

## Food Service Administrative Guidelines

Below are guidelines that apply to all food service employees, including part time, permanent substitute, and substitute employees. Since many factors at work are directly related to being a successful and competent employee, it is necessary to establish these guidelines to insure the continued employment only of those employees who have good work performance. It is also necessary to seek to correct through the corrective disciplinary process those who have poor, unacceptable, work performance, relating to a variety of factors. Poor work performance adversely affects the mission of the school district and helps to create a less than acceptable work environment.

### Recording of Hours

Full time or part time employees who work at least five hours in a row during a typical workday will be allowed to take a paid meal break of twenty minutes maximum sometime around the middle of their shift. Staff shall take their break close enough to their kitchen to hear the phone ring, as this is a paid meal break. All staff will utilize the Meal Magic clock in/clock out feature for meal breaks. No other breaks will be permitted.

If staff members are finding it difficult to complete their work within the allotted time, meal break may be reduced to fifteen minutes. Employees that qualify for a meal break will continue to receive one Type A meal free. Employees are not permitted to take ANY food items home with them, unless they have been purchased by the employee.

Most districts do not provide their staff members with a paid meal break, and the Food Service Department at Coopersville is the only department in the district that provides hourly associates with a paid, free lunch. This is a privilege that may be revoked, and corrective action will be implemented, if this is being abused.

If there is ever an occasion where a time slip must be filled out, it must be signed by the "First In" in the kitchen prior to being sent to the supervisor.

Employees are expected to be in their kitchen ready to work at their starting time. (i.e. NOT punching in, walking to their kitchen, then getting ready in the bathroom once punched in)

### Uniforms

Food Service employees are expected to wear their complete uniforms, as they were intended to be worn, this includes ALL safety garments. (i.e. cut gloves, oven mitts, etc.) As part of our goal to present a professional image to our customers, it is required that staff members keep their uniforms clean, pressed, and neatly maintained at all times. Proper slip resistant shoes are to be worn and they are to be maintained. All issued safety equipment must be worn as prescribed. A stipend is given to full time Food Service staff members for uniforms, and proof of purchase of slip resistant shoes MUST be turned in to the supervisor.

If a staff member finds that their duties are soiling their uniforms on a daily basis; an apron should be worn, and the staff member will be provided with one.

If safety equipment is damaged and needs to be replaced, it is the responsibility of the staff member to make this known to the “First In” employee in the kitchen; and the “First In” employee will relay the information to the supervisor.

Staff members are expected to wear school issued polo shirts on Monday through Thursday, with either khaki, white or black slacks, slip resistant shoes, hat or hair net, and any other safety gear required. (Shorts will only be permitted in May, June, and September and must be black or khaki) Fridays, staff members may choose to wear an approved Coopersville Area Public Schools tee shirt, and jeans. (in good condition without holes)

Failure to adhere to uniform standards will result in corrective action.

Other violations that will result in corrective action are as follows:

- excessive failure to punch in/out on time clock (for payroll) and Meal Magic (for meal breaks)
- working over allotted hours without previous approval from supervisor
- not adhering to safety rules/using safety equipment
- failure to adhere to ServSafe rules
- any violation of misconduct as listed in the Coopersville Area Public Schools Employee Handbook. Excerpt from Coopersville Area Public Schools Handbook follows:

## 6.2 Coopersville Area Public Schools Examples of Misconduct

Certain types of misconduct will typically lead to discipline or termination of employment. Some examples are as follows:

- A. Violation of the Prohibited Substances Policy.
- B. Failing or refusing to follow instructions, disrespect toward a supervisor, other insubordination.
- C. Misusing or destroying District equipment, buildings, facilities or property.
- D. Fighting, scuffling, provoking or instigating the same, or threatening, intimidating or coercing any other person(s).
- E. Tampering with or punching another employee’s time card or otherwise falsifying time records.
- F. Possession or use of weapons on District time or property.
- G. Dishonesty, falsification or theft of any kind.
- H. Leaving the workplace while on duty or “on the clock” without prior permission from a supervisor.

- I. Engaging in immoral, indecent or illegal acts on District property.
- J. Operating a District motor vehicle without authorization.
- K. Violation of the Employee Dignity policy.
- L. Smoking, which is prohibited at all times/days on campus and/or when supervising/chaperoning students.
- M. Violation of safety rules or safety practices.
- N. Excessive absenteeism, lateness or leaving early, including failure to call in properly. Three (3) days of no call-in is treated as a voluntary resignation.
- O. Poor housekeeping.
- P. Use of obscene or abusive language.
- Q. Performance of non-District work on District property and/or with District equipment, without prior permission from a supervisor.
- R. Leaving the assigned work area without a supervisor's permission.
- S. Horseplay or any action which may endanger others.
- T. Gambling on District time or property.
- U. Removal or defacing of any material on District bulletin boards, or posting of unauthorized materials.
- V. Failure to observe parking or traffic regulations.
- W. Unauthorized use of District telephones.
- X. Sleeping or "nesting" on the job.
- Y. Sloppy or low-quality work, incompetence, failing to work efficiently, or unwillingness to work.
- Z. Failing to report to your supervisor all accidents or injuries at work as soon as possible after occurrence.
- AA. Violating District rules regarding access to District premises.
- BB. Violating District rules regarding solicitation and distribution.

- CC. Failing to accept overtime assignments.
- DD. Conduct that violates any established rules, regulations, policies or directives of the Board or its authorized agents.
- EE. Conduct that violated the criminal laws of this state or of the United States.
- FF. Conduct that is prejudicial to the proper administration of the duties and obligations imposed on the District by the laws of this state or of the United States.
- GG. Conduct that actually or potentially exposes the District to contempt, censure, ridicule or reproach.
- HH. Conduct that is contrary to common established standards of justice, ethics, honesty or good morals for school employees.
- II. Threatening, coercing, harassing, striking or hitting an administrator/supervisor or any other person.

In each case, when an employee's actions cause points to be assessed to them, the supervisor or designee should discuss the circumstances with the employee and document the incident in writing: The written record must be maintained for a minimum of twelve (12) months and any points given will remain for a twelve month period before being removed. A copy will be placed in your personnel file.

Any corrective disciplinary action given to an employee must follow the Board Policy and, if applicable, any negotiated contract.

Each supervisor and employee is reminded that the intent of the guidelines is to insure good work habits and to maintain an effective, efficient work force.

These guidelines are to be attached to Board Policy and are to be used to implement the Corrective Disciplinary Action & Procedures.

Effective Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Catherine Kloska, Director of Finance