

EMPLOYEE HANDBOOK



A Guide to Workplace Policies



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USDA NON-DISCRIMINATION STATEMENT



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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: [USDA Program Discrimination Complaint Form](#) 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: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DISCLAIMER: The enclosed "nondiscrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its inclusion, applicability and the application of this language, and may be subject to change or removal.

WELCOME CNP EMPLOYEES

National School Lunch and Breakfast Program History

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well being of our Nation's children. The program is designed by Congress as a means of:

- providing nutritious, reasonably priced, reduced, or free lunches to eligible school children
- contributing to a better understanding of good nutrition
- fostering good food habits
- providing approximately one third of the Recommended Daily Allowance for nutrients in each lunch

In 1966 Congress established the School Breakfast Program to provide breakfast for students who do not eat breakfast at home. Studies in Massachusetts and Iowa have shown a definite connection between eating a nutritious breakfast and improved physical and mental performance.

Student who participate in both the breakfast and lunch program consume approximately fifty percent of their meals at school during the school year. The health benefits of consuming needed nutrients in school meals and the opportunity to learn to eat a variety of foods contribute to the development of lifelong, good nutrition practices.

Crenshaw CNP Program History

2008	AfterSchool Snack
2015	CEP (Community Eligibility Provision)
2017	Summer Feeding (SFSP)
2019	Breakfast in the Classroom (BIC)
2020	Child and Adult Care Program Snack & Supper (CACFP)
2022	Farm to School

CODE OF CONDUCT AND ETHICS

GUIDELINES ON PROFESSIONAL BEHAVIOR, INTEGRITY, AND RESPECT.

A dependable, reliable child nutrition employee will:

- Maintain high standards of personal conduct, be honest, and fair in all aspects of employment with the Crenshaw County Public School System.
- Improve job performance by seeking new knowledge and skills related to work in food service.
- Cooperate with administrators and associates to achieve a high quality, cost effective child nutrition program for Crenshaw County Public School System students.
- Uphold policies and procedures of the Crenshaw County Public School System, State Department of Education and USDA.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT.

- Workplace: Consequences can include verbal or written warnings, suspension, probation, or termination.
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CRENSHAW COUNTY SCHOOLS

**EXCELLENCE THROUGH INNOVATION,
INSPIRATION, & MOTIVATION**

WWW.CRENSHAW-SCHOOLS.ORG

CODE OF CONDUCT

BOARD POLICY MANUAL

CHILD NUTRITION PROGRAM INFORMATION

- Meal Alacarte Prices
 - School Wellness
 - Handbooks
 - Forms
 - Justice for All Posters
 - Training
 - Diet Prescription Form
 - and more
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GENERAL INFORMATION

- Students & Teachers must be served the same menu.
 - CNP Employees are supervised by the CNP Director and local school principals. CNP Managers have direct supervision on CNP Staff.
 - CNP staff members are paid in 12 equal monthly payments
 - CNP Workers are 184 day employees
 - CNP Managers are 204 day employees
 - CNP Bookkeeper and Director are 240 day employees
 - Only CNP employees shall receive meals at no cost. All other Crenshaw County Board employees must pay the employee price. Anyone that is not a CCCBOE employee must pay the visitor price.
 - MENUS
 - All menus must meet USDA guidelines and can't be changed without planning between the CNP director and CNP manager. (Principals can't make changes to the menus without permission from the CNP director and CNP manager.
 - The primary objective is to make nutritious meals available to all students who wish to participate in the program.
 - CNP staff should promote and encourage participation by:
 - Marketing
 - Making food that is attractive and tasty
 - Considering students taste and preferences
 - Provide a clean and attractive facility, serving line, etc.
 - Assisting with time management to aid students in receiving an adequate meal period
 - **Treat students and teachers in a courteous, friendly manner as "customers" of our school restaurant.**
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BOARD POLICIES - CNP



8.40

CHILD NUTRITION PROGRAM

- I. The Crenshaw County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Crenshaw County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Crenshaw County Board of education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.
- V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

8.41

MEAL PATTERNS

- All Crenshaw County schools with grades Pre K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
 - The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.
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BOARD POLICIES - CNP



7.31

FOOD SERVICE FUNDS

The Crenshaw County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

8.42

UNCOLLECTED CHARGED MEALS

The Crenshaw County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students for the end of each school year by utilizing a non-public fund source.

All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

7.35

FOOD SERVICE CHARGED MEALS

The Alabama State Department of Education does not recommend charging meals of any type. The Crenshaw County Child Nutrition Program (CNP) cannot incur any expenses due to meal charging based on program regulations. It is the responsibility of the parent or guardian to pay for the meals a child receives. Prepayment for meals by the week, month, or year is recommended.

Each local school principal and CNP manager shall develop a contingency plan to provide meals to students in the event a student is without meal payment funds.

GENERAL POLICIES - CNP

1. GENERAL REGULATIONS

1.1 WORK SCHEDULE: CNP Managers are 8 hour employees - 204 days.

CNP Employees are 7.5 hour employees - 184 days.

Students - 178 days

Employees should work the scheduled hours each day. The cafeteria manager will provide a work schedule for every staff member. Each staff member must report to the manager when the employee will be late and if the employee has to leave early. Schedules and hours are subject to change. Failure to adhere to work schedule may result in docked pay.

1.2 JOB ASSIGNMENTS: CNP staff will be given daily or weekly job assignments by the manager. Each assistant is expected to perform the duties assigned, whether they are given orally or in writing. Job assignments will vary according to the manager's discretion, and assistants are expected to cooperate with the manager when change is necessary. CNP employees will not be assigned duties unrelated to the Child Nutrition Program.

1.3 REPORTING ABSENCE: Please follow procedures set by principals and lunchroom managers for the local schools policies on reporting absences and setting up the Kelly Services Substitute Services.

1.4 EMPLOYEE MEALS: CNP Staff have a 30 minute lunch break in the mornings before the first student lunch wave at each school. This time will be scheduled by your manager. There is no charge for program adults who are paid 100% from Child Nutrition Funds and who are directly responsible for the preparation of school meals. If you have any questions concerning this policy, please consult with your

1.5 ON THE JOB INJURIES: If an employee is injured at work the CNP manager shall notify the principal and an accident report shall be filed with the School Office IMMEDIATELY (within twenty-four hours). Please check with the principal and the Personnel Department at the Crenshaw County Board of Education for any further procedures.

1.6 EVALUATION - MANAGER: CNP managers will be evaluated at least annually. CNP central office staff will observe manager's performance through visits, accountability and management reviews, monthly reports, and other requested documents or information. Throughout the year the principal will observe the performance of CNP manager and may confer with manager regarding incidents, job performance, or other concerns. The principal will document all conferences and any incidents that interfere with the satisfactory operation of the cafeteria program. The CNP central office staff may contribute to evaluations. Such documentation will be filed with the Human Resources Department..

GENERAL POLICIES - CNP

1.7 EVALUATION - ASSISTANT: CNP assistants will be evaluated at least annually by their manager and/or principal. Throughout the year the CNP manager and/or principal will observe the performance of CNP assistants and may confer with assistants regarding incidents, job performance, or other concerns. The manager and/or principal will document all conferences and any incidents that interfere with the satisfactory operation of the cafeteria program. The CNP central office staff may contribute to the evaluations. Additional evaluations and/or conferences may be held during the year at the discretion of the manager and principal. Such documentation will be filed with the Human Resources Department.

1.8 RADIOS AND TELEVISIONS: Employees are not to listen to radios or CD players or watch television on paid time; this includes the use of headsets. Headsets are considered a safety hazard. Employees must be able to hear equipment, timers, fellow employees and managers at all times. Televisions and radios should be used in the CNP operation for information in emergency situations only.

1.9 NON-CNP INDIVIDUALS ON PREMISES: Individuals who are not CNP employees are prohibited from being in the cafeteria/kitchen during working hours, i.e., children, spouse, other relatives and acquaintances.

1.10 PREFERENTIAL TREATMENT: No preferential treatment (excessive amounts of food, special item, adjusted cost of meal) shall be shown by CNP employees to any individual.

1.11 EMPLOYEES BEHAVIOR: CNP employees' contact with students, faculty, and other employees shall be professional and pleasant. If there are complaints, the CNP manager should make a sincere effort to resolve the problem or ask the principal or CNP Food Service Director to assist in solving the problem. Employees shall not use profane and/or obscene language, threaten or physically abuse student, visitors, or employees.

1.12 STUDENT BEHAVIOR PROBLEMS: Student behavior problems and/or incidents should be referred to the principal or his/her designee. The principal or his/her designee should be responsible for administering appropriate disciplinary action in accordance with Board Policy. Meals shall not be withheld or taken away from a student as a means of discipline. CNP employees do not have the authority to take disciplinary action upon a student for violation of school rules and regulations.

1.13 SCHEDULED LUNCH MEAL TIMES

USDA regulations §210.10(f), (1) guidelines require that schools must offer lunches between 10:00 a.m. and 2:00 p.m for students.

GENERAL POLICIES - CNP

1.14 ATTENDANCE

Attendance is very important. Report absences to your Manager in a timely manner. All absences must be recorded in Kelly's.

1.15 HACCP (Hazard Analysis & Critical Control Points)

Food Safety Program Standard Operating Procedures

Refer to procedures for the following HACCP guidelines. All standards in the food safety program are based on recommendations in the sections of 2001 Food Code adopted by the State of Alabama. Each school cafeteria must have a copy of the HACCP Guidelines in the office.

SAFETY ADMINISTRATION

Managing the school and maintaining school equipment and buildings in a manner to protect the health and safety of students, employees, and others is the responsibility of the principal. The principal shall request assistance when needed from the Business Operations Division and other central office personnel in assuming this responsibility. Central office supervisory personnel who identify unsafe conditions in a school will report the problem to the principal and make recommendations for corrective action. The Child Nutrition Program manager and employees will cooperate with the principal in protecting the health and safety of students and others by:

- Reporting safety hazards
- Participating in fire, weather, and other safety drills
- Performing job tasks and maintaining facility in compliance with Health Department regulations, fire codes, and other safety regulations

EMERGENCY CLOSING OF SCHOOL

The emergency closing of a school or schools will be authorized by the Superintendent or his/her designee. The safety of students and employees will be given first priority in the emergency closing of a school. The principal will provide direction to the CNP manager and assistants concerning:

- The service, if any, or meals
- The cleaning and closing of the CNP facility
- The storing of prepared foods that cannot be served
- The time CNP employees will leave school

In the event there are severe weather warnings or disasters at a time when school is not open, CNP employees should listen to media

Reports to find out if the Superintendent has authorized the closing of school or call the CNP manager and ask if the school will be closed. The manager should be called by the school principal and advised regarding the opening of the school.

GENERAL POLICIES - CNP

LOCAL SCHOOL EMERGENCY ESCAPE PLAN

CNP employees will follow local school plans and procedure for fire drills, tornado drills, chemical spill drills, etc.

Each CNP staff should develop an evacuation plan in the event that the kitchen needs to be evacuated immediately due to fire, bomb threats or other causes. The plan should:

- Identify exits
- Establish a location for staff to meet outside the building if needed
- Establish a buddy system or other method of checking to see that all CNP personnel have evacuated
- Provide a plan for notifying principal, fire department, etc.
- Establish a buddy system or other method of checking to see that all CNP personnel have evacuated
- Provide a plan for notifying principal, fire department, etc.

COMMUNITY DISASTER

In the event of a community disaster, any school facility may be made available to the Crenshaw County Emergency Management Agency for use as an evacuation center. School personnel may be asked to serve as Red Cross volunteers to staff an evacuation center in a school. The school system has a written plan, "Food Service for School Evacuation Centers, Crenshaw County, Alabama," which will be used to plan and operate food service in a school evacuation center.

GENERAL POLICIES - CNP

EMPLOYEES MUST FOLLOW CCBOE HACCP PLAN

ServSafe trained / certified

- a. All managers must have their ServSafe certification
- b. All staff must have ServSafe training and/or certification

1. Dress Code: All cafeteria employees must wear hairnets while on duty, closed toe / non-skid shoes, and scrubs. Blue jeans are only allowed on certain occasions. No Shorts. No Caps.
2. **PERSONAL AND GROOMING HABITS:** All employees shall practice good personal and grooming habits, including a daily bath, use of deodorant, clean hair and clean clothing. Employees shall keep their fingernails clean and trimmed so that the nails do not extend beyond the finger. No false/artificial fingernails or nail polish is permitted.
3. Power Outages - In the event of power outages to schools, it is imperative that coolers and freezers are monitored. Initially, DO NOT OPEN COOLERS AND FREEZERS. Short term power outages - less than 24 hours - Keep coolers and freezers closed. Once the power is restored, check the temperatures of the food. If the temperature(s) in the cooler(s) have maintained the food at 41° or less, then the food can be salvaged and used. If the temperature(s) of the foods in the cooler(s) are above 41°, the food must be disposed of in the approved way. When checking freezers, if the food is at 40° the food must be used or cooked at that point. Once food has been thawed to refrigerator temperature (41°) it cannot be refrozen.



THANK YOU



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