

NEOSHO R-5 SCHOOL DISTRICT



FOOD SERVICE DEPARTMENT HANDBOOK

Phone: 417-451-8603

Our Mission Statement

*The Mission of the Food Service Department
of the Neosho R-5 School District:*

*We strive to provide a nutritious breakfast and lunch
for all students at an affordable cost.*

INTRODUCTION

The Neosho R-5 School District operates according to policies established by the Board of Education. The Board, which represents the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific rules and regulations. The Board then appraises the effects of its policies and makes revisions as necessary.

This handbook contains policies of the Neosho R-5 Food Service Department. Policy development is an on-going process, therefore, the loose-leaf format will allow for ease in updating as new policies, and regulations are distributed. Policies and regulations in this handbook, which pertain to the food service department, are taken from the Board of Education Policies and Regulations. The complete Board of Education Policies and Regulations may be reviewed on the District’s web page at *www.neosho.k12.mo.us*.

BOARD OF EDUCATION

The Neosho R-5 School District Board of Education is organized and operated by the authority and in compliance with the laws set forth by the State of Missouri. It is composed of seven members, each elected to three year terms by the registered voters of the R-5 District. All regular meetings of the Board shall be held at the Neosho R-5 School District Administrative Center unless otherwise specified in the publicized notice of the meetings. The regular meetings of the Board of Education shall be held on the third Monday of each month at 7:00 p.m. unless otherwise specified. Regular meeting dates that fall on district holidays will be moved to the third Tuesday of the month. Board meetings are open to the public.

GENERAL INFORMATION

Superintendent:	Mr. Dan Decker
Assistant Superintendent Business/Finance:	Mr. Tim Crawley
Assistant Superintendent Curriculum:	Mrs. Glenda Condict

The Neosho R-5 School District serves approximately 4600 students who reside within a 225 square mile area.

The Neosho R-5 School District Administrative Center is located at 418 Fairground Rd.

The annual school term begins, operates, and ends according to the calendar adopted by the Board of Education

POLICIES, PROCEDURES, AND REGULATIONS

Absence--Short-Term Leaves and Absences: School Board policies concerning leaves and absences are accessible on the district's web page at www.neosho.k12.mo.us

Accidents: All employees are expected to carry out their duties in a way that will not jeopardize the general health and safety of themselves, students, co-workers, or the general public. All job-related accidents must be reported to the director immediately and an accident report completed.

Attendance: The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of job performance. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive. Excessive absenteeism is defined as, 5 or more days per monthly pay period, 20 or more days per semester, or 40 or more days per school year. Excessive absenteeism may result in disciplinary action or termination.

Breaks: Employees who work more than four hours per day will be allowed one fifteen-minute break when time and work scheduling permit. Breaks are paid time by the district, therefore employees are not permitted to leave the job site. Lunch breaks are thirty minutes and are not paid, therefore employees are permitted to leave the job site.

Cell Phones: Cell phones should be used responsibly. Cell phones are not permitted in the kitchen area. Personal calls must be made and/or received only on scheduled breaks.

Chain of Command: It is the intent of the Board of Education that employee complaints be identified and corrected at the earliest possible time and at the lowest level of supervision. The normal process of the chain of command always begins with the immediate supervisor. This process continues step-by-step to the Director of Food Service, Director of Operations, Superintendent, and the Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

Civil Rights/Equal Opportunity: Food service employees are selected on the basis of their ability, experience, training, and character, without regard to age, color, creed, national origin, race, religion, or sex.

The District shall appoint an administrator to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The Neosho R-5 School District Section 504 and Title IX Coordinator is:
Stacey Tracy, Director of Special Services
418 Fairground Rd.
Neosho, MO 64850
417-451-8682

Conduct/Courtesy: When conducting their assigned task or attending any function associated with the school district, all employees are expected to demonstrate appropriate courtesy toward co-workers, students, administration, and the public. Employees must conduct themselves in a professional manner of dress, general behavior, and actions bringing credit to the school district and community.

Credit Union: Employees who regularly work twenty (20) hours or more per week are eligible to become a member of the Neosho School Employees Credit Union.

Discipline: It is anticipated that all employees will have a satisfactory relationship with the school district. However, when problems do arise, a verbal warning or correction may be warranted. When a problem is serious, a written notice will be issued at the first offense. There are situations that will result in immediate termination. These are, but are not limited to: stealing from the school district, falsification of timesheets, abuse and/or fraudulent use of sick leave, and deliberate insubordination.

Drug Free: Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities. Any employee who violates this policy will be subject to disciplinary action.

Evaluations: The director will evaluate the job performance of each food service employee annually. Areas in which the employee excels or meets expectations will be indicated, as well as areas of concern. Unsatisfactory progress following the evaluation could result in disciplinary action, including suspension or termination.

Faculty/Staff Pass: All employees should receive a Complimentary Faculty/Staff Pass for Immediate Family. This pass is good for all Junior-Senior High School home athletic events. It is not good for MSHSAA District or State playoffs.

Food: All food service employees will receive one (1) free meal per work day. Meal may only include the reimbursable meal that is offered to students and adults that day and is limited to the adult portion size. The meal does not include a la carte items. If an employee wishes to buy a la carte items, they must be purchased through the cashier daily. Employees who do not pay for a la carte items may be subject to disciplinary actions or termination.

Food of any kind must not be taken from the kitchen. This includes any uneaten portion of the free lunch meal benefit or a la carte purchases. Lunch must be eaten on the premises.

Employees may not use the district's purchasing process for personal use.

Health Insurance: Employees who regularly work thirty (30) hours or more per week are eligible to participate in the group insurance program. The district pays for the insurance for the employee. Family insurance coverage is available for employees who wish to obtain this type of coverage. The employee must pay the additional cost for the family coverage. Enrollment must occur within thirty days of hire, when job changes to thirty or more hours per week, or in the September open enrollment period.

Illness: In the event of an illness resulting in the absence of an employee, the employee must phone the director's office at 417-451-8603, and the immediate supervisor, no less than two hours prior to the start of work shift. Texting is not an acceptable form of notification. Failure to notify both the director and the supervisor will be considered a *no call-no show* absence. Failure of notification may result in disciplinary action or termination. The supervisor will inform director if substitutes are needed.

Employees must report health problems to the kitchen supervisor before working with food. Foodhandlers may be excluded from working with or around food if they have symptoms which include fever, diarrhea, vomiting, sore throat, or jaundice. The immediate supervisor will determine whether an employee constitutes a risk.

Foodhandlers who have been diagnosed with a foodborne illness may not work around food.

Job Descriptions: Job descriptions are provided for each employee for their benefit and the benefit of the district. It is expected of each employee to follow and achieve the tasks on these job descriptions.

Meetings:

Manager Meetings--The director will schedule Manager Meetings in advance. Manager Meetings will be paid.

Called Meetings--Periodically throughout the school year it is necessary to bring everyone together for a meeting. Attendance is required at these meetings unless approved by the director. Called Meetings will be paid.

Committee Volunteer--Being on a committee is voluntary. This is not paid time.

Payroll: Employees are paid on the 20th of each month, unless it falls on the weekend or a holiday. In such cases, checks are distributed on the last day of work prior to the 20th. The cut off date for payroll is the 10th of the month. Pay checks are determined by the data submitted by the food service department to the payroll department. Questions regarding payroll should be first brought to the food service director.

The director must approve any overtime in advance.

Personal Requirements:

A negative TB test, or a signed Annual Statement For Tuberculin Reactors, must be on file with the director.

Hair nets must be worn (you provide).

The District will provide uniform shirts. Director must pre-approve "theme" t-shirts.

Khaki-colored slacks or skirt. Employees who choose to wear a skirt must wear substantial socks (not pantyhose) that go to the knees to protect the legs. No jeans or sweat pants.

Shoes with leather or leather-like uppers and skid resistant soles.
No shoes with open toes or open backs.

No jewelry or watches of any kind.

Finger nails should be trimmed to finger tip length with no fingernail polish, (including clear). No acrylic nails.

A neat, clean appearance is expected at all times. Neat hair, clean clothing, makeup (if desired), and a friendly smile and attitude are appropriate.

The *Department of Health Rule Governing Food Service Sanitation* will be followed.

Probation: Newly hired employees are subject to probation for the first 90 calendar days. During probationary period, employees who qualify for leave benefits will be paid for only 1 sick or personal day per monthly pay period.

Public Relations: It is the responsibility of all employees to promote the positive image of the school district. Friends and neighbors form impressions of the district from what is said about it. Make sure the information you provide is accurate. Never pass along gossip or petty rumors.

Religious Activities of School Employees: When not engaging in work-related activities, i.e., before school or during lunch, school employees may take part in religious activities such as prayer or Bible study. Such activities should be conducted in private in order to avoid the appearance that the employees are acting in their employment responsibilities. School employees are prohibited from encouraging or discouraging religious expression and from actively participating in religious expression with students.

Removal of Containers (Boxes): To avoid the appearance of theft, employees may not take empty boxes from school premises unless broken down flat.

Retirement Program: Employees who regularly work twenty (20) hours or more per week participate in the Non-certified Employee Retirement Program. The district matches employees' 6.86% pre-tax contribution.

Safety: Procedures for operating equipment and safe lifting instructions are provided and are expected to be followed by employees.

Selling/Soliciting: There is to be no selling or soliciting by school employees during school hours or on school grounds.

Sexual Harassment: Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

Sick Leave Pool: All employees of the district who receive sick leave benefits may enroll in the program on a voluntary basis. Each employee who chooses to be a member of the pool will donate one (1) day of his/her accumulated leave.

Snow Days: Snow days are unpaid days off for food service employees. These days will be made up as per the school calendar. Employees in supervisory positions may be required to work snow days.

Tobacco Free: The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings, grounds and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

Training: It is the responsibility of the district to provide training opportunities. It is the responsibility of the employee to maintain efficiency and knowledge of developments in their field of work.

Transfers/Work Schedules: Employees are assigned work sites, schedules, and hours in such a way as to bring maximum benefit to the district. These assignments are subject to change due to a change in meal participation, a work site being short of help, or any other unforeseen circumstance. Employees must remember that they are employed by the district, not an individual school, and may be asked to transfer to a different school site as needed.

Unemployment: Food service employees are not eligible for unemployment benefits during the period between two successive academic years if there is a reasonable assurance of performing the same service in the following year.

Uniforms: The director will set the standard for food service uniforms. Some shirts are provided by the district. Employees are required to wear the standard uniforms and keep them as neat and clean as possible.

Visitors: Visitors in the kitchen pose a safety hazard. Therefore, only food service employees are allowed in the kitchens. In the event of visitors eating with an employee, meals will be consumed in the dining area only, not in the break room. Visitors will be allowed to eat only after the supervisor has first determined that sufficient meals have been prepared for students and faculty. The supervisor will determine the appropriateness of visitor frequency and timing. All visitor meals must be paid for at the time of service.

Worker's Compensation Insurance: All employees have coverage for job-related injuries. All accidents must be reported to the director immediately and an accident report completed.