



CHILD NUTRITION HANDBOOK

2025-2026



Child Nutrition Promise

Customers First...

We prioritize serving our customers nutritious meals as the #1 Priority!

Integrity...

We are honest and maintain compliance with every meal served!

Equality...

We celebrate diversity with our customers as well as ourselves!
We eliminate barriers for the successful service to our customers!

Collaboration...

We think, we work, and we create in order to reach our goals!
We inspire teamwork and foster good communication
for better working relationships!

Accountability...

We take responsibility for our individual and collective job roles!
We grow from opportunities and share successes!

Fun...

We celebrate the importance of the work that we do!
We are productive and have fun in our job environment!



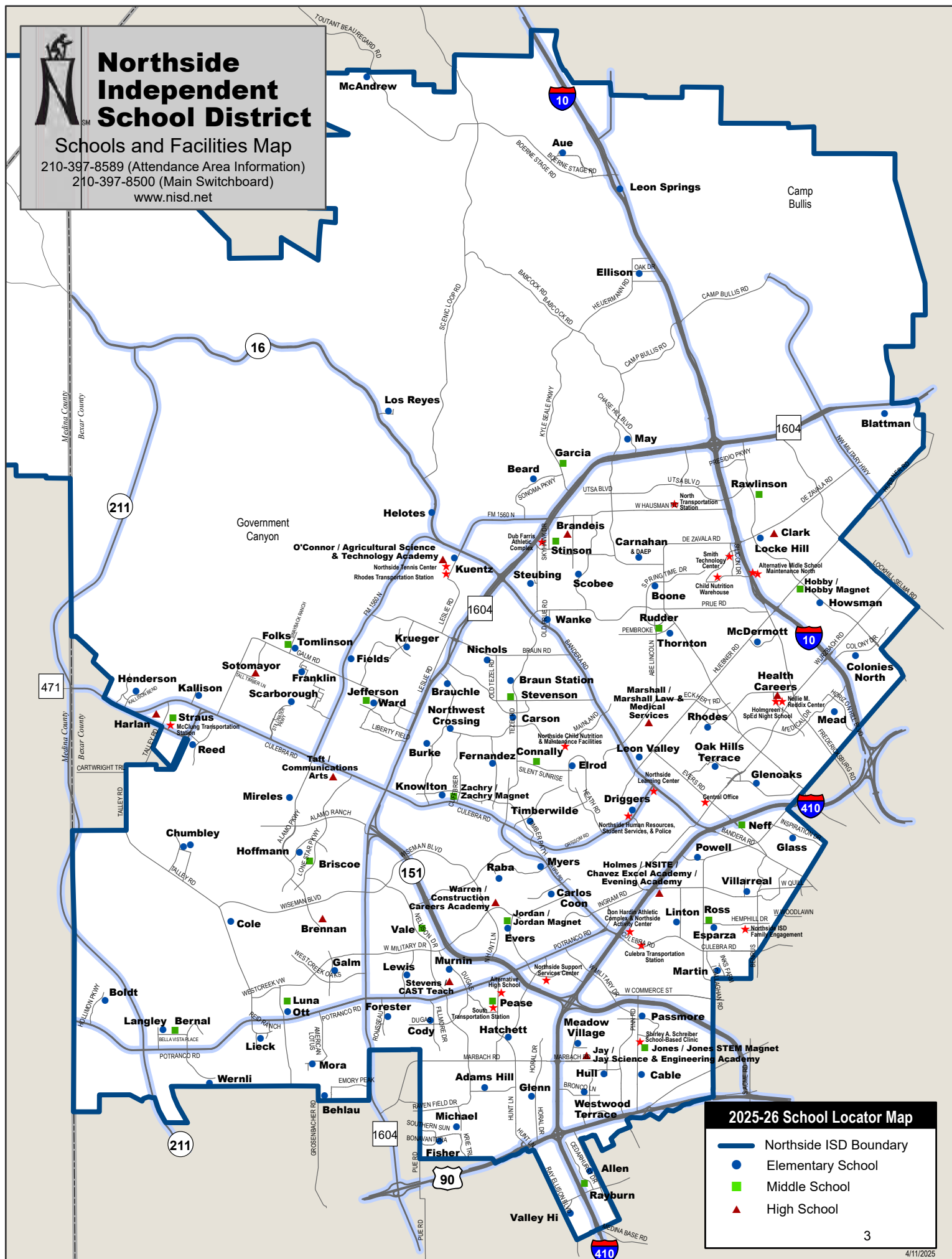
Northside Independent School District

Schools and Facilities Map

210-397-8589 (Attendance Area Information)

210-397-8500 (Main Switchboard)

www.nisd.net



2025-26 School Locator Map

- Northside ISD Boundary
- Elementary School
- Middle School
- High School

This handbook is specific to the Child Nutrition Department.
Please see NISD Department of Human Resources Handbook at this link,
[District Human Resources Employee Handbook](#)

PROFESSIONAL DRESS CODE

NISD Child Nutrition (CN) employees must maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students as well as to be in compliance with food safety regulations. CN employees are provided uniform shirts and an allowance for safety shoes.

PERSONAL HYGIENE

Good personal hygiene is to be practiced by all employees at all times. Maintain personal cleanliness by bathing regularly. Use deodorant/antiperspirant. No heavily scented perfumes, colognes, or lotions. It is the responsibility of the employee to wear a clean, wrinkle free uniform daily. Uniform must be kept in good condition without rips or stains.

Hair must be kept neat and clean. The District provides hair nets issued by the Manager and are expected to be used for a reasonable length of time. Hair nets must completely cover the hair. Baseball caps or alternate headwear cannot be substituted for a hair net. Hair touching the shoulders or longer must be pinned up off the shoulders.

Clean and trimmed mustaches are allowed without beard or facial guards. Beards or other facial hair must be covered with a beard restraint or net. Sideburns are to be neat and trimmed.

Employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are not rough. Polish and artificial nails are permitted, however, gloves must be worn during food handling. Jewelry is not permitted on arms and hands including medical information jewelry. This does not apply to a plain ring, ie., wedding band. Body piercing jewelry is prohibited except for rings, studs, or other traditional jewelry worn in the ear.

UNIFORM SHIRTS

All employees will wear the approved uniform shirts (current or previous). Five will be provided to each CN employee annually. Each employee will sign a uniform agreement that will be kept on file at the assigned school.

Extra shirts may be purchased by employees directly from the awarded uniform company.

UNIFORM APRONS

CN department provides black aprons. Waterproof aprons are available at the schools for use in the scullery. School appropriate aprons may be brought from home for food preparation. When serving meals, the district provided black apron shall be worn.

UNIFORM SHOES

All Auxiliary employees will receive a \$75.00 safety shoe allowance once per year. Safety shoe must meet the following criteria:

1. BLACK color.
2. NON-SLIP OUTSOLE to prevent slips and falls.
3. WATER RESISTANT to repel liquid and protect against burns.
4. CLOSED TOE AND CLOSED HEEL for proper support.

If an employee's shoes become unsafe to wear, the employee is responsible to purchase above described shoes until the next years allowance.

UNIFORM PANTS/SKIRTS/CAPRIS/SHORTS

All employees will provide their own neat pressed blue or black denim or twill pants, skirts, capris, or shorts. Shorts must be knee length. Garment may not be tight fitting. No leggings.

UNIFORMS TO BE RETURNED

Issued uniforms are property of the District and, as per the Uniform Agreement, must be surrendered upon departure from the District to the Manager, CN Department, or Human Resources.

UNIFORM CHANGES

Employees will order uniforms once a year. Any changes in size after the uniforms are delivered will become the employee's responsibility to re-order and pay for.

DRESS VARIATIONS

Schools that participate in various campus events may vary the dress requirement. Attire must be appropriate for a school environment.

SECURITY AND VISITORS

Staff must be alert and report any suspicious activity to the person in charge and/or NISD Police. All district staff must wear name badges. Persons unnecessary to the CN operation are not allowed in the food preparation, storage, or scullery area unless authorized by the person in charge. Exterior doors must be locked at all times. Staff are to use the peephole to view who is at the door before opening it. Authorized vendors are allowed to utilize the loading dock/back door to deliver. All other visitors must sign in at the front office. It is required two people take out the trash. Staff must know and comply with school lockdown procedures. The person in charge must ensure HACCP, food safety practices, and health code regulations are followed. (see HACCP Standard Operating Procedures). All pantries, coolers, freezers and kitchen doors must be locked when no CN employees are present. Exception: NISD Maintenance personnel. Alarms are set by the custodian each night.

EMPLOYEE MEALS

Only CN employees may receive a complimentary lunch meal for each day worked in the CN Department. An allowable lunch is consistent with an adult tray. A la carte items must be paid for before consumption. No food/drink, NISD property, or empty boxes may be taken from the cafeteria. Leftover food must be discarded or served the next day.

STUDENT MEALS/SNACKS

CN employees should not assist students by paying for their meals or snacks. Exception: Their own children, however, money shall be placed in the student's account by another employee and never handed to their child during service periods.

LOCKERS

CN workers will be issued a locker. NISD CN Department is not responsible for lost or stolen items. Do not bring valuables to work.

911 CALLS

If a 911 call is made from a CN employee, please make sure someone is sent to direct the Emergency vehicle to the correct location.

BULLYING

CN employees are required to report employee complaints of bullying to the Area Supervisor.

CUSTOMER COMPLAINTS

Customer complaints should be communicated to the Area Supervisor as soon as possible. In addition to calling, the Manager or person in charge should email the information regarding the complaint by the end of the day to the Area Supervisor.

JOB SCHEDULING

The manager or assistant manager will schedule food service workers to meet the needs of the kitchen operation. Employees may be required to adjust their working hours to accommodate meal serving times designated by the principal. Each food service worker is employed for a specified number of hours per day, but it will be at the discretion of the manager with supervisor's approval, to assign the start and end time. Managers shall post work schedules. Food service workers must rotate duties, ie. food preparation, serving, clean-up duties and may rotate onto the cashier terminal. All full-time CN cafeteria staff are scheduled for a mandatory non-paid 30 minute uninterrupted meal break. Meal break may not be used at the end of the work day. Breakfast breaks are not allowed.

ABSENCE MANAGEMENT

Managers must call their immediate Supervisor when they are going to be absent from work as soon as possible or at least one hour prior to the start of their shift. Managers should also report absences of their assistant managers and trainees to Supervisor. Employees will be advised by Manager on how to report absences. Supervisor must approve any schedule changes.

Follow NISD Human Resources Employee Handbook for Kronos, Leaves and Absences.

PAYDATE SCHEDULES are found in Employee Connection/Payroll

WORK CALENDARS are found in Human Resources/Additional Resources/Work Calendars

SUPPLEMENTAL PAY/OVERTIME/COMP TIME

Area Supervisor submits supplemental pay for substitute managers and use of the cafeteria events before payroll deadlines. Manager and staff working events must use Kronos to clock in and out. Manager shall send an email with names and work hours and attach a scan of the "Application for the use of the Cafeteria form."

Emergency overtime- Manager must email their Area Supervisor immediately if they worked overtime due to a work emergency. Include nature of emergency, date and hours worked outside of scheduled hours. Emergency overtime will be paid in cash at a rate of one and one half times the normal rate of pay if the employee exceeds forty physical hours worked during that week. Area Supervisor will submit supplemental pay.

Pre-approved non-emergency overtime/comp time- All overtime must be pre-approved by the Area Supervisor which will be given in comp time.

NEW EMPLOYEE ORIENTATION CHECKLIST

New employee orientation checklist is an onboarding training tool to be completed by the Manager or designee. Do not let an employee work in an area where he/she has not been trained. Manager will submit a copy to the Staffing Specialist and Supervisor. Checklist shall be filed in the professional standards purple folder inside employee file.

EMPLOYEE ORGANIZATIONS

Representatives of employee organizations must seek prior permission from the Principal and department head to visit employees. They may also request to visit with their members. These visitations will be held before or after work shifts, not during regular working hours or break periods as this is NISD time. Additionally these meetings need to be held in a designated place approved by the site supervisor or principal. Representatives shall check into the office upon arrival at the campus or department. Individual employees have the freedom to join or not join any organization, and comments regarding this right should not be made either directly or indirectly, nor should those who do choose to join be treated differently than any other employee.

MANAGEMENT TRAINING

The Senior Operations Manager seeks the best qualified applicants for Manager Trainee. If interested, apply

Northside ISD Child Nutrition (CN) Department Procedure for Discrimination Complaints

Any person wishing to file a complaint based on alleged discrimination may do so in writing, electronically or verbally to the CN department. CN staff will accept the complaint who will in turn forward it to their immediate supervisor. The supervisor will forward it to the CN director. The director will forward the complaint to Texas Department of Agriculture

Or

May file directly at Texas Department of Agriculture online site: <https://squaremeals.org/About/ContactFoodandNutriton.aspx> Or May file directly at United States Department of Agriculture:

ContactFoodandNutriton.aspx Or May file directly at United States Department of Agriculture:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the

Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17>

Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202)

690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

WAREHOUSE SECTION:

JOB SCHEDULING

1. All Warehouse employees are REQUIRED to be on an on-call rotating schedule, as needed.
2. All employees may be required to rotate on all Warehouse positions.
3. All Warehouse employees are expected to help with inventory, receiving of food supplies or clean-up until the job is finished.
4. Shifts include: 6:00 A.M. to 3:00 P.M.
6:30 A.M. to 3:30 P.M.

TRUCK MAINTENANCE

- I. Before leaving the Warehouse for deliveries, the following must be checked:

-oil (before and after delivery)	-blinkers
-tires	-all lights
-brakes	-water level
-horn	-fuel level
-condition of	-dollies
truck(scratches, dents)	-pallet jack
-refrigerated units (2 times daily)	

2. Fill gas tanks after delivery to be ready to go in the morning.

LOADING AND DELIVERY PROCEDURE

1. Trucks should leave Warehouse by 6:15 A.M.
2. Read orders accurately. Load and unload food and supplies accurately.
3. Deliver according to established route schedule in a timely and courteous manner.
4. Unload food and supplies at schools. Place foods in appropriate locations, such as freezer, refrigerator, or pantry.
5. Close all doors.
6. Help managers and employees as needed. Be courteous at all times.
7. Double check delivery for accuracy.
8. Have manager or designated employee check order and sign invoice with date and time of arrival and departure.
9. Trucks may not be taken to an employee's home or apartment. Trucks may be taken to restaurants for lunch breaks, if on the route (with warehouse foreman/lead approval), or employee may return to Warehouse for lunch break after all deliveries are completed.
10. Return to Warehouse by appropriate time schedule to load food and supplies for the following day's deliveries and to perform other duties.
11. Use extreme caution when driving on school campuses. Have passenger back you up.
 - a. Check under and behind trucks before backing up. Do not depend on mirrors.
 - b. Discourage students from playing on or around trucks.
 - c. Follow 5 MPH speed limit on school campus.
12. Employees will sign in and out all vehicles upon use.

WAREHOUSE SAFETY

1. Wear district provided steel toed heavy work boots.
2. Wear safety gear provided when working in freezer or with chemicals.
3. Drive slowly on forklifts and use horn to warn others when going through doors or around corners. Attend fork lift training as required.
4. Follow all safety rules when charging forklift batteries.
5. Ask for instructions, if in doubt, about operating machinery. If equipment is not functioning properly, report it to the Warehouse Foreman/Lead.
6. Double check to be sure trailers are secured with wheel chocks before driving or unloading forklift.
7. Always remain with District vehicle if a breakdown occurs. Do not attempt to repair the vehicle. Notify Warehouse Foreman/Lead.
8. If District vehicle is involved in an accident, notify Northside Police Department and Warehouse Foreman/Lead. Remain with vehicle.
9. Horseplaying, racing, or other questionable driving practices that may jeopardize personnel or property are grounds for termination.

PROFESSIONAL DRESS CODE

Northside Child Nutrition employees must maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students as well as be in compliance with food safety codes. To help project this image, Child Nutrition employees are provided uniforms and the following guidelines by the District. The following dress code will take effect upon receipt of these issued uniforms:

District provided shirts (6)
District provided steel toed boots (1 pair)
District provided hats (1)
District provided T-Shirts (5)

NOTE: Employees may be sent home or asked to change a part of their uniform if it appears to not meet these guidelines, or is questionable, as deemed by the Child Nutrition administrative staff.

1. **Uniform Hats:** The only hats allowable are the caps supplied by the Child Nutrition Department.
2. **Uniform Shirts:** All employees will wear the approved uniform shirts, buttoned and neat, while outside of the warehouse.

Satellite Feeding

Revised – 06/10/25

REQUIRED SIGNS

Meal Deal Poster or Remove unwanted items flyer
And Justice for All
Garbage Disposal Sign at Sinks (if applicable)
Current Health Inspection
Copy of Cooking School Health Dept. Permit
Sanitation Certification Card
Handwash Sign at hand sink
Post Name/# to contact school, Manager's phone number, Supervisor's phone number

EQUIPMENT/SUPPLIES/PAPERWORK

SDS Manual	Warmer
HACCP Manual	Milk Box
-Individual Analysis Sheet	Hand Sink Availability
-HACCP Checklist	Cooler (some sites)
Bag with Change	Ice Scoop
Clipboard	Tray/Pitcher/Cups for Water
Pen/Pencil List of Phone Numbers	Thermometer
Hot Pads	Red Bucket
Disposable Dishcloths/Towels	Bleach
Disposable Gloves	Test Strips
Hairnet	Alcohol Wipes

Paperwork: Meal Tally; Allergen/Special Diet Information; production record.

SATELLITE TECHNICIAN

Must have:

1. If driving, valid Texas Driver's License and Motor Vehicle Driving Record insurable by district carrier required
2. "Certified Food Protection Manager" with successful completion of an approved examination.
3. Attend "White Fleet Training" provided by Benefits and Risk Management.

Duties include:

1. Observe all rules and regulations regarding the operation and maintenance of a district vehicle.
2. Load, transport, serve and unload food and supplies following food safety procedures.
3. Maintain a clean, organized worksite and van and observe all safety regulations.
4. Maintain all signs, paperwork, and records required.
5. Deliver and serve meals utilizing accurate counting and claiming procedures.

TRUCK MAINTENANCE

1. Before leaving for deliveries, the following must be checked:
 - -oil (before and after delivery)
 - -tires
 - -brakes
 - -horn
 - -condition of truck (scratches, dents)
 - -blinkers
 - -all lights
 - -water level
 - -fuel level
 - -dollies
2. Fill gas tanks after delivery to be ready to go in the morning.

LOADING AND DELIVERY PROCEDURE

1. Read orders accurately. Load and unload food and supplies accurately.
2. Deliver according to established route schedule in a timely and courteous manner.
3. Unload food and supplies at schools. Place foods in appropriate locations.
4. Close all doors.
5. Help managers and employees as needed. Be courteous at all times.
6. Double check delivery for accuracy.
7. Trucks may not be taken to an employee's home or apartment. Trucks may be taken to restaurants for lunch breaks, if on the route (with warehouse foreman/lead approval), or employee may return to Warehouse for lunch break after all deliveries are completed.
8. Return to by appropriate time schedule to load food and supplies for the following day's deliveries and to perform other duties.
9. Use extreme caution when driving on school campuses. Have passenger back you up.
 - a. Check under and behind trucks before backing up. Do not depend on mirrors.
 - b. Discourage students from playing on or around trucks.
 - c. Follow 5 MPH speed limit on school campus.

PRE-OPENING DAY

1. Manager meets with Satellite Technician and reviews job duties, paperwork, procedures.
See "Satellite Meal Service Guide"
2. Assure required signs are posted and supplies available.
3. Check site equipment: Plug in warmers and milk boxes and check temperatures.
4. Place thermometer in site warmer and milk box (cooler if applicable).
5. Meet with the satellite site Principal
 - a. Review-serving times and schedules
 - b. Identify who is safety/risk management person on site ("1st report of injury)
 - c. Review lock down codes and procedures for the satellite site

DAILY ROUTINE

BEFORE MEAL TIMES:

1. Driver picks up van before breakfast.
2. Manager assures all paperwork and rosters are ready and available for staff for breakfast and lunch. This includes special diet/allergen information regarding students as needed.
3. Satellite Tech assures quantity of food.
4. Times and Temperatures of food are taken and recorded at the home school prior to departure.
5. Upon arrival at satellite site, milk box temperature is checked and recorded.
6. Warmer is turned on or has been turned on and temperatures monitored.
7. Set up red bucket. Use chlorine strips to test sanitizing solution. Solution should be between 50-100 ppm. Have clean disposable wiping cloths available.
8. Double check counts and record on designated form.
9. Take temperature of food items and record on designated form.
10. Wipe serving area with bleach solution.
11. Set up and serve students.
12. Make sure water pitcher and cups are available for water.
13. Between meals, assist at home school per schedule.

DURING MEAL TIMES:

1. Serve meals at designated serving time.
2. The satellite tech MUST be stationed at the end of the line and must be the same person from start to finish.
3. All food choices must be offered before the student reaches the satellite tech.
4. Use Tally sheet for reimbursable student meals. Note number of adult trays.
5. Students not selecting a full reimbursable meal must pay a la carte.

AFTER MEALS

1. Break down serving line.
2. Assemble, count and record all leftover food.

3. Complete Tally sheet.
4. Load leftovers into transport containers and into van.
5. Clean, rinse and sanitize all work counters, tables, carts, and serving areas with bleach water. Empty bleach water. Dispose wiping cloths.
6. Turn off warmer and close up kitchen. Return to home school.
7. Home school designee verifies and records returned food items. Leftovers are destroyed/used based on manager's decision and the quality of the item.
8. All paperwork is given to manager.
9. Money is returned to designated, secure spot.
10. Manager/designee adds meals/extras into POS.
11. Manager/designee completes production record.

STORING/CLEANING/CHEMICALS

Follow food safety SOPs and HACCP Checklist-See HACCP Manual

CLOSE-OUT

1. All food, paper, supplies, manuals, signs, small equipment will be returned to the home school at the end of the school year.
2. All equipment turned off, unplugged, cleaned and door left open.
3. Ice Maker turned off, emptied, cleaned.
4. Area cleaned and sanitized.
5. Supervisor will close out satellite site as part of the home school close out.

MISCELLANEOUS/FREQUENTLY ASKED QUESTIONS

- Q: What do I do if I am injured?
- A: Call your Manager. Complete a "1st report of injury form" and turn it in at the site where the injury occurred.
- Q: What do I do if there is a power outage? Emergency?
- A: Call your manager for instructions.

INFORMATION FOR SATELLITE SITES

HOME SCHOOL _____

MANAGER _____ Phone # _____

ADDRESS OF SATELLITE SITE: _____

	<u>Sanitation Certified</u>	<u>License</u>
Driver #1 _____	_____	_____

CEP _____ NON-CEP _____

Breakfast Hours _____

Lunch Hours _____

Petty Cash- YES NO Amount \$ _____

Who turns on warmers _____

Contact at Satellite Site: _____ Phone: _____

Additional Information:

FOOD SAFETY/HACCP

Food Safety/HACCP is the practice of keeping persons, places, and things CLEAN and GERM-FREE.
Food Safety/HACCP is everyone's responsibility.

Three Areas of Concern in Child Nutrition:

- a. Cleanliness of the employee.
- b. Cleanliness and correctness in the storing, preparation, and serving of food.
- c. Cleanliness of the facility and the equipment.

The primary causes of foodborne illness are due to carelessness of those who handle the food. Cleanliness is a good habit and must always be practiced.

**PLEASE see the HACCP Manual located in your kitchen
for Food Safety/HACCP Standard Operating Procedures (SOPs)**

Illness

- a. Employees are required to report health problems/illness to their supervisor before working with food or equipment.
- b. Employees are required to report and be excluded in any food place if diagnosed (or household member diagnosed) with an illness due to Salmonella, Shigella, E. Coli, Norovirus or Hepatitis A virus, or if they have symptoms caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as diarrhea, fever, vomiting, jaundice, sore throat with fever or a lesion containing pus such as a boil or infected wound.
- c. To remove the exclusion, there must be approval from the regulatory authority and medical documentation that the employee is free of the infectious agent.

SAFETY IN FOOD SERVICE

1. Every Child Nutrition employee must help maintain safety standards to prevent accidents. It is a part of everyone's job responsibilities to practice and ensure safety by observing safety rules and procedures and identifying and reporting hazards.
2. Employees should thoroughly understand the correct usage of all kitchen equipment before attempting to operate. This includes set up, operation, breakdown, cleaning, sanitizing, reassembling and protective gear and procedures. If unsure, ask for further training from manager before proceeding.
3. Before turning on a machine, make sure everyone is in the clear. Be sure all safety devices are in place before using any equipment.
4. When operating machinery, don't think about anything else, watch others or talk with others. Keep mind and eyes on task.
5. Report all defective or broken equipment immediately to your manager. Unplug and place a notice on equipment that it "Needs Repair".
6. Check all switches and knobs to see that they are "off" before plugging into the outlet.

7. When adjustments or cleaning are necessary, turn off the power and wait until the machine has come to a standstill. Do not place hands inside any machine in motion.
8. If a machine should jam, shut off the power immediately and notify the manager. Never use hands, feet, or other parts of the body in place of tools.
9. Keep machinery clean at all times, free from rust, and in good maintenance.
10. Never leave a machine running unattended.
11. Use the right size and type of tool for the job.
12. Use of headphones/in-ear phones or bluetooth headsets are prohibited while working.
13. Never use electrical equipment if your hands are wet or if you are standing on wet ground.
14. If you find sparking or smoking motors, turn off the power and report it at once.
15. Pull on the plug instead of yanking the cord when disconnecting equipment. Make sure equipment is turned off before unplugging.
16. Ensure all cords are in good working condition, no frayed wires, etc.
17. Do random checks of the floors and kitchen to maintain a safe environment. Especially check for spills, potential hazards or areas that accidents could happen.
18. When using the floor sinks, ensure the hose is disconnected from the J-Fill containers and make sure the faucet is turned completely off.
19. **IT IS MANDATORY TO USE ALL GUARDS ON EQUIPMENT WHEN IN USE—
CHOPPER, MIXER, etc.**
20. To reduce causes of **FALLS**:
 - a) Take ownership of spills. Keep floors dry and free from food and spills. Clean immediately and protect until dry. Put out the “wet floor” signs to alert others that flooring is wet. **Never** mop inside of freezer. Do not walk on wet floors- use signs to indicate wet floors if available. To avoid slips/falls, notify your co-workers when you are mopping an area.
 - b) Do not store items close to doors or entry ways.
 - c) Keep traffic areas and aisles free of cases, carts, buckets, mops and other objects and clutter.
 - d) Walk, don’t run.
 - e) Report freezer condensation (ice) build up immediately. Keep freezer/cooler doors closed and do not stack boxes or food near blowers in coolers/freezers to avoid ice build up. Employees must know how to exit freezer/cooler from the inside when doors are closed.
 - f) Use a safe ladder. Never climb on shelves or boxes. Check to ensure the ladder has rubber feet to keep the ladder from slipping.

- g) Report torn floor mats/loose tiles, etc. to manager. Use floor mats in spill-prone areas.
 - h) Keep cords away from main traffic areas to prevent trips and falls.
 - i) Wear district approved slip resistant shoes or shoes of equal safety that have been approved by the manager.
21. To reduce causes of **STRAINS/SPRAINS/BACK INJURY:**
- a) Always warm up/stretch before and after lifting.
 - b) Store heavy items near waist height.
 - c) Use carts frequently, especially when moving heavy objects. Push carts, don't pull them.
 - d) Don't carry too many objects at one time.
 - e) Bend your knees, not your back when lifting objects.
 - f) Never attempt to lift heavy or bulky objects. If possible, break down the load or use the buddy lift if necessary. If using proper lifting techniques, a safe lifting amount for one person could be approximately 15-20 lbs.
 - g) Never carry bulky objects too big to see over or around. Break down large bulky loads.
 - h) Avoid overhead lifting. Don't stack items too high (eg-milk crates). No higher than three crates. If overhead lifting is unavoidable, use a ladder to reach the item.
Do not stand on tippy toes and attempt to reach the item.
 - i) Give the right-of-way to those carrying objects.
 - j) Lift objects by keeping the back straight, bending the knees, using wide stance, and letting the legs do the lifting. Hold object close to the body.
 - k) Back belts are available to those who want to wear them. Each employee choosing to wear a back belt should receive proper training of pros and cons, proper fit, etc.
(reminder-they are not truly protective equipment)
 - l) Make sure you have a firm grip on items (cans/boxes) before lifting. Use two-handed method and don't rush. This will avoid being hit or bruised by objects.

22. To reduce causes of **BURNS:**

- a) Direct steam away from your body and face by lifting lids away from yourself. Stand back when opening doors of steamers, combos, and ovens and allow steam to release before removing containers.
- b) Avoid using the top shelves of the steamers, combos, and ovens when possible. If it's difficult to remove an item from the top shelf due to one's height, ask for assistance.
- c) Assume that every pot and pan is hot before touching.
- d) Never transfer hot foods without proper warning to others. Have a clear path and a place to put hot pans before removing from the oven.
- e) Avoid over-filling containers with hot liquids or foods.
- f) Never pour hot liquids towards yourself or fellow employees.
- g) Keep handles of pans away from open flames and aisles.
- h) Make pot holders and protective sleeves readily accessible at the point of use, and use DRY potholders. Do not use aprons, towels or dish cloths as a substitute for a potholders. *Employees not wearing District provided heat protective sleeves who experience an injury may be subject to disciplinary action.*
- i) Avoid reaching across the steam table, stove, etc.
- j) Never insert hands or arms inside heated equipment. Use heavy, dry, long oven mitts/sleeves to pull shelf out and remove pans from ovens to protect arms. Get help removing items if they are too heavy or stacked too high.
- k) Allow equipment/pans to cool before cleaning.

23. To reduce causes of **CUTS:**

- a) When using a knife, curl fingers into your hand for safety. Use cut-resistant glove on opposite hand not holding knife. (NOTE: Cut-resistant glove must be covered with a disposable glove)
- b) Cut away from yourself on a cutting board.
- c) Pick up knife or pass it by the handle. Walk with knife facing down.
- d) Collect sharp instruments/knives on a tray and wash separately.
- e) Never leave knives in a sink.
- f) A SHARP knife is safer than a dull knife.
- g) If a knife falls, do not grab for it.

- h) Store knives in their proper places.
- i) Keep all guards on equipment.
- j) Turn off switch and pull plug before cleaning equipment.
- k) Watch for nails, staples and sharp edges when handling boxes, crates.
- l) Wear cut-resistant gloves when using or cleaning any sharp equipment.
*Employees not wearing **District-provided, cut-resistant** gloves who experience an injury due to cutting or cleaning sharp equipment, may be subject to disciplinary action.*
- m) Remove can lids completely and dispose of properly.
- n) Handle plastic wrap dispenser and/or any item with sharp edges carefully.
- o) Don't use knives to open boxes, cans, or to pry items.
- p) Box cutters should be used to open boxes or crates. Always cut away from yourself.
- q) Do not leave machines running unattended.
- r) Reduce chopping/cutting with knives—use the chopper.

HAZARD COMMUNICATION PROGRAM

The Texas Hazard Communication Act requires that employers inform employees about the chemical hazards in the workplace. Northside ISD follows the provisions of this law and makes these recommendations for your safety. The employee has the responsibility to be familiar with the hazards posed by the chemicals in the workplace and to know emergency response actions to protect themselves, their co-workers and District property.

SUBSTANCE

SAFETY PRECAUTION

Bleach	Wear gloves, safety glasses
Cleanser/Ajax	Wear gloves, avoid eyes
De-Limer	Wear elbow-high gloves, safety goggles, particle mask
Dishwasher Detergent	Wear gloves when handling, avoid eyes
Drying Agent	Wear gloves & safety glasses when handling, avoid eyes
Laundry Detergent	Wear gloves when handling or use scoop, avoid eyes
Liquid Detergent	Wear gloves, avoid eyes
Oven Cleaner	Wear elbow-high gloves, plastic apron, safety goggles, particle mask
Stainless Steel Cleaner	Wear gloves, safety goggles
Floor Cleaner	Wear gloves, safety goggles
Vinegar	Wear safety glasses
Hand Soap	Avoid eyes
Toilet Bowl Cleaner	Avoid breathing vapors, wear gloves, Safety goggles

Protect eyes and skin if using irritant. The majority of chemicals require some type of eye protection. Do not inhale or ingest. All chemical and safety precautions are reviewed when an employee is hired into the department and annually. Employees will sign that they have received training and information regarding the chemicals. Injuries caused by employee failure to follow safety precautions or negligence may result in disciplinary action.

SAFETY WITH CHEMICALS:

- a) Follow recommended safety precautions and use protective items. (ie-goggles, gloves)
- b) Never store chemicals near food.
- c) Never remove labels from chemicals.
- d) Never mix chemicals.
- e) Never use drinking cups, cans, or food containers for chemicals.
- f) Never shake chemicals.
- g) Be cautious when opening and pouring chemicals to keep them from splashing. Place containers on a steady, flat surface when opening.
- h) Always label all spray bottles and containers.
- i) Always use proper ventilation when using any cleaning supplies.
- j) Do not reuse empty containers for any use.
- k) Use proper storage and handling procedures and be extremely cautious.
- l) Always wash hands after using chemicals.
- m) Do NOT bring chemicals from home.
- n) The SDS (Safety Data Sheets) are stored in a RED NOTEBOOK that is located in a place where all employees have access to it. (Table outside of managers office, laundry room, etc.)
All chemical information and instructions are on these sheets in the book.
- o) Disconnect hose from chemical bottle after each use or at end of shift/day.
- p) When mixing chemicals with water, always pour the chemical into the water.
Add water first, then add chemical.

FIRE SAFETY:

- a) Never leave greasy pans in oven or grease/butter heating unattended.
- b) Do not leave spray hoses hanging on pans unattended while heating on stove top.
- c) Keep equipment clean:
 - 1. Keep stove top and hood free from grease.
 - 2. Get rid of all dirt, grease and trash promptly.
 - 3. Avoid letting grease accumulate in drip pans.
- d) Light matches away from body, clothing.
- e) Do not store igniter on the stove.
- f) Do not wear loose, dangling clothing.
- g) Do not put plastic aprons or gloves into dryer.
- h) Clean dryer vents after each use.
- i) Never leave a dryer in operation unattended.
- j) Know where fire extinguishers and fire pull alarm stations are located. Make sure they are visible and accessible.
- k) 3-A's For Fighting Fires

ACTIVATE: the pull alarm station or someone call 911

ASSIST: any persons in danger or need help without risk to yourself

ATTEMPT: to extinguish the fire ONLY after the other two are completed

Only attempt to fight a fire:

If the fire is small and contained

If you are safe from toxic smoke

If you have a means of escape

Close windows/doors, turn off exhaust fans and close vents

Stay low-out of heat and smoke

Never use water on grease fires

l) To Use Fire Extinguisher: Use the PASS method

- P** Pull the pin
- A** Aim at the base of the flame
- S** Squeeze the lever
- S** Sweep back and forth at the base of the fire

- m) Know the location of the fire blanket. Use it to smother all small fires. In the event clothing catches fire, use the fire blanket to smother the flames.

- n) Know the location of the emergency exits.
- o) Check the fire extinguisher and vent hood tags at least monthly to ensure tag is up to date and inspected by maintenance annually. Report to Area Supervisor if expired.

Check to see if the gauge shows the correct pressure---should be in the “green” area, not overcharged or discharged.

- p) Clean outside of fire extinguisher monthly to remove any build-up of grease.

q) What To Do If Someone Is Burned:

1. Keep the burn from becoming more serious. Unless they're cooled quickly, burns may get worse even after the heat source has been removed. Use cold water to stop the burn.
2. Help reduce the pain. A burn is one of the most painful of all injuries. Use cold compress for small, painful burns.
3. Complications, shock, infections, and scarring can be minimized if the correct steps are taken right away.

Employees failing to follow rules may be subject to disciplinary action up to and including termination.

BURNS... TYPE: 1st degree burn involves only the outer layer of skin. It's not serious unless it covers most of the body or affects the eyes.

2nd degree burns destroy the outer layers of skin, and injures the middle layer. It's serious if it's deep or covers a larger or critical area of the body.

3rd degree burns all layers of the skin, the underlying tissue and the nerve endings, it's very serious.

SHOCK . . .

Is failure of body systems, caused by reduced blood circulation, due to loss of body fluids through the injured area or to extreme fear or pain? Shock can be fatal.

HOW TO RECOGNIZE:

The skin is red or pink. There are no (or very few) small blisters and little or no swelling.

The skin is red, blistered and swollen. Broken blisters ooze fluid. Pain is severe.

The skin is red, with white or blank charred areas. There is little or no pain at first.

Cold, clammy, pale skin. Rapid, faint pulse, quick, irregular breathing. Weakness and nausea.

HOW TO TREAT:

Immediately immerse the burned area in clean, cool water for 5 minutes or until pain lessens. Pat dry. Do not apply ointment. Cover lightly with a dry, sterile bandage. Reduce pain by applying a dry insulated cold pack for no more than 15 minutes.

Cool the burn with cold water. Don't apply ointment. Cover with a sterile cloth. Give victim large amounts of fluid. Don't break blisters. Watch out for shock. Get victim to hospital immediately.

Do not remove clothing (unless smoldering). Do not apply water or wet packs. Cover victim with a clean, dry sheet. Keep victim quiet and warm. Get victim to a hospital immediately.

Keep the victim quiet, lying down and lightly covered. Elevate the injured area if possible. If the victim vomits or is unconscious, place the head on his/her side to allow for drainage of fluids.

FIRST AID FOR CHOKING



You must act if there are any signs that a person can't speak, breathe or cough.

SIGNS

- Universal choking sign
- Person cannot breathe, cough or speak
- Person makes high pitched sounds when breathing
- Lips and finger nails may become blue

Ask, Are you choking? If the person gestures yes, stand behind the person, wrapping your arms around the person's waist.



Make a fist with one hand



hold it with the other hand against the person's abdomen



between the navel and lower end of breast bone

Provide quick, upward and inward abdominal thrusts (Heimlich maneuver) until the food or object is forced out.

If the person becomes unresponsive,

- Call 911 or local EMS Telephone
- Return to the person
- Lay the person flat on his or her back
- Open his or her mouth
- Remove the object if you see it



If the object is not seen:

- Tilt his or her head back
- Begin CPR
- Look for the object each time you open the airway



- Continue rescue breaths and chest compressions until rescue personnel arrive.

**FOOD SERVICE WORKER
PART-TIME OR FULL-TIME
CHILD NUTRITION DEPARTMENT**

REPORTS TO: Food Service Manager

MINIMUM QUALIFICATIONS:

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum 1 year food service experience preferred in an institution or commercial establishment
- Must pass a Human Performance Evaluation (Physical Evaluation)
- Must have satisfactory outcome of fingerprinting check prior to start of employment
- Must have current State and ANSI approved Food Handlers Certificate.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES:

- Ability to read, understand and follow instructions in English for food preparation and safety procedures.
- Ability to count and perform basic math
- Ability to be courteous to students, customers, and the public
- Ability to assist coworkers in completion of daily tasks for continuity of service and promotion of teamwork
- Ability to maintain personal appearance and hygiene
- Ability to operate small and large kitchen tools and equipment
- Knowledge of food safety and food production

ESSENTIAL FUNCTIONS:

1. Prepare and serve quality food according to the meal schedules and department policies and procedures.
2. Maintain a clean and organized worksite and storage area.
3. Follow established policies and procedures to meet high standards of cleanliness, health, and safety. Immediately report any conditions that are not easily corrected to manager.
4. Follow safety standards while operating kitchen tools and equipment.
5. Help record food requisitions and order necessary items.
6. Manage cash and perform cashier tasks.
7. Maintain attendance and punctuality in accordance with District policy.
8. Perform job duties in an efficient and timely manner.
9. Maintain a positive attitude. These essential functions do not include the entire scope of this job.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Lift 10-35 pounds frequently, 35-40 pounds occasionally, more than 40 pounds infrequently, pushing/pulling 10-20 pounds sporadically. Continual standing, walking, frequent stooping, bending, kneeling, and climbing a ladder, exposure to extreme hot and cold temperatures.

TYPE OF ASSIGNMENT: Part-time or Full-time Non Exempt

**FOOD SERVICE MANAGER TRAINEE
CHILD NUTRITION DEPARTMENT**

REPORTS TO: Senior Operations Manager

MINIMUM QUALIFICATIONS:

- High School Diploma or Accredited General Equivalency Diploma (GED) or one year of recent Child Nutrition experience (preferred)
- Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States
- Must pass a Human Performance Evaluation (Physical Evaluation)
- Must have current State and ANSI approved Food Handlers Certificate
- Must have satisfactory outcome of fingerprinting check prior to starting employment; non-refundable fee paid by applicant

SPECIAL KNOWLEDGE/SKILLS/ABILITIES:

- Good communication skills
- Basic computer skills to include email, (G-mail preferred) Word, Excel, PowerPoint and use of the internet
- Knowledge of kitchen equipment and food production procedures
- Skill in effective planning and organizing food service activities
- Proficient in English (written and verbal skills)
- Ability to operate register & perform basic arithmetic operations to include accurate counts
- Ability to promote efficiency, morale, and teamwork with fellow staff members in order to foster a positive work environment
- Strong human relations skills to interact with staff, students and the public

ESSENTIAL FUNCTIONS:

Individuals recommended for hire will take classes and perform on-the-job training for 4 weeks. At the end of training, the individual must be able to successfully perform major duties and responsibilities of a Food Service Manager.

1. Adhere to guidelines of management training program and "Memo of Understanding."
2. Able to learn basic duties to be a functional manager through on-the-job training, classroom and self-directed activities.
3. Work cooperatively with the Training Manager, Supervisor and Operations Manager.
4. Work in designated rotations to gain perspective of job duties.
5. Complete training modules and assignments with favorable evaluations.
6. Set performance goals to assist with progress.
7. Must be able to successfully perform essential functions and demonstrate knowledge, skills and abilities of a Food Service Manager.
8. Manager.
9. Maintain attendance and punctuality in accordance with District standards.
10. Maintain a positive attitude while performing other duties as assigned.

WORKING CONDITIONS:

Maintain emotional control under stress. Daily attendance and punctuality are essential functions of the job. Lifts/carries 10-35 pounds frequently, 25-40 pounds occasionally, more than 40 pounds infrequently with assistance. Pushing/pulling 10-20 pounds sporadically. Continual standing, walking, frequent stooping, bending, kneeling, and climbing (ladder); exposure to extreme hot and cold temperatures.

TYPE OF ASSIGNMENT: Full-time, Non-exempt

FOOD SERVICE ASSISTANT MANAGER CHILD NUTRITION DEPARTMENT

REPORTS TO: Food Service Manager

MINIMUM QUALIFICATIONS:

- High School Diploma or General Equivalency Diploma (GED) **Preferred.**
- Minimum 1-year food service management or supervision experience preferred in an institution or commercial establishment.
- Basic computer skills to include email, Word, Excel, Powerpoint and use of the internet
- "Certified Food Protection Manager" with successful completion of an approved examination or during first year as an assistant manager/recertification as needed.
- Must have successfully completed NISD's Manager Training School requirements or Texas school food service management experience.
- Must pass a Human Performance Evaluation (Physical Evaluation).
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS:

- Good communication skills.
- Knowledge of kitchen equipment and food production procedures.
- Skill in managing personnel and supervising kitchen/cafeteria operations.
- Skill in effectively planning and organizing food service activities.
- Proficient in English (written and verbal skills).
- Ability to perform basic math.
- Ability to promote efficiency, morale, teamwork and interaction with fellow staff members.
- Strong human relations skills to interact with staff, students and the public.

ESSENTIAL FUNCTIONS:

1. Assist with the direction and training of personnel in daily activities of kitchen, supervise and evaluate cafeteria personnel.
2. Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements.
3. Ensure food items are stored in a safe and hazard-free environment and enforce standards of cleanliness, health, and safety regulations to maintain a safe work environment.
4. Ensure appropriate quantities of food and supplies are available through daily orders and periodic inventories.
5. Inventory, order and accept deliveries.
6. Perform preventative maintenance, report needed equipment repairs, and/or recommend replacement of existing equipment to meet departmental needs.
7. Maintain and submit accurate information for payroll.
8. Maintain accurate reports of daily and monthly financial, production and activity records.
9. Conduct physical equipment and supplies inventory.
10. Maintain attendance and punctuality in accordance with District standards.
11. Maintain a positive attitude while performing other duties as assigned.
12. Must be able to successfully perform essential manager functions while covering in the manager's absence.
13. Must be able to cover supervisor's schools as needed.

PHYSICAL DEMANDS/WORKING CONDITIONS: Lift 10-40 lbs. occasionally, continual standing, walking, pushing and pulling; frequent stooping, bending, kneeling, and climbing (ladder); exposure to extreme hot and cold temperatures.

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

FOOD SERVICE MANAGER CHILD NUTRITION DEPARTMENT

REPORTS TO: Area Supervisor

MINIMUM QUALIFICATIONS:

- High School Diploma or Accredited General Equivalency Diploma (GED) or one year of recent Child Nutrition Management experience.
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- Basic computer skills to include email, Word, Excel, Power Point and use of the internet
- "Certified Food Protection Manager" with successful completion of an approved examination
- For Secondary Mgr Only: Secondary rotation or secondary management experience preferred
- Must have successfully completed NISD's Manager Training School requirements or have previous experience working in a Texas public school district as a Food Service Manager
- Must have current State and ANSI approved Food Handlers Certificate
- Must pass a Human Performance Evaluation (Physical Evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment; non-refundable fee paid by candidate

SPECIAL KNOWLEDGE/SKILLS/ABILITIES:

- Thorough knowledge of kitchen equipment and food production procedures
- Skill in managing personnel and supervising kitchen/cafeteria operations
- Skill in effectively planning and organizing food service activities
- Proficient in English (written and verbal skills)
- Ability to perform basic arithmetic operations
- Ability to promote efficiency, morale, teamwork and interaction with fellow staff members in order to foster a positive work environment.
- Strong interpersonal skills to interact with staff, students and the public

ESSENTIAL FUNCTIONS:

1. Direct daily activities in kitchen/cafeteria and supervise and evaluate assigned cafeteria personnel.
2. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, preparation of documentation, discipline and retention of cafeteria personnel.
3. Ensure all serving schedules and served food items are according to menu specifications defined by District policies and procedures
4. Inventory, order and accept deliveries.
5. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and resolve personnel problems.
6. Ensure that food is produced safely and is of high quality according to policies, procedures and department requirements.
7. Oversee the training of potential managers in the proper techniques and procedures.
8. Maintain accurate reports of daily and monthly financial, production and activity records.
9. Maintain and submit accurate information for payroll reporting (Kronos, tardiness, and absenteeism).
10. Ensure that food items are stored in safe and hazard-free environment and enforce standards of cleanliness, health, and safety regulations to maintain a safe work environment.
11. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
12. Maintain logs on all equipment maintenance required within campus Child Nutrition department.
13. Perform preventative maintenance, report needed equipment repairs, and/or recommend replacement of existing equipment to meet department needs.
14. Conduct physical equipment and supplies inventory.
15. Provide input for revisions to procedure and training manuals as needed.
16. Perform other duties as assigned.

WORKING CONDITIONS:

Maintain emotional control under stress. Daily attendance and punctuality at work on time every day are essential functions of the job. Lift 10-20 pounds frequently, 20-40 pounds occasionally, more than 40 pounds infrequently. Continual standing, walking, pushing and pulling; frequent stooping, bending, kneeling, and climbing (ladder); exposure to extreme hot and cold temperatures.

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

WAREHOUSE TECHNICIAN CHILD NUTRITION DEPARTMENT

REPORTS TO: Child Nutrition Warehouse Supervisor

MINIMUM QUALIFICATIONS

- High School Diploma or Accredited General Equivalency Diploma (GED)
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- Must have current State and ANSI approved Food Handlers Certificate
- Two (2) years of experience in warehousing (preferred)
- Two (2) years commercial vehicle delivery experience (preferred)
- Valid CDL Texas Driver's License (Class B with Air Brake Endorsement) and a motor vehicle driving record insurable by the District carrier required
- Must have satisfactory outcome of fingerprinting check prior to starting employment

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Skill in operating warehouse equipment specifically a forklift and truck
- Ability to read and comprehend grocery orders
- Ability to follow and adhere to all safety and health guidelines

ESSENTIAL FUNCTIONS

1. Use forklift, pallet jacks, dollies, ladders and scaffolding.
2. Work in freezer for extended periods of times.
3. General cleaning and maintenance of warehouse, vehicles and equipment.
4. Drive district trucks.
5. Count district supplies and equipment during inventory.
6. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-100 pounds sporadically. Continual standing, walking; frequent stooping, bending, kneeling, and climbing (ladder), exposure to extreme hot and cold temperatures. Subject to visual acuity, speech/hearing, hand/eye coordination and manual dexterity.

TYPE OF ASSIGNMENT: Full-time, Non-exempt

CHILD NUTRITION STAFF EVALUATION

Name: _____ Employee Number: _____ Position: _____

Department or Campus: _____ Evaluator: _____ Title: _____

Evaluation Period From: _____ To: _____

PERFORMANCE RATING SCALE

Directions: Use the descriptors below to rate each skill. Supporting comments must be given for a rating other than "Meets Expectations." Determine the overall job performance by reviewing all ratings.

E	M	I	U	N/A
Performance exceeds expectations	Performance meets expectations	Improvement in Performance is needed	Unsatisfactory (failed to meet District Performance Standards)	Performance not expected

PERFORMANCE AREAS

General Responsibilities and Duties					E	M	I	U	N/A
1.	Works cooperatively with others								
	a. Adapts to changes in schedule and work assignments b. Works well with and assists others				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
2.	Participates in meetings, trainings and special events								
	a. Attends all required meetings b. Actively participates and contributes to discussions				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
3.	Follows oral and written instructions from supervisor								
	a. Accepts and completes assignments within specified time frames b. Understands and responds to directions and instructions				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
4.	Follows district policies and procedures								
	a. Uses proper procedures to complete tasks and assignments b. Follows appropriate lines of authority in making requests or communicating concerns				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
5.	Provides safety and security for self and others								
	a. Understands and follows proper safety procedures for work inside and outside the building b. Works in a safe manner that does not endanger self and others c. Takes precautions to secure district property from theft and misuse				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
6.	Completes assignments in a timely and accurate manner								
	a. Plans work to efficiently meet schedules and deadlines b. Sets goals with supervisor and evaluates results to determine effectiveness c. Follows requirements of assignments and completes them accurately				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									
7.	Follows attendance and punctuality rules								
	a. Avoids excessive, unexcused absences and reports absences promptly b. Reports to work on time c. Complies with scheduled work periods				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____									

CHILD NUTRITION STAFF EVALUATION

Name: _____ Employee Number: _____

General Responsibilities and Duties		E	M	I	U	N/A
8.	Demonstrates appropriate job knowledge a. Demonstrates knowledge of methods, procedures and practices of the duty assigned b. Demonstrates knowledge of job requirements c. Exhibits good judgement in job related decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
9.	Maintains neat and orderly work area a. Organizes work for easy retrieval b. Maintains an orderly and clean work area c. Follows established procedures to ensure standards of cleanliness, health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
10.	Uses, maintains and stores work materials properly a. Inspects materials and equipment for safety and efficiency b. Stores materials and equipment in safe and hazard-free environment c. Uses materials and equipment in a safe and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
11.	Identifies and responds to problems effectively a. Identifies and reports problems as they arise b. Develops options to solve problems c. Makes accurate and timely decisions d. Reports accidents in an accurate and timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
12.	Communicates effectively a. Expresses thoughts and ideas in an understandable manner b. Demonstrates courteous behavior c. Communicates in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						

Specialized Responsibilities and Duties		E	M	I	U	N/A
1.	Accurately handles and reports cashier functions a. Follows appropriate security procedures in handling money b. Cash receipts balance properly c. Skillful at handling cash transactions with customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
2.	Properly accounts for food service inventory a. Observes appropriate portions b. Minimizes waste in food production c. Keeps inventory records assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						

CHILD NUTRITION STAFF EVALUATION

Name: _____ Employee Number: _____

Specialized Responsibilities and Duties (cont.)		E	M	I	U	N/A
3.	Maintains high standards of food production, safety and quality a. Stores food properly b. Follows proper serving and food handling procedures c. Meets scheduled meal times d. Observes proper portions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
4.	Maintains safety and sanitation standards for kitchen equipment a. Maintains a clean work area b. Prevents unnecessary risks of injury to self and others c. Properly maintains, stores and uses equipment and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
5.	Provides effective training and supervision of employee performance a. Instructs employees on proper food and equipment handling procedures b. Supervises, reinforces or corrects work performance when needed c. Observes and enforces administrative policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
6.	(Complete only for Supervisory Staff)- Provides Supervisory Safety Support a. Regularly incorporates safety into meetings and training activities b. Conducts post accident investigations c. Conducts hazard assessment and abatement activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						

Unique Duties

		E	M	I	U	N/A
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____						

CHILD NUTRITION STAFF EVALUATION

Name: _____ Employee Number: _____

Performance Goal/s

--

General Comments

--

Employee Comments

--

Overall Performance Rating (check one)

- ☐ Exceeds Expectations
☐ Meets Expectations
☐ Needs Improvement
☐ Unsatisfactory

Signatures/Approvals

This evaluation has been discussed with me by my supervisor. I have read and received a copy of this evaluation.

Employee Signature Date

Evaluator Signature Date

Administrator Signature Date

Employee signature does not necessarily indicate agreement; it merely means they have been informed of this action. If employee refuses to sign this evaluation, witness must sign to attest to the fact this completed form was presented to this employee.



CHILD NUTRITION HANDBOOK RECEIPT

This hereby acknowledge an electronic copy of the Northside Independent School District Child Nutrition Handbook.

<https://www.nisd.net/sites/default/files/attachments/cn-handbook.pdf>

I understand that it is my responsibility to read and comply with guidelines set forth in this handbook.

The information in this handbook is subject to change. I understand that changes in departmental policies may supersede, modify or render obsolete the information summarized in this book. As the department provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that my employment relationship is strictly voluntary and mutually at-will and that nothing in the Handbook or any other document issued by the District will alter this at-will relationship.

I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Print Employee Name

e#

Employee Signature

Date



**NORTHSIDE INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION DEPARTMENT
UNIFORM AGREEMENT**

This form is to be completed, signed and returned to the manager at your assigned school. The manager will place this form in your file. NOTE: Food Service Managers should submit completed and signed form to Area Supervisor.

NAME: _____

SCHOOL: _____

My signature on this form indicates that I have received 5 uniform shirts. These are to be worn only during the performance of my duties as a Food Service Worker/ Manager. I understand that I am responsible for the proper care and cleanliness of these uniforms.

Issued uniforms are property of the District and must be surrendered upon departure from the District to the Manager, Child Nutrition Department or Human Resources.

SIGNATURE OF EMPLOYEE: _____

DATE: _____

Revised 7/24

CALL

When a Health Inspector or Auditor arrives

Employee injury

Leaving early or working late

Manager Absence (notify at least one hour before shift)

All complaints

Cooler/Freezer out of temp range

No Gas/ No Electricity / No Hot water

Before issuing

Chronology/PDR/Memorandum

Leaving campus/picking up items (only managers & assistants are allowed)

Food Quality concerns

Menu substitutions

E-MAIL

Request for Discretionary Leave (3 day advance notice)

Chronology/PDR/Memorandum for review and approval

Overages/Shortages/Adjustments

Edit Check Flags

Items to keep on top of desk:

Yellow folder for HACCP

Red folder for Special Diets

Extra Pantry and freezer/cooler key

