

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 the 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**

D. **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 his/her 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 school nutrition director or cafeteria manager shall establish the workday for Employees who work less than seven (7) hours.

1. **Lunch Period.**

- a. An Employee working more than five (5.0) 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 employee. 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.

E. **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 she is 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.

F. **Absences.**

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

G. 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. Overtime shall be in accordance with the following:

2. Straight Time Beyond Regular Hours.

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 her regular hourly pay rate or as compensatory time of one (1) hour off for each straight-time hour worked as provided by item 6.

3. Time and One-half Overtime.

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 her 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 as provided by item 6.

4. 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.

5. Overtime--Compensatory.

Overtime, compensated at either straight time or time and one-half the Employee's regular hourly pay rate, shall be recorded to the nearest quarter-hour unit and submitted to the Payroll Office on the Foodservice Time Sheet

6. Overtime--Compensatory Time Off.

Overtime taken as compensatory time off shall be recorded to the nearest quarter-hour unit on the "COMPENSATORY TIME SHEET" (pink paper). If agreed by the Employee before the performance of the work, the supervisor may allow compensatory time off with pay in lieu of payment of overtime. The supervisor may prepare memoranda of agreements with Employees regarding compensation in lieu of overtime, but no Employee shall be required to accept compensatory time. Compensatory time off shall be at the discretion of the Employee's supervisor and as provided by item 6.

Whenever an excused paid absence occurs within the normal workweek, it shall be considered as hours worked for the purpose of computing overtime. Compensatory straight-time overtime at one hour off for each straight-time hour worked may be accumulated from one pay period to another but must be taken off during the school year in which the hours were worked. Compensatory time at one and one-half (1½) hours for each hour worked, not to exceed twenty-six (26) hours of overtime worked or an accrual of forty (40) hours of compensatory time off, may be accumulated from one pay period to another, but must be taken off during the school year in which the hours were worked. After reaching the forty (40) hours of compensatory time off, the Employee shall receive cash payments for all additional overtime worked. A record of earned and taken compensatory time off shall be submitted monthly to the Personnel Coordinator, with a copy retained by the Employee's supervisor. Compensatory time not taken within the year in which it is earned shall be paid as overtime pay.

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>DAYS PAID</u>	<u>SCHEDULED WORKDAYS</u>
9 Months	School-Year	170	Days schools are normally in session – work approximately 170 days.

5. PAY GRADES/JOB TITLES

H. School-Year Employees

<u>JOB TITLE</u>	<u>HOURS OF WORK</u>
School Nutrition Worker I	4.25 to 7 hours/workday
School Nutrition Worker II – Dept. Head	5 to 7 hours/workday
Elementary Kitchen Manager	6 to 7 hours/workday
School Nutrition Helper (NOT eligible for insurance)	4 hours/workday or less
Dish Room Worker	varies
Substitute Employees	varies

I. **New Employees.**

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

1. Obtain a drug screen through IWIN: 482 Wylie Drive, Bloomington, IL scheduled by the district.
2. Obtain pre-placement testing through SmartWork Solutions on-site at a school within the district.

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 at the end of 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**

J. **Sick Leave.**

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

3. 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.
4. Employees may use sick leave for personal illness, injury, quarantine at home, temporary disability, or serious illness or death 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 may 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 her 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.
5. Sick leave, not to exceed one (1) day, may be used to attend the funeral of a grandmother, grandfather, or guardian of the Employee's spouse; uncle; aunt, niece; and nephew.
6. Normally, sick leave shall be taken for either one-half (½) or all of a normal scheduled workday; however, an Employee may request such leave in time amounts of less than one-half (½) day pursuant to established administrative procedures.
7. 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.
8. An Employee eligible to receive paid sick leave who is injured in the course of her 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.

K. 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 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. Normally, such leave shall be taken for either one-half (½) or all of the normal scheduled workday; however, an Employee may use such leave in time amounts of less than one-half day 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 break approved by the School District shall not be approved for personal leave, except in emergency situations, for the observance of a religious Holiday, or on the special approval of the Superintendent or designee.
4. Request for use of a dock day intended for personal time off must be submitted in writing to the superintendent for approval if approval by your manager has been previously been granted.

L. Family and Medical Leave.

Under the Family and Medical Leave Act of 1993 ("FMLA"), eligible Employees who have worked at least twelve (12) months and performed 1,250 hours of service during the previous twelve (12) month period are allowed to take unpaid leaves of absence for certain specified purposes.

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.
4. The School District will require an Employee to substitute the Employee's accrued paid vacation leave and paid personal leave against any leave requested under the FMLA and substitution of paid sick leave will also be required of Employees who take the leave for serious health conditions for themselves or family members.

M. Jury Service.

Employees serving on a jury during her scheduled working hours shall receive her 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 AESOP under "jury duty."

1. If jury service is less than the Employee's normal workday, the Employee shall return to her assigned job.
2. If jury service is on the Employee's scheduled time off, she 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.

N. 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.

O. 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 will be forwarded to the Director 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 she is qualified and at a salary normally paid for such position.

P. Documenting Absence in AESOP system

Employees must call in AESOP automated phone line or log into the AESOP 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 AESOP. If the time period lapses when an employee can enter their own absence, the manager can document the absence in AESOP or contact the School Nutrition Office for assistance.

Q. Group Medical and HMO Plans.

The School District will offer eligible Employees the option of participating in either a group medical plan or a health maintenance organization (HMO plan).

1. For regular School-Year Employees employed to work more than four (4) 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 either 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 next following the date of her employment.
2. An eligible Employee may purchase coverage for their dependents at his/her expense in the plan he/she has chosen for his/her coverage, the payment therefor to be made through payroll deductions authorized in writing by the Employee on a form supplied by the School District.
3. An eligible Employee who retires may continue coverage in the plan she was 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. The HMO plan shall be in accordance with the School District's practices and procedures with respect to such plan.
5. 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.

R. 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 her employment.

S. 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 her 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.

T. Four Seasons Association.

Employees may purchase membership in the Four Seasons Association, the payment therefor to be made through payroll deduction authorized in writing by the Employee on a form supplied by School District; OR

U. Gold's Gym., Workout Company, YMCA.

Employees may purchase a membership to Gold's Gym, Workout Company or YMCA at a discount provided by the company. Anyone interested in purchasing a membership should contact the facility regarding rates.

V. 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.

W. Credit Union.

Employees may become members of the credit union by either contacting the School District's payroll office or the credit union.

7. VACANCIES AND TRANSFERS**X. 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.

Y. Request for Transfer.

Any School-Year Employee interested in a transfer to a different position in Section 5 may file a written request for such transfer with the School Nutrition Director. Any such request shall be valid for the remainder of the school term, at which time a new request may be filed. Such a request will be given consideration when a permanent vacancy of the type specified on such request develops.

Z. 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, the Employee's compensation shall be adjusted to the minimum of the new pay class or a five percent (5%) compensation adjustment, whichever shall give the Employee the higher compensation provided she does not exceed the maximum for the pay class. For promotions of two or more pay classes, each situation will be looked on an individual basis to determine an increase. The Employee will receive a minimum of an 8% increase. The Director of Human Resources will determine the promotional percentage. Promotional percentages will be effective to the date of the promotion. A three-month performance review shall be conducted for promoted Employees.

8. PAY DAYS

Pay days shall be biweekly on alternate Fridays. 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. Payment is for hours worked the two-week period ending with the previous pay date; for example, if the last pay date was on the 13th, on the 27th, payment is made for the hours worked the 1st through the 14th.

Direct deposit vouchers are available on the District 87 Employee Information System found at:

https://dcrweb.district87.org/my_info/

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 his/her evaluation in writing and may speak to the School Nutrition Director 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

AA. 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. Herschel Hannah, Assistant Superintendent of Human Resources, 827-6031, extension 1015; Mrs. Suzanne Daniels, Personnel Coordinator, 827-6031, extension 1004.

BB. 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 Employees 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, Dr. Herschel Hannah, Assistant Superintendent of Human Resources, 827-6031, extension 1015, or Mrs. Cindy Helmers, Assistant Superintendent of Curriculum and Instruction, 827-6031 ext. 1017. 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.

CC. 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.

DD. 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).

- A. 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.
- B. The training is administered either online or by the director of school nutrition who is certified to train food handlers.
- C. The employee will have 30 days after their hiring to complete the food handler training.
- D. 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.

Foodservice Worker II's and Managers are required to maintain a ServSafe Manager Course.

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. Let me School Nutrition Director know when you are ready to take the test so we can set up a time for a proctored exam period. **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.**

EE. 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:

- A. The director of school nutrition must complete at least **12 hours** of documented continuing education/training annually.
- B. The manager(s) of each school must complete at least **10 hours** of documented continuing education/training annually.
- C. 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.
- D. 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.

FF. 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.****

GG. Employee Safety.

Records are maintained concerning all work-related accidents and illnesses. Therefore it is essential that all such events be reported in writing to your supervisor utilizing the "Accident and Injury" Report Form (Appendix F). All forms must be signed by your immediate supervisor and School Nutrition Director. You also must contact Delores Anson, Benefits Coordinator, 827-6031, extension 1001, to report work-related incidents.

HH. 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 her 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 her 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 her position will be made in accordance with established procedures.

II. Smoke-Free Environment.

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

JJ. 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 her supervisor of her 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.

KK. Out-of-School District Travel.

The School Board shall reimburse Employees for expenses necessary for out-of-School District travel for the performance of her 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.

LL. 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.

MM. Abused and Neglected Child Reporting.

An Employee having reasonable cause to believe a child known to her 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.

NN. 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
 - i. A School District Employee shall not let her political activities interfere with her job responsibilities. Students shall not be used in any manner for promoting a political candidate or issue.

OO. 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.

PP. Gifts.

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

QQ. 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).

RR. 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.

SS. Cell phones

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

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:

TT. Clothing.

The employer annually shall provide up to \$30.00 towards uniform apparel. Uniform shirt should be worn with khaki or black slacks, knee-length skirts or Capri pants. 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 exception on "spirit Friday's", sleeveless tops, sweatshirts, sweat suits, sweaters, shorts and colored or patterned undergarments that show through outerwear.

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.

UU. Shoes.

Each employee will be given a \$40.00 shoe allowance in the second paycheck in the fall. 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.

VV. 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.

WW. 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.

XX. 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 - School Nutrition Staff

Bloomington High School



Laura Kletz
Manager



Dawn Bair
Asst. Manager



Mary Anderson



Naomi Jean Boyd



Derek Brent



Sara Brewer



Donna Campbell



Hugo Correa



Kelli Feeney



Pamela Gorges



Elizabeth Graeber



Dori Harris

Bloomington High School Cont.



Amy Herald



Kortney Hilke



Rufina Holstein



Debra Holzhauer



Vester Jones



Nancy Kelly



Vicky Kramer



Deb Pierce



Brandi Redd



Doni Tornowski



Kristina Williamson

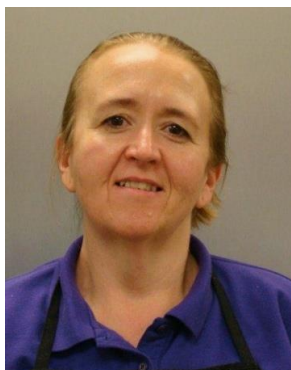
Bloomington Junior High School



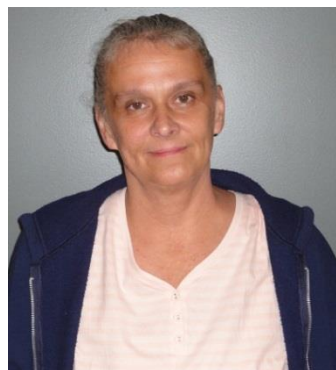
Deb Hilke
Manager



Rebecca Braasch



Terry Campbell



Robbin Fannin



Mirinda Frealy



Kathy Gaines



Lindsey Logan



Ethan McComas



Nance Satterfeal



Julie Woith



Robyn Woodson

Bent Elementary



Kathleen Krones
Manager



Gloria Brewer



Tanya Edge



Mindy Myers

Irving Elementary



Marsha Schellenberg
Manager



Kimberly Hilger



Audra Watkins



Katy Sundberg

Oakland Elementary



Tami Walden
Manager



Julie Brandt



Belinda Daniels



Brianna DiLorenzo

Sheridan Elementary



Brenda Wheeler
Manager



Jackie Birkelbaw



Vanessa Bray



Amy Crawford

Stevenson Elementary



Char Formella
Manager



Mary Kay Frank



Susan Kemplin



Laurie Wheeler

Washington Elementary



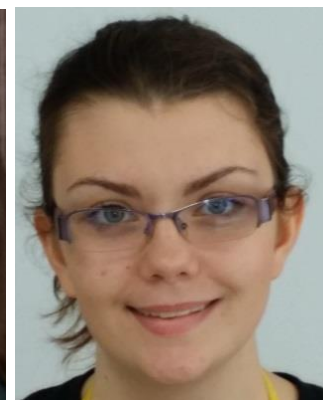
Linda Weinzierl
Manager



Karen Bays



Amy Melgosa



Emily Mitchell

APPENDIX B - School Nutrition Helper JD**BLOOMINGTON DISTRICT #87
Position Description**

Job Title:	School Nutrition Helper	Job Grade:	
Location/Dept:	Cafeteria Food Service	FLSA Status:	N/E
Reports To:	Cafeteria Manager	Date Prepared:	1/31/12

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.

Job Duties:

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

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.

Minimum Requirements:

- /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
- Negative tuberculin test or x-ray
- 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.

APPENDIX C - School Nutrition Worker I JD**BLOOMINGTON DISTRICT #87
Position Description**

Job Title:	School Nutrition Worker I	Job Grade:	
Location/Dept:	Cafeteria Food Service	FLSA Status:	N/E
Reports To:	Cafeteria Manager	Date Prepared:	1/31/12

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.

Job Duties:

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

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.

Minimum Requirements:

- /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
- Negative tuberculin test or x-ray
- 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.

APPENDIX D - School Nutrition Worker II JD

**BLOOMINGTON DISTRICT #87
Position Description**

Job Title:	School Nutrition Worker II	Job Grade:	
Location/Dept:	Cafeteria Food Service	FLSA Status:	N/E
Reports To:	Cafeteria Manager	Date Prepared:	1/31/12

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.

Job Duties:

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

Additional Requirements:

Ability to perform manager's duties in manager's absence

Act as Department Head in assigned department:

- Assist in receiving and storing of food deliveries
- Assist 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 assigned area as needed and allowed by 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.

Minimum Requirements:

/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

Negative tuberculin test or x-ray

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.

Physical Requirements of Job for School Nutrition Worker (3 to 6 hours)

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 40 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 E – Functional Job Analysis - Elementary

EVALUATOR: Robin Poston, Kim Weber	DATE : 2/17/15			SUPERVISER(S):	
GROUP: Elementary	CYCLE TIME: shift work			JOB: Food Service Worker	
Function/Postures	1-5% Rare	6-33% Occasional	34-66% Frequent	67-100% Constant	Examples of Functions/Postures
Sitting		N			Desk chair, serving
Stand/Walk Short Distances				N	Tile floor, anti-fatigue mats
Lower/Lift Floor – Waist 0-41”	<50# 2H	<23# 2H			Box of large cans, box of chicken, potatoes, fruit boxes, milk crate, pans/trays of food
<u>Lower/Lift Waist – Shoulder 41” – 54”</u>	<30# 2H	<23# 2H			Cheese omelet box, cheese boxes, pans/trays of food
Lower/Lift Shoulder – Head 54”-66”		<23# 2H			Box of chicken, box of large cans (2man lift), box of cereal, pan/tray of food
Lower/Lift Overhead 66” Plus	<7# 2H				Large can of beans, cereal boxes
Carry 2 Hands 0 – 50’	<42#	<23#			Ladder, pans, trays, pan of food
Carry 1 Hand 0 – 50’		<10			Pan of food, trays, utensils
Push/Pull 0 – 50’		<20# 2H			Carts
Static Push / Pull / Pinch Digits			N		Opening containers, food prep, plastic wrap
Static Push Hands		<18#			Fridge door, food trays onto racks
Static Pull Hands		<18#			Fridge door, food trays off racks
<u>Squeeze / Turn</u>		S/T			Cleaner, opening containers, utensils, scooping, serving
Grip 1 Hand				N	Utensils, food containers, pans, trays, food prep, serving, scooping
Bend at Waist		N			Shelves, sink
Twist at Waist		N			Serving, dishwasher
Squat / Kneel / Crouch		S/C			Cleaning
Reach Forward		<40” 2H	<30” 2H	<26”2H	Prep area, serving, dishwasher, shelves
Reach Upward		<71” 2H			Shelves, Utensil rack, freezer, warmers
Climb: Stairs / Ladder / Vehicle		L			3 step ladder

Functional Job Analysis – BJHS

EVALUATOR: Robin Poston, Kim Weber	DATE : 1/26/15, 2/12/15			SUPERVISOR(S):	
GROUP: BJHS	CYCLE TIME: shift work			JOB: Food Service Worker	
Function/Postures	1-5% Rare	6-33% Occasional	34-66% Frequent	67-100% Constant	Examples of Functions/Postures
Sitting					
Stand/Walk Short Distances				N	Tiled concrete floor, anti-fatigue mats in work areas, walk in freezer/fridge
Lower/Lift Floor – Waist 0-41”		<33# 2H			Trays of milk, crates of milk, trays of pasta/food, tubs of fruit, cases of food, pans
<u>Lower/Lift Waist – Shoulder 41” – 54”</u>		<33#2H			Trays of milk, crates of milk, trays of pasta/food, tubs of fruit, cases of food, pans
Lower/Lift Shoulder – Head 54”-66”		<23# 2H			Trays of pasta/food, tubs of fruit, cases of food, pans
Lower/Lift Overhead 66” Plus					
Carry 2 Hands 0 – 50’		<28#			Tubs of apples, cases/trays of food
Carry 1 Hand 0 – 50’		<14#			Tubs of apples, cases/trays of food, trays, utensils
Push/Pull 0 – 50’			<8#2H		Carts
Static Push / Pull / Pinch Digits			N		Food prep, containers, register keys
Static Push Hands		<10#			Storage/fridge/oven doors
Static Pull Hands		<10#			Storage/fridge/oven doors
13. <u>Squeeze / Turn</u>			S/T		Utensils, pot handles, serving/scooping, cleaner bottles
Hit with Hammer / Fist / Tool					
Torque					CM Handle, (#)
Grip 1 Hand				N	Food items, utensils, pots, trays, cleaning products, doors, carts
Bend at Waist		N			Prep areas, shelves, kettle cleaning
Twist at Waist		N			Serving, prep, shelves
Squat / Kneel / Crouch		S/C			Cleaning, shelves
Reach Forward		<45”	<35” 2H	<20”2H	Prep areas, serving, shelves, carts
Reach Upward		<78” 1H <76” 2H	<65”2H		Shelves, ovens, warmers
Awkward Neck/ Arm/ Hand/ Back/ Leg		B			Kettle cleaning
Climb: Stairs / Ladder / Vehicle		L			To reach top shelf
Vibrations : Tools / Vehicle					Shoot:

Functional Job Analysis – BHS

EVALUATOR: Robin Poston, Kim Weber	DATE : 1/13/15			Supervisor(S):	
Area: BHS	Shift time: 3-6.5 hours			JOB: Food Service Worker	
Function/Postures	1-5% Rare	6-33% Occasional	34-66% Frequent	67-100% Constant	Examples of Functions/Postures
Stand/Walk Short Distances				N	Tiled concrete, anti- fatigue mats, cooler, freezer
Lower/Lift Floor – Waist 0-41”	<55# 2h	<40# 2H			Produce/watermelon box, cases of food, trays of prepared food, milk crates
<u>Lower/Lift Waist – Shoulder 41” – 54”</u>	<55# 2H, 2P	<40# 2H			Watermelon (2 person), cases of food, fruit, trays of prepared food, milk crates
Lower/Lift Shoulder – Head 54”-66”		<40# 2H			
Lower/Lift Overhead 66” Plus		<18# 2H			Fruit trays
Carry 2 Hands 0 – 50’		<18# 2H			Fruit trays
Carry 1 Hand 0 – 50’		<9#			Trays, utensils
Push/Pull 0 – 50’		<30#			Water softener cart, food carts
Static Push / Pull / Pinch Digits			N		Packaging, utensils, fruit,
Static Push Hands		<10# 1H			Fridge doors , orange slicer
Static Pull Hands		<10# 1H			Fridge doors
<u>Squeeze / Turn</u>					
Grip 1 Hand				N	Food, packaging, utensils, pans, doors
Bend at Waist		N			Cleaning, shelves, sink
Twist at Waist		N			Loading serving areas, sandwich prep
Squat / Kneel / Crouch		S/C			Cleaning, loading serving areas
Reach Forward		<36” 2H		<20” 2H	Milk, Freezer/Fridge, counter tops, prep areas, serving areas
Reach Upward		<76” 2H	<68”2H		Shelving, utensil rack, measuring cup rack, serving areas
Awkward Neck/ Arm/ Hand/ Back/ Leg		N/A/H/B			Milk crates, fruit serving cart, cleaning shelves,
Climb: Stairs / Ladder / Vehicle		S/L			13” stool in freezer

EVALUATOR: Robin Poston		DATE : 2/12/15		Supervisor(S):	
Area: BHS		Cycle time: shift work		JOB: Dish room Worker	
Function/Postures	1-5% Rare	6-33% Occasional	34-66% Frequent	67-100% Constant	Examples of Functions/Postures
Stand/Walk Short Distances				N	Tiled concrete floor, anti-fatigue mats
Lower/Lift Floor – Waist 0-41”			<10# 1H		Washer racks, tubs
<u>Lower/Lift Waist – Shoulder 41” – 54”</u>		<24# 2H	<10# 1H		Tray of silverware, stack of trays, washer racks, tubs
Lower/Lift Shoulder – Head 54”-66”			<10# 1H		Trays, pans
Lower/Lift Overhead 66” Plus		<10# 2H			Pans
Carry 2 Hands 0 – 50’		<24#			Tray of silverware
Carry 1 Hand 0 – 50’		<12#	<5#		Tray of silverware, washer rack
Push/Pull 0 – 50’		<13# 2H			Cart of trays
Static Push / Pull / Pinch Digits					
Static Push Hands		<14#2H			Stack of trays, full washer racks
Static Pull Hands		<14#2H			Stack of trays, full washer racks
<u>Squeeze / Turn</u>		S/T			Spray bottle, dish soap bottle, scour pad, sprayer hose, faucet
Grip 1 Hand				N	Trays, racks, sprayer hose, silverware, pans, spatula, faucet
Bend at Waist			N		Sink, move washer racks, shelves
Twist at Waist		N			Reaching for trays
Squat / Kneel / Crouch		S/C			Cleaning
Reach Forward		<40” 2H	<36” 2H	<26” 2H	Stack trays, wash area, sink, dish area
Reach Upward		<69” 2H			Shelf
Awkward Neck/ Arm/ Hand/ Back/ Leg		A/B			Pulling on stack of trays, reaching into sink

APPENDIX F – Nutrition Services Staff Performance Review

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 his/her 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 G- Nutrition Services Manager Performance Review

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 his/her 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 WINSNAP 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 (4)			Did Not Meet Requirement (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

APPENDIX H – Accident and Injury Report Form**BLOOMINGTON PUBLIC SCHOOLS, DISTRICT 87**
Employee Accident/Injury Report

All District employees are required to use this form to report any accident or injury incurred at work or on District property immediately (within 24 hours of the accident/injury) to their immediate supervisor. In addition, employees must contact the workers compensation administrator in the District office (Ext. 1001).

Your **Name**: _____

Your **Job Title**: _____

Date & **Time** of Accident/Injury: _____

Building & **Location** of Accident/Injury: _____

Were you at work at the time of the accident/injury and **what were you doing when it occurred**:

Describe the accident/injury and how it occurred: _____

Describe any **injury** to yourself or your property, including what **part of the body** was **affected** and **how** was it **affected**: _____

Describe **any object or substance** that was involved and caused harm to you:

What **medical treatment** did you receive and by **whom**:

Immediately at the scene: _____

Later at a medical facility: _____

Name and Address of attending **Physician**: _____

List **any witnesses** to the accident/injury: _____

Employee signature: _____

Person and Date form received by: _____

SCHOOL NUTRITION EMPLOYEE HANDBOOK

I have read and reviewed the following

(Please initial each section and return to central 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, Four Seasons Association, Gold's Gym., Workout Company, YMCA, YWCA, Tax Sheltered Annuity, Credit Union... ..	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		
Employee Safety, Communicable and Chronic Infectious Disease, Smoke-Free Environment		
Drug- and Alcohol-Free Workplace, Out-of-School District Travel.. ..	9	_____
Religious Holidays, Abused and Neglected Child Reporting, Ethics,		
Outside Employment and Conflict of Interest, Gifts, Gift Ban Act, Solicitations By or From Employees..	10	_____
12. UNIFORMS AND PERSONAL APPEARANCE	11	_____
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