

# Jones County School District



## CHILD NUTRITION HANDBOOK

**2016-2017**

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## **Welcome**

**On behalf of Child Nutrition and Wellness, I would like to cordially welcome each of you to the Jones County Schools for the 2016-2017 school year.**

**Our goal is to ensure a smooth and efficient operation of each school cafeteria for ultimate health, comfort, and benefit for each student. All of us have the responsibility to be a team player by providing and maintaining high standards in all that we do each day.**

**This handbook is designed to help explain your responsibility, benefits, and other questions that may arise. We hope that this information will help all Child Nutrition Department Employees work closely and cooperatively with school administration, staff, and students to insure a quality program. However, it should be understood that this handbook is not intended to create a contract, expressed or implied, between the school district and its employees. I request that you study the materials in this handbook and utilize it to become a better informed employee of our school system. Practice good citizenship, be respectful of the rights of others, and be a positive force in helping to make the Jones County Child Nutrition 2016-2017 school year one of the best.**

**Respectfully,**

*Lisa Little*

**Lisa Little  
Director of Child Nutrition  
and Wellness**

# Jones County School District

## ADMINISTRATION

**Tommy Parker**----- **Superintendent**  
B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi

**James Walters**----- **Assistant Superintendent**  
B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi

**Lisa Little**----- **Director of Child Nutrition and Wellness**  
B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi  
(Family and Consumer Sciences, Minor- Business Administration)

## BOARD OF EDUCATION

**Ronnie Herrington**----- **District I**  
**Jerry O. Terry, Jr.** ----- **District II**  
**Randy Norwood**----- **District III**  
**Dan Ashley**----- **District IV**  
**Lester Boyles**----- **District V**  
**Terry Caves**----- **Attorney**

**Child Nutrition Department  
Jones County School District  
Telephone #601-425-2588  
Fax #601-425-2589**

**Lisa Little-----Director of Child Nutrition and Wellness  
Brandi Hinton-----Administrative Assistant  
Marcus Pruitt-----Delivery Person**

**Cafeteria Managers**

**East Jones Elementary  
Tonya Campbell  
108 Northeast Drive  
Laurel MS 39443  
Telephone # 601 425-1331**

**North Jones Elementary  
Denise Rogers  
650 Trace Road  
Laurel, MS 39443  
Telephone #601-426-6632**

**Glade Elementary  
Janel Polansky  
990 Hwy 15 South  
Laurel, MS 39443  
Telephone #601-425-3759**

**Moselle Elementary  
Beth Yates  
168 Rayner Road  
Moselle, MS 39459  
Telephone #601-583-8186**

**West Jones High School  
Vanessa Hutchinson  
254 Springhill Road  
Laurel, MS 39443  
Telephone #601-477-8640**

**Jones County Learning Center  
Shirley Blakely  
26 Calhoun Cemetery Road  
Laurel, MS 39443  
Telephone #601-428-8800**

**South Jones Elementary  
Alison Watts  
1248 Hwy 29 North  
Ellisville, MS 39437  
Telephone #601-477-3543**

**West Jones Elementary  
Felecia Booth  
5652 Hwy 84 West  
Laurel, MS 39437  
Telephone #601-729-2845**

**South Jones High School  
Shelia Dobbins  
333 Anderson Street  
Ellisville, MS 39437  
Telephone #601-477-8640**

**Northeast Jones High School  
Lauren Logan  
68 Northeast Drive  
Laurel, MS 39443  
Telephone #601-649-0379**

**South Jones Academy  
Sheila Williams  
305 Deacon Street  
Ellisville, MS 39427  
Telephone #601-477-2375**

**Jones County School District's  
Notice of Nondiscrimination**

The Jones County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Mark Herrington  
5204 Highway 11 North  
Ellisville, MS 39437**

**If you have further questions or concerns, you may contact:**

**United States Department of Education  
Office for Civil Rights  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
OCR 305  
Telephone #214-661-9600**

**CHILD NUTRITION POSITIONS**

All employees in the Jones County School District have assigned positions with job descriptions. The Cafeteria Managers and workers are directly responsible to the Director of Child Nutrition and Wellness. Cafeteria staff members are also responsible to Principals who supervise the building and all activities.

**QUALIFICATIONS FOR ALL CAFETERIA DEPARTMENT EMPLOYEES**

- 1. High School diploma or GED.**
- 2. Ability to read, follow and adjust recipes.**
- 3. Willingness to try new recipes.**
- 4. Ability to work with scales.**
- 5. Ability to understand units of measures.**
- 6. Ability to determine correct portions.**
- 7. Willingness to work well with others.**
- 8. Willingness to cooperate with manager and school staff.**
- 9. Ability to safely operate cafeteria equipment.**
- 10. Ability to take constructive criticism.**
- 11. Willingness to serve students and staff in a pleasant, kind manner.**

## ASSIGNED DUTIES

1. Duties will be rotated according to manager.
2. The manager will assign duties, including daily cooking and cleaning assignments.
3. (See responsibilities – Page 7).

## MANAGER'S RESPONSIBILITIES

1. Make available nourishing food, properly and attractively served, at the lowest possible price.
2. Assist in planning menus and check for nutritional adequacy.
3. Post menus at least one week in advance and provide recipes for all menu items.
4. Unless an emergency arises, serve lunch and breakfast according to planned menus (Any variations should be cleared with the Director of Child Nutrition and Wellness Office).
5. Instruct and supervise employees on the job.
6. Make the best use of the facilities provided.
7. Order carefully according to amounts specified in FOOD BUYING GUIDE and with current inventory taken into account.
8. Check leftovers and plan their use or proper disposal.
9. Observe good housekeeping practices among the staff and require high standards of grooming and sanitation on part of all SCHOOL CHILD NUTRITION personnel. Kitchen, dining halls, storage areas, offices and equipment must be thoroughly cleaned.
10. Instruct employees in the correct use and care of equipment.
11. Cooperate with other personnel and departments within the school.
12. Provide the Director of Child Nutrition and Wellness with accurate records and reports as required by the Central Office and State Department of Education.
13. Cafeteria Managers will personally inspect, count and sign for all groceries and supplies, and forward all approved and signed invoices to the Central Office on Friday of each week.
14. Attend training programs and meetings as directed.
15. Post work schedule (this is a State Department regulation). This includes cooking, cleaning, etc. on a daily and weekly basis.
16. If you have a child on a special diet, (allergic to milk, etc.), you MUST have a letter from the doctor. This is a State Department regulation. A note from the parent will not be sufficient. Also, if the child discontinues the special diet, you MUST have a note from the doctor stating this change.
17. Keep a temperature chart on the following:
  - A. Milk box
  - B. Coolers
  - C. Freezers
  - D. Dry storage area
  - E. Cooked food
18. MENU BOOKS – All posting is to be done DAILY. When posting meat items, post the pounds used; not the number of cases. ALL COLUMNS MUST BE FILLED OUT CORRECTLY. Do not take Redbooks home.
19. Adhere to ALL USDA, Office of Child Nutrition, State Health Dept., JCS D policies, and HACCP procedures.
20. Post your manager's certificate, Health Department sanitation certificate, and all ServSafe certificates.
21. Gum under tables and chairs should be removed at least once a semester.
22. Monthly inventory should be accurate and is the responsibility of the manager.
23. HACCP Books are to be filled out weekly. Keep these on file for five years.
24. Wear correct uniform daily and monitor staff to do the same.
25. Enforce personal hygiene, no artificial nails, nail polish, earrings, or jewelry.
26. Enforce NO smoking on school property. Managers, you must be a good example!!

## CHILD NUTRITION PERSONNEL TERMINATION

An employee may be terminated for the following reason:

1. Performing job assignments unsatisfactorily.
2. Taking packages (food, supplies, etc.) from the School Food Service facility.
3. Failing to dress properly.
4. Accepting or soliciting gifts or tips while on the job.
5. Being discourteous to others (students, school staff, and fellow workers).
6. Being absent or tardy excessively (beyond allocated sick leave).
7. Failure to properly account for school funds.
8. Leaving premises without permission.
9. Presenting false information for financial gain.
10. SMOKING on school campus.
11. Possessing unauthorized drugs or under the influence of drugs (alcohol is considered to be a drug).
12. Using foul, threatening, or abusive language on premises.
13. Violating safety and health rules (especially use of lift belts, cutting gloves, hair nets, and safe shoes).
14. Failing to follow other USDA/STATE/SCHOOL DISTRICT policies and procedures or failing to follow "ServSafe" or HACCP procedures.
15. And for other good causes as determined by the Jones County School Board to be in the best interest of the Jones County Schools.

EMPLOYEES WILL BE NOTIFIED PRIOR TO TERMINATION, IF POSSIBLE. IN MOST INSTANCES, AN EMPLOYEE WILL RECEIVE NOTIFICATION OF PERFORMANCE, INFRACTION OF RULES, ETC. AND COUNSELING PRIOR TO TERMINATION.

IF AN EMPLOYEE MUST RESIGN, A TWO-WEEK NOTIFICATION IS DESIRED. IT IS THE INTENT OF THE JONES COUNTY SCHOOL BOARD TO ESTABLISH GUIDELINES FOR CHILD NUTRITION EMPLOYEES AND NOT TO REQUIRE DECISIONS OF NON-REEMPLOYMENT BE BASED UPON CAUSE WITH RESPECT TO EMPLOYMENT IN THE SCHOOL DISTRICT.

## CHILD NUTRITION POLICIES AND PROCEDURES

1. All employees shall observe the following rules of personal cleanliness.
  - A. Daily bath
  - B. Use of deodorant daily
  - C. Clean, moderately-short fingernails with no fingernail polish
  - D. Clean hair
  - E. Hair nets are to cover all hair
  - F. Clean, prescribed uniforms shall be worn daily
  - G. No logos allowed on clothing
  - H. Only clean aprons will be worn
  - I. Hand washing procedures followed
2. No use of chewing gum while on duty.
3. Daily work schedules should be followed. Any variations should be documented. Habitual tardiness or leaving early will not be tolerated.

## **CHILD NUTRITION Policies and Procedures (Cont.)**

4. Employees shall not bring any personal belongings into the cafeterias that are not essential. Managers and principal have the right to inspect any bundle that is being taken from the cafeteria.
5. Employee absences to attend school trips must be approved by the Director of Child Nutrition and Wellness.
6. No earrings or beads while in inform. Do not wear rings or jewelry while preparing and serving food.

### **EMPLOYEES'S RESPONSIBILITIES**

1. Follow, at all times, instructions given by the manager and give all possible cooperation to others in the department.
2. Serve in any capacity, which may be necessary in an emergency.
3. Guard against waste.
4. Take good care of the equipment.
5. Observe all Hazard Analysis and Critical Control Point Procedures (HACCP).
6. Develop and maintain an attitude of helpfulness toward children and staff.
7. Serve your guests (CHILDREN and FACULTY) with a SMILE.
8. Participate in school activities related to the Food Service Program.
9. Maintain high standards in relation to personal hygiene and sanitation.
10. Attend training courses as scheduled.
11. Cooperate with faculty, students, managers, and workers.
12. Keep work area clean.
13. Cooperate fully with suggestions and directives of School Food Service Manager.
14. Serve students as quickly as possible. Be ready when a line is entering the cafeteria. **DO NOT HAVE TO GET IT READY.**
15. Encourage children to eat by telling them about the food being served.

### **TIME SCHEDULE VERIFICATION**

All employees are required to complete daily time sheets. All employees are required to clock in and out daily. These sheets are verified by the School Food Service Manager and sent to the Central Office.

If you do not use your personal day it may be carried forward. No sick days will be used to work the polls or for jury duty. A day's pay or \$75.00 (whichever is less) will be deducted from your check when working the polls.

Work schedules are to be strictly followed. Variations from your schedule should be reflected by use of the time clocks. Advance approval should be obtained from the Director of Child Nutrition and Wellness Office when possible.

## GENERAL MANAGEMENT POLICIES

1. Managers are to be the first person in the cafeteria in the morning and the last to leave in the afternoon unless authorized by the Director. It shall be the duty of the Food Service Manager to open and close the cafeteria.
2. Hours of Work: All workers/managers should adhere to their approved work schedules.
3. Payment of Salaries: All employees will be paid an hourly salary based on the number of hours worked in accordance with the District's pay scale.
4. No one except Food Service employees shall be admitted to the kitchen during the preparations and serving hours except for repairmen, delivery men, or other persons essential to the operation of the cafeteria.
5. Employees shall not bring any personal belongings into the cafeterias that are not essential. Managers, Principal, and Food Service Staff have the right to inspect any bundle that is being taken from the cafeteria.
6. Visits from relatives or friends while on duty are not allowed except for emergencies.
7. The telephone is to be used for BUSINESS CALLS ONLY unless an emergency arises. No long distance calls are to be made on the cafeteria telephone. Cell phone use must be approved by the Director of Child Nutrition and Wellness.
8. Children are not allowed in the kitchen.
9. Teachers are to be SERVED through the serving line ONLY!
10. Only members of the School Food Service Staff and adults on official business are allowed in the kitchen.
11. Payments for Special Services (FHA, FFA, FOOTBALL BANQUETS. etc.) should be made by the organizations to the Jones County Schools Cafeteria Department after a statement for food and services has been rendered to the organization. Checks should be made payable to Jones County School District. At no time should payment for services be made directly to an employee of the Food Service Department.
12. All orders should be submitted on schedule and faxes will be accepted only with the approval of the Director of Child Nutrition and Wellness.
13. If a Food Service employee is hurt, administer first aid. If necessary, call the doctor or hospital of employee's choice. The cafeteria manager should assume no financial responsibility for the school. Report all accidents to the principal and the Director of Child Nutrition and Wellness immediately. ALWAYS DOCUMENT THE INCIDENT.
14. All managers shall have an emergency number to call in case of an emergency for all employees.
15. PROCEDURE IF FOOD POISONING IS SUSPECTED:
  - A. Notify the Director of Child Nutrition and Wellness and principal immediately.
  - B. If the Director of Child Nutrition and Wellness is not available immediately, call for the Inspector from the Health Department.
  - C. Do not give any medicines.
  - D. Keep a sample of all foods served that day.
16. The discipline of the Jones County Children is the responsibility of the onsite principal and staff and NOT FOOD SERVICE EMPLOYEES.
17. There will be NO breakfast/lunches charged to students and teachers.
18. A thorough mopping of the cafeteria must be done daily. Backup GCA with a thorough cleaning of dining room.
19. Prices and portions in the schools are to be uniform. Managers are to follow menus, unless permission to change is specifically given by the Director of Child Nutrition and Wellness. The date and reason for any changes must be documented and sent to the Director of Child Nutrition and Wellness at the end of the week.
20. Problems with collections of payment from school personnel or students should be reported to the Director of Child Nutrition and Wellness in writing.

## FOOD PREPARATION GUIDELINES

1. Follow standardized recipes accurately and make proper substitutions when necessary.
2. Use available equipment to the best advantage to decrease the time and labor involved in quantity food preparations.
3. If available, use steam equipment. It reduces cooking time, preserves quality and nutritional value, and makes staggered cooking possible.
4. Food cooked in too large amounts or cooked too long will lose much of its quality and nutritional value. This can be prevented by cooking food in relays at well-timed intervals during the serving period.
5. Cook meat at a low, but safe, temperature to cut down on shrinkage.
6. Cook vegetables in as little water as possible to avoid nutritional loss.
7. Cook eggs and cheese slowly.
8. Do not over-cook foods. Over-cooking causes nutrient loss and decreases the attractiveness of the food.
9. Use appropriate seasonings and flavoring.
10. Garnish and present foods attractively.
11. Observe proper sanitation and safety procedures.
12. Never use any food when there is a doubt about its safety or quality.

## POSITIVE FOOD SERVICE

The Food Service Staff has a unique opportunity to sell the quality of the food service. The attitude and personality of the server must be pleasing and positive. A SMILE GOES A LONG WAY!! Understanding student needs and desires is helpful in developing the correct attitude.

### REMEMBER

- \*\*\*To be ignored is a great insult.
- \*\*\*Students want to treat you and be treated as fellow human beings.
- \*\*\*Students may need information about certain food items.
- \*\*\*Complaints are a part of the food business.
- \*\*\*Tell the manager about all complaints.
- \*\*\*Complaints, properly handled, can turn dissatisfied students/teacher into regular meal customers.
- \*\*\*Communicate menu changes to students and staff when necessary.

## **SAFETY ON THE JOB**

The kitchen abounds in potential safety hazards. To recognize every worker's safety, hazards must be recognized and appropriate precautions taken.

The following guidelines should be followed:

1. Handle hot pans with oven mitts (wet towels cause steam burns).
2. Keep panhandles out of aisles so they will not be knocked over when passing.
3. Know the equipment being used and use it with respect.
4. Never touch food even with a utensil when power-driven mixing and cutting machine are in motion.
5. Before cleaning a machine, changing an attachment or handling a cutting part, set safety switch or pull the plug.
6. Quantity food preparation can require a lot of lifting and carrying of heavy things. Lifting incorrectly will strain muscles. To lift a load from the floor, squat with one foot flat on the floor and lift with your leg muscles. Keep your knees bent and your back rounded. To avoid carrying heavy things long distances, use a dolly or a cart or get assistance from a co-worker. Use lift belts.
7. Wipe up spills as soon as they happen to prevent falls.
8. Report all accidents, no matter how slight, to your manager immediately.
9. Store small utensils so that knife blades and other sharp edges will not cause injury.
10. Never cough or sneeze on foods.
11. When trying to reach something on a high shelf, stand only on a stable support, such as a sturdy stepladder. NEVER stand on the edge of a chair or stacked boxes.
12. NEVER THROW WATER ON A GREASE OR OIL FIRE! Water will cause the grease to splatter and gush up in a sudden spurt of steam. Quickly cover up a grease fire with a lid to smother the flames (a lid should always be close at hand when cooking with grease). Do not leave food unattended.
13. Do not handle food if hands are cut or infected. Hands should be washed after handling money, scratching the face, combing hair, etc. and between each food preparation.

## **ELECTRICAL SAFETY TIPS**

Always disconnect appliances before adjusting or cleaning and after using them. Switches simply turn appliances off. **THEY DO NOT PROTECT YOU FROM SHOCK!!** Before adjusting or cleaning any appliances, disconnect it—pull the plug out of the socket. If using a damp cloth to clean the appliances, let the appliance thoroughly dry before plugging it in again. Be sure your hands are very dry to unplug all small appliances whenever finished with them.

All electrical appliances should be checked periodically to be sure there is no trouble brewing. Some of the most common shock hazards on appliances are worn cords, broken connections, exposed wires, and loose parts. When trouble is spotted, disconnect the appliance and tell the manager about the hazard so she/he can have it repaired. Do not try to fix things yourself, leave it to the experts.

## **BASIC SAFETY RULES FOR USING ELECTRICITY AND ELECTRICAL APPLIANCES**

- 1. Never drape electrical cords across sinks.**
- 2. Never stretch electrical cords across walkways.**
- 3. Never turn an electrical switch ON or OFF or plug a cord in the socket with hand or while standing on a wet floor.**
- 4. Never use more than TWO (2) appliances on a double wall socket. Overloaded circuits are shock and fire hazards.**
- 5. Pull plugs from the sockets by the PLUG, not by the cord.**
- 6. Never leave appliances unattended for a long period of time while in use.**
- 7. Never probe appliances with metal forks or other metal instruments.**
- 8. Keep all liquids and metal away from the outside of appliances.**

## **INSURANCE AND WORKERS COMPENSATION**

The Jones County School District provides insurance for all full time employees who work 20 hours weekly. Insurance for family members (spouse, children) is available for a monthly cost. For more information, contact Karen Mosley at the Central Office at 601-649-5201.

The Jones County School District also provides workers compensation for all full time employees. If an employee is injured while on the job they need to notify the manager, who will notify the principal and the Director of Child Nutrition and Wellness. For any injury or accident, you only have 24 hours to notify the Manager, Principal and Director of Child Nutrition and Wellness for a claim to be paid.

## **NEW WORKERS COMPENSATION INJURY REPORT FORMS**

**Four Easy Steps:**

- 1. Nurse or Principal need to evaluate injury.**
- 2. Call Joey Landrum (601-425-5489). Give him the name of employee.**
- 3. Call Wellness Works (1-888-977-3319).**
- 4. Fill out the new injury form and fax it to purchasing (601-426-6727).**

**\*\*\*NOTES\*\*\***

- Invoices, computer sheets, etc. are due each Friday.
- Check your supplies when ordering, do not over order. If cancellations or additions are needed, you must call the office no later than Monday of each week.
- If there are problems, these are the steps to take: (chain of command)
  1. Manager
  2. Principal
  3. Director of Child Nutrition and Wellness
  4. Superintendent of Education
  5. Board of Education
- The only “in-kind” breakfast/lunches are for personnel paid from School Food Services funds.
- Salesmen are not to interrupt your busy day at school. You are not to make personal purchases from the salesman. Please ask them not to call on you at school.

**This handbook has been adopted by:**

**Jones County School Board  
5204 Hwy 11 North  
Ellisville, MS 39437  
#601-649-5201**