
24. Completes at least 10 hours of annual continuing education/training

SCHOOL NUTRITION EMPLOYEE HANDBOOK

I certify that I have read and understand the information in the District 87 School Nutrition Employee Handbook.

1. Initial next to each section below
2. Sign and date the bottom of the form
3. Return your completed form to the District 87 School Nutrition office

1. Mission Statement, Our Philosophy, Vision.....	1
.....	_____
2. INTRODUCTION.....	2
TYPES OF EMPLOYEES.....	2
School-Year Employees, Substitute Employees	
3. HOURS OF WORK.....	2
Normal Workday, Normal Workweek, Absences	
Overtime.	3
4. TYPE of EMPLOYMENT.....	3
5. PAY GRADES/JOB TITLES.....	4
School-Year Employees, New Employees	
6. BENEFITS.....	4
Sick Leave, Leave for Personal Business, Family and Medical Leave, Jury Service.	5
Leave for Military Service, General Leave of Absence Without Salary,	
Group Medical and HMO Plans, Life Insurance.	6
Illinois Municipal Retirement Fund ...	
.....	7
7. VACANCIES AND TRANSFERS.....	7
.....	
Notice of Permanent Vacancies, Request for Transfer	
8. PAY DAYS.....	7
9. PERFORMANCE APPRAISAL.....	7
10. EMPLOYEE DISCIPLINE.....	8
11. SCHOOL DISTRICT 87 PERSONNEL POLICIES.....	8
Equal Employment Opportunity, Sexual Harassment, Employee Orientation, Training.....	8
.....	
Food Handler Training, Professional Standards, Public School Works, Employee Safety.....	9
.....	
Communicable and Chronic Infectious Disease, Smoke-Free Environment, Drug Free Workplace, Out-of-School District Travel..	
.....	
.....	10
Religious Holidays, Abused and Neglected Child Reporting, Ethics.....	11
Outside Employment and Conflict of Interest, Gifts, Gift Ban Act, Solicitations By or From Employees, Cell phones,	

Headphones.....
.....11_____

12. UNIFORMS AND PERSONAL APPEARANCE.....12_____

 Clothing, Shoes, Hair, Jewelry, Grooming,.....12_____

APPENDIX A- Physical Requirements of School Nutrition Positions.....13_____

APPENDIX B- Nutrition Services Performance Review- Staff.....14_____

APPENDIX C- Nutrition Services Performance Review- Manager.....16_____

APPENDIX D- School Nutrition Employee Job Descriptions.....19_____

SIGNATURE: _____ **DATE:** _____