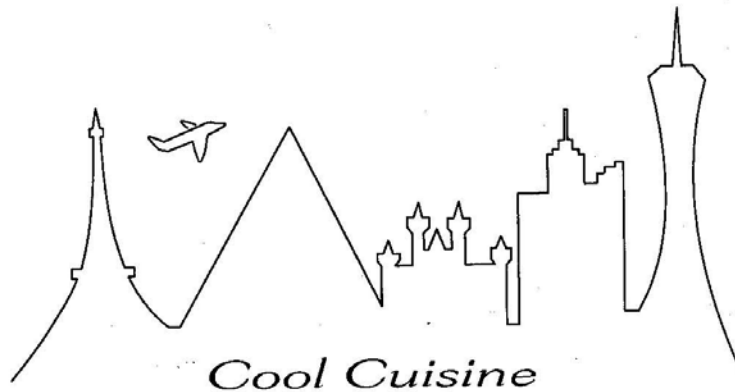


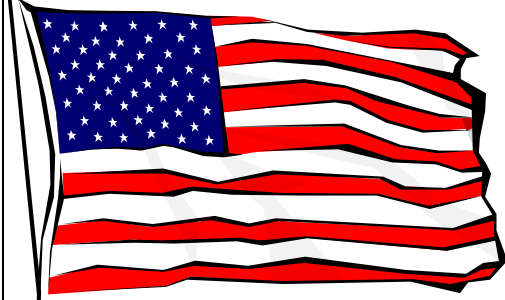
CLARK COUNTY SCHOOL DISTRICT

FOOD SERVICE DEPARTMENT

STAFF HANDBOOK



APPROVED BY: Charles Anderson, Director III, Food Services



“There is no limit to what man (woman) can accomplish as long as he (she) doesn’t care who gets the credit.”

George Catlett Marshall
General of the Army (5 Stars) WW II
Secretary of State (Truman Administration)
Architect of the “Marshall Plan”
(Rebuilding of Europe after WW II)

This quote was emblazoned on a brass plate that was a permanent fixture on the desk of President Ronald Reagan his entire two terms of office.

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OUR MISSION

The mission of the Food Service Department is to serve nutritious meals with outstanding customer service while maintaining cost effectiveness.

OUR MOTTO

Food Service—Fuel for Student Achievement

OUR GOALS

1. Stabilize Staffing
2. Upgrade equipment
3. Maintain Solvency

Service

Quality

Pride



PURPOSE OF HANDBOOK

This handbook is intended for informational purposes only. It is not intended to change or create contractual rights in favor of you or the district.

This handbook has been developed to provide each employee with well-defined Food Service Department guidelines/procedures, and is intended to serve as a reference and guide to allow each employee's full understanding of the policies and programs within the Food Service Department. Refer to the operating manual for your section for specific policies or procedures relevant to your area of employment. If policies in your section handbook are different than staff handbook, the section policy will prevail. For CCSD regulations, go to www.ccsd.net. For more CCSD employee information, refer to "An Employee's Right to Know" published annually by CCSD. Support staff; please refer to the Negotiated Agreement between the Clark County School District and the Education Support Employees Association. Administrators, please refer to the administrative contract for any changes that may apply.

AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Under the provisions of the American with Disabilities Act of 1990 as amended, qualified applicants and employees with disabilities will not be knowingly discriminated against in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.

Support and consideration will be given to any employee who, in spite of medical conditions or disability, is able to perform all of the essential functions of the assigned position with reasonable accommodations, if necessary, and is not a health or safety threat to students or fellow employees as determined by competent medical authority.

AMMONIA/SECURITY TRAINING

All Food Service Employees working at 6350 E. Tropical must have Ammonia and Security Training before being allowed unescorted access to the building.

CIVIL RIGHTS

All Food Service employees are required to have Civil Rights training on an annual basis. Training is required so that people involved in all levels of the administration of programs that receive Federal financial assistance, including frontline staff, understand civil rights related laws, regulations, procedures, and directives. In addition, the USDA non-discrimination poster, "And Justice for All" must be displayed at every food service work site in a prominent public place. Civil Rights training is provided annually at staff day meetings, and monthly at the Food Service offices.

COMPUTER USE POLICY

No computer hardware or software programs, other than those issued by the Food Service Department, may be installed on district computers. This includes screensavers, backgrounds/wallpapers, programs, Internet access, and all equipment additions. Employees are not to play games on district computers. Refer to Food Service Policy FSD-M501 for the complete policy. You are also responsible for maintaining your computer equipment in good condition. You can reach the Tech Support department at 799-8123, ext. 5401.

CONFIDENTIAL INFORMATION

Confidential information concerning all students and personnel will be safeguarded. Do not leave documents on your desk, or on your computer screen, that have personal information, such as social security numbers, addresses or income when you leave your workstation. Confidential information is not to be disclosed, shared, or distributed to anyone who is not the intended recipient.

DRUGS/ALCOHOL PROHIBITED

The unlawful manufacture, distribution, dispensing, possession, or use of drugs and/or alcohol at any district property, or workplace is prohibited. This includes smoking or use of tobacco products on district property. Compliance with this policy is mandatory and is a condition of continued employment.

DISCIPLINE

The Food Service Department follows progressive discipline in accordance with the appropriate negotiated agreement, the Nevada Revised Statutes, and applicable CCSD Regulations. Violence, or behavior which threatens violence, or unauthorized possession of a weapon at the workplace will not be tolerated and will subject the employee to dismissal.

If presented with a disciplinary document, it is your responsibility to sign it. Your signature does not indicate agreement with the content; it signifies that you have received the document. Failure to sign could subject you to further discipline.

DISTRICT VEHICLES/ ACCIDENTS

Employees that drive a CCSD vehicle must have a valid driver's license in their possession at all times, and must notify their immediate supervisor if their license is suspended, revoked, or disqualified. An employee whose primary job function is to operate a CCSD vehicle and whose license, for whatever reason, is suspended, revoked, or disqualified may not continue to be employed.

Food Service employees who will drive a district vehicle participating in the McGruff driver program must receive McGruff driver training before driving the McGruff vehicle, and again annually. See the Training Coordinator to arrange for McGruff training.

District employees must comply with all traffic and safety laws and regulations while using District vehicles. The employee must immediately report any citations or damage to a district vehicle to the direct supervisor.

Accidents

If you are involved in an accident with a district vehicle, call police, an ambulance if necessary, and your Supervisor. There is an emergency information card in each vehicle that lists the phone numbers for law enforcement, emergency, and Risk Management.

All accidents involving district vehicles must be reported to Risk Management immediately by your Supervisor at 799-6148, or after hours at 325-0421. The driver of the district owned vehicle must complete a CCF-102, Driver's Report of Accident, and a C-1, Notice of Injury, within 24 hours after the accident and submit it to his/her Supervisor. If the employee driver is at fault in the accident, the employee must attend a mandatory driving training course offered by the school district.

DRESS CODE

Employee dress and appearance play a vital part in the projection of a professional image. This professional image contributes to the establishment of a positive learning environment and enhances the image of food service personnel within the community. The following requirements are reprinted from CCSD Regulation 4280.

The following are not considered to be appropriate attire.

1. For men: Jeans with torn or ragged edges, shorts, tank tops, muscle shirts, sweat suits or warm-ups, collarless T-shirts, spandex/lycra as an outer garment or similar tight outfits.
2. For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, Muscle shirts, sweat suits or warm-ups, spandex/lycra as an outer garment or similar tight outfits.
3. Slippers, house shoes, work boots (unless required for your job description), thongs, and other similar foot apparel.

All employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, food service, and the district.

1. Hair shall be neatly groomed. Beards and mustaches shall be neatly groomed.
2. No facial jewelry will be worn, excluding earrings.
3. Employees shall not wear on the outside of their clothing jewelry or similar artifacts that may be considered obscene or distracting, may cause disruptions, or which may present a safety hazard to the employee and those with whom they work.

School-based and Central Kitchen Personnel

Refer to Uniform Dress Code, FSD-M501 in Kitchen Operations Manual for specific guidelines on appropriate kitchen apparel.

ENERGY CONSERVATION

Recognizing our responsibility as trustees and employees of the Clark County School District, we believe that every effort should be made to conserve energy and our natural resources. We also believe this commitment will be beneficial to our students and taxpayers in prudent financial management and the saving of energy. Department heads will be accountable for energy management in his or her area of responsibility with periodic energy audits being conducted and conservation program guidelines being updated. Judicious use of the various energy systems will be the joint responsibility of department heads to ensure that an efficient energy posture is maintained on a daily basis.

The district's energy bills total many millions of dollars a year. Every dollar saved by conserving energy means an additional dollar being available for education support programs. All staff members are expected to take an active role in energy conservation.

Heating and Air Conditioning

The heating and air conditioning system are centrally controlled. If you have problems with the HVAC systems please notify the plant manager. Please do not leave outside doors open when the air conditioning system is in operation.

Lights

Please turn off the lights whenever you leave your area, or common areas such as conference rooms or restrooms, for a long period of time.

Computers

Please turn off your computer and monitor overnight, unless otherwise instructed by the Tech Support Manager. Not only does it save energy, but the continual running of the fan sucks dust into the computer and will have an effect further down the road.

Supplies and Materials

Please utilize supplies conservatively. Adequate supplies are available within the supply/mail room and conscientious use of them will ensure continual availability. Supplies must be signed for, and the cost designated to the appropriate department. Supply requests must be approved by your Supervisor. School employees: Follow ordering procedures in the Kitchen Operations manual.

EMPLOYEE LEAVE

Employees who are absent from their assigned work hours must have sufficient earned leave time and must notify their Supervisor of their absence in the appropriate time frame as stated in the negotiated contracts. Paid leave time may only be used during times the employee is assigned to work.

BEREAVEMENT LEAVE

Employees may use earned sick leave, and not have it count towards earning personal days, when absent due to a death in the family.

FAMILY AND MEDICAL LEAVE

Family and Medical Leave entitles eligible employees to take up to 12 weeks of paid or non-paid, job-protected leave for specified family and medical reasons. To use paid leave, the staff member must qualify under the terms of the negotiated agreement.

For more detailed information on entitlement of leave; maintenance of health benefits during leave and job restoration after leave; notice and certification requirements of the need for FML; and protection for employees who request or take FML, see the Federal Family and Medical Leave Act of 1993 and Clark County School District Regulation 4359 or contact CCSD Human Resources.

To be eligible for FML benefits, an employee must:

1. Have worked for the district for at least 12 months, and
2. Have worked at least 1,250 hours during the twelve months preceding the first commencement of the FML. Entitlement is determined by a "rolling" 12-month period measured backwards from the date an employee uses leave for any qualified FML event.

FLEX DAY

One flexible day will be provided to each employee annually. Flex day leave will be deducted from sick leave, but not taken into consideration for the calculation of personal leave days earned.

PERSONAL LEAVE

Employees may earn personal leave when a minimum amount of sick leave is used in a prior year. An employee who has perfect attendance shall be entitled to one additional day of personal leave. Use of personal leave must be approved at least five (5) days in advance from the appropriate administrator. Earned personal leave must be used prior to June 30 each year, it will not 'rollover'.

SICK LEAVE

Contact your supervisor at least one hour prior to the beginning of your shift, or as soon as possible in an emergency, when you, or a family member, is ill and you are unable to report for your assigned shift. You may be requested to submit a verification of illness and/or release to return to work if absent for more than four consecutive work days.

VACATION

Use of vacation leave must be approved at least five (5) days in advance by the appropriate administrator. Employees cannot take vacation leave during their initial probationary period with the District. Employees will have the option several times a year to retain all of their accumulated vacation, or to request a full or partial vacation payoff.

EMPLOYEE EVALUATION

It is the responsibility of all Supervisors to evaluate the work of assigned employees and to make reports on the appropriate district forms. Probationary employees will be evaluated at 3 months and 6 months. All other employees will be evaluated annually, but evaluations shall be made at any time conditions warrant.

HARASSMENT/SEXUAL HARASSMENT

Harassment of an employee will not be tolerated. All employees can work in security and dignity and are not required to endure insulting, degrading, harassing or exploitative treatment.

Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, as amended, prohibits discrimination based on sex. Sexual harassment is generally defined as a repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminating remarks made by someone in the work place which are offensive, objectionable, or intimidating to the recipient or which cause the recipient discomfort or humiliation or which serve to create an intimidating, hostile working environment, and which continue after the harasser has been told to stop.

Refer to CCSD district regulation 4110 for procedures on reporting harassment.

HEALTH CARDS

Food Service employees assigned to a position that requires a Health Card are responsible for keeping their card current and must have it in their possession during their assigned hours. The Food Service Department will pay for the renewal of a current employee's Health Card provided that the card has not expired. Vouchers may be obtained from your Supervisor and given to the cashier at the Southern Nevada Health District in lieu of payment. Employees are responsible for faxing a copy of their renewed card to Food Service Human Resources at 799-8133.

IDENTIFICATION CARDS

Food service employees are required to obtain and wear a current CCSD identification card. Cards may be obtained at the CCSD Education Center, 2832 E. Flamingo Road on Wednesday and Friday between the hours of 8:00a.m. to 12:00p.m. and 1:00p.m. to 4:30 p.m.

LINE OF AUTHORITY

If you have a problem or concern, contact your immediate Supervisor first. If the issue is not resolved, contact their Supervisor, and so on up the chain of command.

BUILDING ACCESS

Do not give your access code to someone else. If you have been approved to work outside of normal business hours, check with the site administrator for security procedures.

INJURY

Food Service employees who are injured on the job may be eligible for payments from the school district. A C-1 form, Notice of Injury or Occupational Disease, must be completed within one (1) business day and must be received by Risk Management within two (2) business days. Give or fax the report to your supervisor immediately. The supervisor will then complete a CCF-99; Supervisor's Accident/Incident Investigation Report and submit it with the C-1.

JURY DUTY

An employee who is selected for jury duty must apply for leave in advance by submitting documentation to the immediate supervisor. An employee who serves on a jury during a regular scheduled work day will receive the regular rate of pay during that period of jury service. Those employees required to appear for jury duty who are released from jury service with three (3) or more hours of their work day remaining (after travel time to work site) shall report to work. Money received for a jury assignment shall be remitted, less mileage, to the District. Use form FSD-F5-181, available on the Food Service website.

OVERTIME

Except in a recognized emergency, no employee shall work overtime without prior approval.

OUTSIDE EMPLOYMENT AND ACTIVITIES

Outside activities or employment will not interfere with an employee's regular duties. Employees shall not engage in political activities during duty hours. For more information see CCSD Policies 4250 and 4251 and the negotiated contract.

PAYROLL

It is your responsibility to submit timecards on time, and to monitor your leave time. For questions about Food Service payroll, call 799-8123, extension 5118.

SAFETY

Employees are responsible for using appropriate and safe procedures in carrying out their responsibilities. If you notice a hazard, don't assume someone else will fix it or report it. Report safety issues to the plant manager. Refer to section manuals for specific safety procedures in your work area.

SMOKING

Smoking, carrying lit tobacco products or using smokeless tobacco products is prohibited at any time on school district property, or at school district events. If you choose to leave district property to smoke, your break will not be extended to include travel time.

STAFF DEVELOPMENT DAYS

District staff development days are assigned days for Food Service employees unless deemed otherwise by the department administrator. If a staff development day becomes unassigned, regular employees may utilize annual leave, personal leave, comp time, or flex day. Check with your supervisor for staff day training schedules.

WORK ORDERS

Equipment repair orders should be submitted via email to FS Work Order Requests. Schools will call Tech Support at extension 5227 for any computer issue. Tropical employees will send technical help requests via email to FS Tech Services 953.

1.0 PURPOSE:

1.1 This handbook is intended for informational purposes only. It is not intended to change or create contractual rights in favor of you or the District.

2.0 RESPONSIBILITY:

2.1 Food Service Director

3.0 DEFINITIONS:

3.1 CCSD – Clark County School District

3.2 FSD – Food Service Department

3.3 FML – Family Medical Leave

4.0 SUPPORTING DOCUMENT REFERENCES:

4.1 FSD-F5-181, Jury Duty Transmittal

4.2 FSD-M501, Kitchen Operations Manual

4.3 C-1 Form, Notice of Injury and Occupational Disease

4.4 CCF-99, Supervisor’s Accident/Incident Investigation Report

4.5 CCF-102, Drivers Report of Accident

4.6 CCSD Policy, 4250, 4251

4.7 CCSD Regulation 4110

5.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
FSD-M900	Hard copy on file in Operations Office; Scanned document saved as electronic file.	Minimum of 1 year.	Discard as revised on a yearly basis or as needed.	Back-up file and disk.

6.0 DOCUMENT REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Aug-08	A	Initial Release
01-July-10	B	Revision

7.0 PROCESS OUTPUT:

7.1 Employee Handbook is provided to each employee so they have an understanding of the well-defined Food Service Department guidelines/procedures.

8.0 THIS DOCUMENT APPROVED BY (Reference Document Control Form):

8.1 Director of Food Service