



*School Nutrition Program
Employee Handbook*

2016-2017

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Forms Manager

Username: _____

Password: _____

Aesop

Username: _____ (Email Address)

Pin Number: _____

Email

Username: _____

Password: _____

Handbook Disclaimer

The purpose of the school nutrition handbook is to provide information directly related to school nutrition employees.

The School Nutrition Program operates under all policies as set forth by Pulaski County Public Schools and can be found under Board Docs at www.pcva.us.

School Nutrition Program Information for 2016.2017

School Nutrition Program Information for 2016.2017

The school nutrition program's sustainability depends on the number of breakfast and lunch meals that are served each day. Our participation numbers for students from all schools from August 2015 through May 2016 were:

- After School Program Snacks: 19,179
- Breakfast: 237,754
- Lunch: 505,438

The mission for the Pulaski School Nutrition Program is to see that every student benefits nutritionally from the breakfast and lunch meals provided each school day. The breakfast and lunch menu are planned to meet meal pattern requirements, which includes more fruit and vegetable choices.

The school nutrition program's Farm to School grant period has ended, however the school nutrition program will continue to offer locally grown fruits and vegetables whenever possible.

Parents/Guardians: encourage your children to choose breakfast and lunch at school!

The ongoing purpose of the school nutrition program is to serve quality meals that contribute toward the whole child's long-term health and wellness.

Meal Prices and School Nutrition Program Information

Elementary Breakfast & Lunch Prices

Full Price Elementary Breakfast: \$1.15
Reduced Price Breakfast: \$0
Full Price Lunch: \$1.75
Reduced Price Lunch: \$.40
Student Price per day: Breakfast & Lunch per day: \$2.90
Student Price per week: Breakfast & Lunch per week: \$14.50

Middle/High Breakfast & Lunch Prices

Full Price Breakfast: \$1.15
Reduced Price Breakfast: \$0
Full Price Lunch: \$1.85
Reduced Price Lunch: \$.40
Student Price per day: Breakfast & Lunch per day: \$3.00
Student Price per week: Breakfast & Lunch per week: \$15.00

Adult Meal Prices:

Breakfast: \$1.60

Lunch: \$2.70 (adult portions are the same as 9-12 grade group)

We encourage every parent/guardian to utilize the convenience of prepay. Cash & checks are accepted. Parents/guardians are welcome to contact the school nutrition manager to monitor account activity and are encouraged to utilize the convenience of prepay. **Please write student pin# on checks to ensure payment is correctly applied.**

The **Community Eligibility Provision** (CEP) will be implemented at Critzer & Pulaski Elementary School for SY 2016.2017. Students will be offered breakfast and lunch at **no cost**. Students that attend Critzer & Pulaski Elementary School will no longer need a meal application. Contact Ethelene W. Sadler 540 994-2523 for questions related to this important change.

ONLINE Pre-pay - My School Bucks -- Visit www.myschoolbucks.com the process is very easy and convenient.

- Parents/guardians may pay or view account history and check account balances 24/7
- View student cafeteria purchases
- Make payments using VISA, Master Card or Discover – credit/debit cards
- Option to have payments made automatically each month
- Receive deposit confirmations directly to email account
- Low-balance emails

Directory

School Nutrition Director

Ethelene W. Sadler
540 994-2523
esadler@pcva.us

Assistant to the Director

Connie P. Wood
540 994-2520
cpwood@pcva.us

Office Assistant/Meal Application Specialist

Constance Paul
540 994-2529
cpaul@pcva.us

School Nutrition Manager's Name & Contact Info

Pulaski County High

Sheila Stodder
sstodder@pcva.us
643-0377

Pulaski Middle

Elaine East
eeast@pcva.us
643-0836

Dublin Middle

Joyce Jones
jojones@pcva.us
643-0613

Critzler Elementary

Lynn Jones
ljones@pcva.us
643-0515

Pulaski Elementary

Sandra Hodge
shodge@pcva.us
643-0954

Dublin Elementary

Tammy Ratcliffe
tratcliffe@pcva.us
643-0760

Riverlawn Elementary

Darlene D. Dalton
dodalton@pcva.us
643-0906

Snowville Elementary

Olivia Fizer
ofizer@pcva.us
643-0457

School Nutrition Breakfast

- Breakfast meals are prepared and served in accordance with all dietary regulations of the National School Breakfast Program.
- Students are encouraged to participate in the breakfast program. They are offered a minimum of three breakfast choices daily one of which includes reduced sugar pre-packaged cereal.
 - Not more than 35% of weight from total sugar (or less than 9g. per 100 calories) and at least 1 g. of fiber per serving.
- All breakfast meals include up to one cup of fresh, frozen (without sugar) reduced sugar canned fruit/vegetable or 4oz portion of 100% fruit juice and/or canned or frozen fruit selection
- 1 oz. grain (at least 50% whole grain rich) and/or meat/meat alternate component.

Target 1 - Sodium Restrictions for Breakfast - Weekly Average

| | | |
|--------------------|--------------------|---------------------|
| Grade K-5 ≤ 540 mg | Grade 6-8 ≤ 600 mg | Grade 9-12 ≤ 640 mg |
|--------------------|--------------------|---------------------|

Weekly Average

| BREAKFAST | Grades K-5 | Grades 6-8 | Grades 9-12 |
|---------------------------------|------------|------------|-------------|
| Minimum-Maximum calories (kcal) | 350-500 | 400-500 | 450-600 |

- Fat free (unflavored or flavored) and unflavored low-fat milk only.
- All students have access to the breakfast meal.
- Students are offered an alternate breakfast (Grab n Go) consisting of all components when arrival time prohibits them from the traditional breakfast.

School Nutrition Lunch

- Lunch meals are prepared and served in accordance with the Healthy Hunger Free Kids Act of 2010 and all dietary guidelines of the National School Lunch Program.
- Students are encouraged to participate in the lunch program.
- Elementary Students are offered a minimum of two meal options daily. An additional option of Peanut Butter & Jelly and a 1 ounce Low-Fat Cheese stick is available Tuesday-Thursday.
- All grains served are no less than 50% whole grain rich.
- Middle School students are offered a minimum of two entrees choices from the main menu in addition to a fresh salad option daily at Dublin Middle School
- Additional option of Deli Sub Line at Pulaski Middle School – Tuesday-Thursday unless otherwise noted
- High School students are offered a minimum of two entrees choices from the main menu.
- Deli Sub Station – Tuesday – Thursday weekly
- Fresh Salad Bar offered daily with a different entrée choices each week day.
- All Grade groups are required to meet the following meal pattern requirements:
 - Fruits offered daily must be fresh, frozen without sugar, canned in light syrup, water or fruit juice, or dried.

- Pasteurized, full-strength juice may also be offered (credited to meet no more than one-half of the fruit offered over one week)
- Vegetables offered daily must meet the weekly requirement of the 2010 Healthier Hunger Free Kids Act; dark green, red/orange, dry beans (legumes), starchy and “other” vegetables as defined in the Final Rule Nutrition Standards for the NSLP and SBP.
- At least 5 different fruits* and 5 different vegetables are offered monthly
- Salad dressings contain no more than 12 g. of fat per ounce.
- Desserts are served with no more than 5 g. of fat per serving.

*Fruits may be fresh, frozen without sugar, canned in light syrup, water or fruit juice or dried and do NOT include juices. Snack foods (such as banana chips) and condiments (such as jelly) made from fruit are not considered “fruit” under nutrition guidelines.

| LUNCH | Grades K-5 | Grades 6-8 | Grades 9-12 |
|---------------------------------|------------|------------|-------------|
| Minimum-Maximum calories (kcal) | 550-650 | 600-700 | 750-850 |

Target 1 Sodium Restrictions for Lunch - Weekly Average

| | | |
|---------------------|---------------------|----------------------|
| Grade K-5 ≤ 1230 mg | Grade 6-8 ≤ 1360 mg | Grade 9-12 ≤ 1420 mg |
|---------------------|---------------------|----------------------|

A La Carte

“A la carte” means all other food and beverage items sold by the school nutrition program in the school cafeterias or other locations. A la carte items comply with the USDA regulations prohibiting the sale of “foods of minimal nutritional value” where school meals are served or eaten during the meal period.

Definition: Foods of Minimal Nutritional Value are those foods as defined in federal regulations for the National School Lunch Program (7CFR Part 210) and the School Breakfast Program (7CFR Part 220). FMINV includes all soda water, water ices, chewing gum, certain candies, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn, except for individual items in these categories that have been specifically exempted by the US Department of Agriculture.

Ala carte Food Items are limited to:

- The same portion size of any food item served that day in the NSLP or SBP.
- Fruits and Vegetables
- Low-fat or nonfat Yogurt
- Other items – all items offered meet all of the following criteria per serving:
 - Fat – except nuts, seeds and nut butters, not more than 35% of total calories from fat (or less than 4g. per 100 calories)
 - Sugar – except for fruit without added sugar, not more than 35% of weight from total sugar (or less than 9 g. per 100 calories).
 - Calories – not more than 200 calories per serving unit.
 - Water, non-caloric
 - Fat free (unflavored or flavored) and unflavored low-fat milk only.
 - 100% juice
- School menus and nutritional analysis are posted to the PCPS website monthly. “Fast foods” are not allowed during breakfast or lunch time. Principals are in agreement with this and policy stated in Student Handbook.

**PULASKI COUNTY SCHOOL NUTRITION PROGRAM
2016.2017 SCHOOL YEAR CALENDAR**

MANAGER SALARIED DAYS FOR 2016.2017 SCHOOL YEAR

| | | |
|---|----------------------------------|------------|
| | | 180 |
| July 14th -- Manager Workshop -Giles Co. SBO | Light Breakfast / Lunch Provided | 1 |
| August 8th , Manager's Meeting- SBO Board Room (8:30-3:00) | Light Breakfast | 1 |
| August 9th, Employee Training (8:30-3:00) (PES) | Light Breakfast & Lunch Provided | 1 |
| August 10th, Workday in Kitchens for all SNP Employees | Work Contract Hours | 1 |
| Manager Work Day/Open House - required of all Managers - dates will be determined by Principals | | 1 |
| October 28th, 2016 Cleaning Day | Work Contract Hours | 1 |
| February 10th, 2017 Cleaning Day | Work Contract Hours | 1 |
| Manager Meeting during Year | | 1 |
| Organization Day at School Site | | 1 |
| Workday - End of Year | Work Contract Hours | 1 |
| TOTAL NUMBER OF DAYS WORKED | | 190 |

ASSISTANT MANAGER SALARIED DAYS FOR 2016.2017 SCHOOL YEAR

| | | |
|---|----------------------------------|------------|
| Regular School Days | | 180 |
| July 14th -- Manager Workshop -Giles Co. SBO | Light Breakfast / Lunch Provided | 1 |
| August 8th , Manager's Meeting- SBO Board Room (8:30-3:00) | Light Breakfast | 1 |
| August 9th, Employee Training (8:30-3:00) (PES) | Light Breakfast / Lunch Provided | 1 |
| August 10th, Workday in Kitchens for all SNP Employees | Work Contract Hours | 1 |
| Open House - required for all Assistant Managers - dates will be determined by Principals | | 1 |
| October 28th, 2016 Cleaning Day | Work Contract Hours | 1 |
| February 10th, 2017 Cleaning Day | Work Contract Hours | 1 |
| Manager Meeting (attendance of 2 meeting required) | | 0.5 |
| Organization work time at school site | | 0.5 |
| TOTAL NUMBER OF DAYS WORKED | | 188 |

EMPLOYEE SALARIED DAYS FOR 2016.2017 SCHOOL YEAR

| | | |
|--|---------------------------|------------|
| Regular School Days | | 180 |
| August 9th, Employee Training (8:30-3:00) (PES) | Light Brft/Lunch Provided | 1 |
| August 10th, Workday in Kitchens for all SNP Employees | Work Contract Hours | 1 |
| October 28th, 2016 Cleaning Day | Work Contract Hours | 1 |
| February 10th, 2017 Cleaning Day | Work Contract Hours | 1 |
| TOTAL NUMBER OF DAYS WORKED | | 184 |

PULASKI COUNTY SCHOOLS

SCHOOL NUTRITION PROGRAM EMPLOYEES

SY 2016-2017

All Employees of the School Nutrition Programs are to abide by all terms established by the Pulaski County School Board and stated in the Pulaski County School Board by-laws and policies manual.

- All School Nutrition personnel will be employed by and be directly responsible to the Director of School Nutrition.
- Number of hours, location of employment and days in contract will be determined by the Director on a year to year basis.
- All contracted employees will be paid on the last day of each month – in 12 monthly installments. Payments will be only by direct deposit.
- ***(new employees hired before August 15, 2016 will receive 13 equal installments)***
-
- All substitutes will be paid on the 15th of each month – If the 15th falls on a weekend, payment will be on Friday. Payments will be by direct deposit.

EMPLOYEE BENEFITS:

Full Time Employees: Those employed for 5 hours or more daily.

- Employees will receive an annual work wear allowance of \$150.00 to be received in October 2016. This allowance must be used for the purpose of purchasing approved work wear (clothing, shoes)
- Employees will earn 10 sick days per school year, with unlimited accumulation.
- Sick and personal days are frontloaded. Once all sick and personal days are used – employees will be docked for unauthorized days missed.
- Any unused sick days will be paid to employee upon retirement only.
- Employees will receive 2 personal days per year. The day must be requested in Forms Manager at least 1 week in advance and must be approved by the School Nutrition Manager, School Nutrition Director, and Human Resource Director.
- Sick days must be posted in AESOP
- Personal days must be **requested through Forms Managers**, upon **approval** must also be **posted in AESOP**.

- Vision insurance is available for all contracted School Nutrition Program employees **during open enrollment (May)** or when hired with a contract.
- School Nutrition Employees are allowed one complete breakfast (4 meal components) and one complete lunch (5 meal components) as an additional benefit to working in school nutrition. (Employees may substitute water for milk if desired without additional cost).
- Any extra food items must be paid for: including all extra entrees, snack items, beverages and any item considered as ala carte sales.
- School Nutrition Program employees are enrolled in Group Life Insurance and the Virginia State Retirement System.
- Work Agreement Employees: eligible for uniform allowance only.
- Employees under a work agreement are paid only for days worked once per month. (same as substitutes)

EMPLOYMENT CONDITIONS:

Attendance

- All employees are expected to maintain satisfactory attendance.
- All employees are expected to work to the best of their ability, to complete their duties in a timely manner and to take pride in their workplace and the job performance.
- All employees are expected to report to work on time and be ready to go to work at designated contract time.
- Work schedules may be altered for early dismissal or inclement weather-
- employees are expected to work with direct supervisor for changes in work hours.

Phone Usage

- All employees will limit telephone calls during work hours to emergencies only.
- Cell phones must be limited to usage during employee lunch break.
- Texting or any other social networking must be done outside of designated work hours.
- In family emergencies please talk with your immediate supervisor for permission to use at times other than breaks and/or lunch.
- The school or cafeteria telephone is for business purposes

Visitors

- Visits to the cafeteria by employee family members or friends should be kept to a minimum and preferably during lunch break. Exception: emergency situation
- Family members or friends **must** sign-in through front office and obtain a visitor pass.
- *Visitors to the cafeteria during work hours, interfere with productivity and the overall operation of the cafeteria.*

Customer Service

- All employees are expected to treat delivery, service, and maintenance personnel, co-workers, supervisors, principals, faculty, parents and above all students with courtesy & respect.
- All employees are expected to carry out designated duties honestly and in compliance with the National School Lunch/Breakfast program regulations; including preparation and service of all meal related responsibilities.

Other conditions:

- All food or beverages are to be consumed at the school site that is considered part of the meal benefit.
- All SNP employees are strictly prohibited from taking any food or beverage or other items purchased by the school nutrition program off premises.
(it is acceptable to take water or other purchased beverages that has been opened while on the job)
- Job related concerns should be discussed with your direct supervisor
- All employees are encouraged to share ideas that may enhance or improve meal service to students or improve productivity, work environment or the overall operation of the school nutrition program.
- Employees are not permitted to purchase any food or supplies through PCPS/SNP vendors.
- Food and/or supplies may be sold to SN employees only if pertaining to church or other approved organizations – approval to purchase must be requested in advance. (the 15% fee will be waived only for SN employees)
- School Nutrition employees may not purchase food or supplies for personal use

Uniform Policy revised September 23, 2013

1. All school nutrition employees are **required** to wear "scrub" type uniform apparel (includes tops and pants). Uniforms may be of any print or color that **promotes** the school nutrition program. Prints or colors that may generate controversy or be offensive to others will not be allowed. (Prints with political, religious, racial symbols or emblems are not allowed)
2. The SNP Manager will determine what a "proper uniform" is, pertaining to hair, clothing and shoes.
3. Contracted employees will receive \$150.00 to help cover the cost of work wear.
4. Uniforms are to be clean, neat and wrinkle free.
5. All employees are required to wear ID badge as part of uniform requirement, which are provided by the School Board.
6. Employees are required to wear white, brown, tan or black slip resistant work shoes. Shoes must be solid top, no perforated uppers or canvas. Shoes must be kept clean every day.
7. Hair must be worn so it is neat and restrained; not lose or flying or around the face. Hairnets are not required as long as employees are in compliance with this requirement.
8. Employees may support school spirit or themes directly related to each school site; such as "wearing school tee shirts". SNP Manager will determine what appropriate attire for these occasions.
9. Capris type pants are allowed.

(Other health and safety requirements)

Nails must be kept short, clean and free of any type polish.

Nails must not extend above fingertips.

Nails: if you were not born with them; they are not allowed

Jewelry: Long necklaces, earrings and bracelets not allowed due to safety concerns.

All rings with sets is prohibited, single bands may be worn. Small watches are permitted however; they must be removed during food preparation.

Custodial Staff

In order to receive a school lunch at no cost: lunches given are limited to a regular school lunch not to include any ala carte items. Additions to the meal will be charged according to ala carte pricing.

Custodians who help in the cafeteria on a daily basis by performing some or the entire list below:

- putting up stock in freezers or stockrooms
- Emptying kitchen garbage cans
- Cleaning kitchen garbage cans
- Helping in dish rooms
- Cleaning lunch tables
- Checking in orders on inclement weather days
- Meals should be claimed as "earned"

All Meals provided for SNP employees should be claimed as "earned employee meals".

It is the responsibility of each employee to make sure their meal is accounted for in the Point of Sale system.

Delivery persons may be offered a meal on occasion to be claimed as "earned".

AESOP: Automated Educational Substitute OPerator.

Login in:

All managers and employees should have received their login and password for this system.

Personal accounts include your phone number and a pin number

The account you should use to add absences for your employees or yourself is the account with your school email and password (this is considered admin account)

Manager may log their own absences in the admin account or personal account.

1. <https://adminweb.aesoponline.com/>
2. Log in: email address and pin number
3. Dashboard: Create absence (right side of screen)
4. Click person absent on School Nutrition list
5. Scroll down and click next fill out/details
6. Beginning in April – drag curser across dates for absence or click on single date. If too many dates are highlighted in blue – click to remove or add
7. Select Reason for absence from drop down list
8. Substitute required: slide to NO until we have subs to choose from
9. Until the system is completely set up – the time may be incorrect – if so, correct the time the person works
10. Optional: notes may be added (where administrator and employee can view)
11. Review and Confirm
12. Green button – create absence
13. Wait for confirmation number (this number verifies absence and may be used later if needed)
14. LOGOUT

Forms Manager:

You may access by using your email address (name only-example esadler) then the password you have set up or the word password (if access is denied, call Director)

Use Forms Manager to:

- ✓ Change of Address
- ✓ Contact information
- ✓ Personal leave request
- ✓ Termination of employment (resignation)

Access by:

- PCPS Home Page
- Departments
- Human Resources
- Forms
- If you have not been assigned an email address – contact the School Nutrition Director.

Accidents:

Report **all accidents** that occur **on the job** to Company Nurse – even if the injury seems minor.

Report immediately to School Nutrition Program manager -and call

Company Nurse: 1-888-770-0925

Managers: inform Director of accident as soon as possible

PULASKI COUNTY SCHOOLS SICK LEAVE

EMPLOYEES HIRED PRIOR TO JANUARY 1, 2014

The intent of the Sick Leave Bank is to provide some protection for who have not had time to accumulate sick leave days and for those who experience catastrophic or long-term illness. The Human Resources Department will oversee the Sick Leave Bank.

- All employees are encouraged to participate, however it is optional.
- A form must be completed to opt out.
- Employees must cover the first 20 days of absences consecutively before an employee can access days from the sick bank.
- Illness covered may include self or close family member with physician documentation
- These days can be covered in (2) ways:
 - Accumulated sick days (personal days may also be used and all accumulated sick days must be used first)
 - Pay deduction
- Employer (PCPS) may request employees contribute 1 or more sick days per year if sick bank balance falls below required banked days
- Employees may draw out of the sick bank according to the following stipulations:
 - 15 days during their first year of employment following a 6-month waiting period
 - 25 days for employees with 1-2 years employment
 - 35 days for employees with 3 years
 - 45 days for employees with more than 3 years employment with PCPS
- More information related to the sick bank is available through the PCPS website or you may call 994-2523.

Employees hired after January 1, 2014 and designated as participating in the Hybrid Retirement Plan through the VRS, **will not be eligible to participate** in the Sick Leave Bank.

Employee Assistance Program (EAP)

When you find yourself unprepared for or struggling with personal problems, Optima EAP is a resource you can confidently turn to for help.

- Stress
- Job Dissatisfaction
- Relationship Difficulties
- Child/Adolescent Issues
- Anger Management
- Substance Abuse
- Depression
- Personal Development

EAP is an additional benefits offered by PCPS. This service is provided at no cost to you for up to three confidential sessions. 1-800-899-8174 for questions or visit www.OptimaEAP.com

Special Functions & Catering

Special Function rate for school nutrition employees is \$15.00 per hour.

Persons interested in working special functions should inform their direct supervisor.

Disclaimer: The School Nutrition Program follows standard operation procedures and follows all food

safety regulations during all meal preparation for breakfast and lunch and is responsible to ensure all

foods are served with the highest food safety measures and quality standards.

*The School Nutrition Program is **not** responsible or liable for foods prepared and served by groups,*

clubs, and civic organizations during special functions or activities for which School Nutrition staff is on site. The School Nutrition staff hired will take every precaution to ensure all food safety practices are followed.

A facility use form must be submitted for every event held on school premises.

School Nutrition staff must be present when events require use of kitchen facilities.

Compensation for working events is \$15.00 per hour -Special function pay rate to be paid by group or organization using facility.

Pulaski County Schools use two (2) types of collection procedures

METHOD I

1. All Pulaski County Schools use a computerized point of sales system known as Café Enterprise. Computers at each point of service will be networked to a computer in the Managers office where file maintenance and reports are done. All daily sales are backed up to a county maintained server from which all transactions are then transferred to the office of the SNP Director.
2. The students at each school are entered into the computer database by transfer from the Central Office. This database student information is obtained from the school information system: Power School. Student transfer within are exported through the SIS.
3. The School Nutrition Program Central Office processes meal applications using Café Enterprise meal application software. These approvals are downloaded daily to each school's SNP manager's office. These designations can be viewed only in the file maintenance mode and are not on the screen when in the sales mode.
4. K-5 Students are looked up by name for breakfast, and are grouped by homeroom for lunch. As students proceed through meal service lines, their name and picture are identified by the cashier and the transactions are completed. The same meal keys are used for all students; it is not necessary for the cashier to know the student's meal status. Based on the data entry, the computer calculates the amount (if any) owed by the student.
5. 6-12 Students key in their eight digit school ID number into a keypad. The cashier then presses the arrow key on her keyboard to bring the student up on the screen and transactions are completed. The same meal key is used for all students since it is not necessary for the cashier to know the students' meal status. Based on the data entry, the computer calculates the amount (if any) owed by the student.
6. When the meal key is used for a student, the computer automatically records the meal according the meal status that has been previously designated in the database. The manager prints out daily reports in order to monitor claims and income. The computer automatically flags the free or reduced claims which exceed the attendance factor, times the number eligible. The manager then verifies these numbers with absentee sheets.
7. The computer is equipped with a backup power supply in case of a power outage.
8. The manager will keep on hand a written roster as a backup.
9. Parent/Guardians of students are encouraged to prepay on line: www.myschoolbucks.com or to send prepayment in the form of cash or check for all meal purchases including ala carte items.

10. The computer program is designed to prevent claiming more than one meal per student. This is done by the presence of the picture ID and also the computer signals if an attempt is made to claim a second meal.

11. Students are instructed that their PIN number cannot be used or shared with others.

The following applies for all Cafeterias in the system:

12. A daily edit check report is done for all categories of meals served and any count that must be verified is so noted and an absentee roster for that day is checked to verify the count.

All absentee rosters for verification purposes are marked by the SNP Manager as to the student's meal status and these are maintained with the SL12 report in the SNP Central Office.

13. All cashiers receive training and are frequently observed to ensure claimed meals meet the reimbursement requirements per USDA meal pattern requirements.

14. The POS system prevents overt identification

METHOD II – After School Program

- All after school program sites claim meals by either area eligible or free by site data.
- Student snacks are claimed by using a program called KidsCare that lists enrolled students.
- As students select the components their names are clicked and a check mark indicates snack was served.
- A printed roster including the names of after school program students are checked at the point the student receives the snack.
- Snacks that are served meet the USDA meal program requirements for ages 6-12, students over 12 years may receive greater portions.
 - In order to count snacks as reimbursable 2 full serving food components must be selected.
- All snack components are recorded on a daily production sheet detailing item name, number prepared and other necessary elements of the production record.
- Snacks actually served are recorded on the production record to ensure amount prepared is consistent with the number of claimed students.
- There are no payments required as all Pulaski County students that participate in the ASP are either free by eligibility or free by site data.
- School Nutrition Managers are trained to correctly plan, claim and serve after school snacks according to USDA meal pattern requirements.
- Training takes place one on one with site manager or at the back to school manager's meeting.
- After School Snack Menus are planned by the Site Manager or at the School Nutrition Central Office.
- Production records, the attendance report and daily claims are stapled and filed at the end of each week for ASP snack record keeping at each participating site.
- ASP meal claims with the number of days served and total number snacks claimed are submitted to the Central Office at the end of each month to submit for reimbursement.
- Accountability reviews for Pulaski County ASP sites are conducted no less than twice per school year at all site locations.

Cash Handling Procedure -- Pulaski County Public Schools--

School Nutrition Program-Cashier Responsibilities

1. All cashiers are listed in Café Enterprise with user name & password for each school site - when cashiering - all must log in under their own username/passwords.
2. At the beginning of the day: cashiers or managers open computers, enter starting cash (where applicable), enter sales mode at the beginning of the breakfast service, log out until lunch time. (There are times when 2 different cashiers operate the same terminal on any given day)
3. Cashier should notify manager immediately if the opening till amount is incorrect in money bag. (for breakfast or lunch)
4. Cashiers (at the elementary schools) bring up student by name at breakfast and touch the picture of the student at point of service for lunch.
5. The cashier will then receive cash/check (if applicable) for the child, determine how to key items the child has chosen (meal or ala carte) touch next picture, until all students have been served and counted.
6. Cashiers:
 - students enter their pin# or cashier looks up by name
 - cashier receives cash or check or sale is deducted from prepaid account
 - **A** - ala carte or meal
 - **R** - receives \$\$ to account or counts change back to student
 - **M** - Meal completes transaction.
7. Every cashier is responsible for the \$\$\$ in their cash drawer, while they are logged in under their user name & password.
8. Cashiers are to log out of meal service anytime they leave their station.
9. Cashiers are responsible to ensure **cash drawers are locked, key is secure** when away from terminal between meal service or after money has been placed in the drawer.

Charges, Ala carte, Special Funds and Collection

1. Electronic messages will be sent to parents once their child has a negative balance the POS system.
2. The message will remind parents to apply money to their child's account and pay negative balance owed.
3. If a student proceeds through the breakfast and/or lunch line - with a regular tray, and has accumulated charges, the tray will not be taken.
4. ALA CARTE CHARGES- No ala carte charges will be allowed with the system tracking meal charges.
5. Ala carte sales will only be allowed if the student has a positive account balance or cash in hand.
6. Main entrees may be purchased as an extra ala carte item.
7. Fruits and all flavors of 8 ounce milk may be purchased ala carte during meal times.
8. All other foods and/or beverages must meet the Smart Snacks in Schools nutrition requirements before they will be considered for ala carte sale.
9. Special Fund accounts will be handled from the Central Office.
10. School Nutrition employees may add donations, but may NOT deduct funds from these accounts.
11. When parent/guardians are notified from Central Office and collections have not occurred, a decision will be made whether to use the special fund to repay accrued charged.
12. Donations for these special funds are gratefully accepted from individuals, faith based organizations, clubs or civic groups.
Donations received at school sites or at Central Office should be documented by date received and from whom including address if possible. Donations of \$20 or more will be acknowledged (unless donor wishes to remain anonymous)
13. The uses of these funds are carefully monitored to ensure they are used only for the purpose intended.

Account Refunds:

- Managers must approve refunds.
- Refunds only allowed by parent/guardian permission.
- Procedure for refunds must be followed by submitting a "Request for Refund" form. (Available upon request from site manager)
- Cashiers are **never** permitted to issues refunds.

Closing Procedures

1. Managers may opt for closing terminal after breakfast sales. (reopening for lunch)(recommended)
2. When sales are closed out after breakfast - money should be counted using the same procedure as lunch- coin, currency and checks written on printed form. This form should be **kept and initialed** with the breakfast money. Money should be removed from cash drawer and put in a secured place until the end of the day. Secured means locked, such as file cabinet.
 - a. Count coins by number of units; currency by denomination: write on paper form (**initial by person closing**) then enter amount in POS system at closing screen.
 - b. Checks must be entered separately- more than 5 checks can be entered on paper by total amount of checks.
 - c. Cashier enters checks by amount of each into POS system.
 - d. Paper form must be attached to user deposit breakdown report.
 - e. Paper form attached to daily records.
3. The manager & assistant counts the cash drawers, beginning cash (if applicable) and places in separate money bags)

NOTE: In the case of employee absences - cashiers may count drawers (other than their own.)

If a **VOID** is necessary at **CLOSING**, cashier must call for **Manager Approval**.

High School: cashiers are to rotate after lunch sales are final: Cashier 1 count 2 - 2 counts 3 - 3 counts 4- 4 counts snack - snack counts salad bar.

4. *The manager and assistant should be available if one of the cashiers is delayed in closing.*

Managers and Assistant follow written procedure when closing terminals.

Middle/Elementary:

Cashiers finish last transaction

Report to designated area/task for end of day duties.

5. If the cashier is showing an overage/underage in an excessive amount. Usually any amount (depending on the size of school) of $-\$7.00$ or $+\$7.00$. The manager must take the steps to find the error.
 - f. Compare - ROA's with checks/ ROA report
 - g. If a refund was issued, was it authorized by the manager
 - h. Compare checks to student report of Received On Accounts
 - i. Ask cashier to recall any errors or mix-ups

SAMPLE CLOSING FORM - Must be completed for all closings and attached to daily paperwork

DATE: _____

ENTER DRAWER TOTALS

| | |
|---------------|--|
| PENNY QTY: | |
| NICKEL QTY: | |
| DIME QTY: | |
| QUARTER QTY: | |
| 1/2 DLR QTY: | |
| BILL AMOUNT: | |
| CHECK AMOUNT: | |
| TOTAL | |

CASHIER INITIALS: _____

My School Bucks

Pulaski County Schools has implemented an online payment system through My School Bucks. Parents may prepay for meals and ala carte sales using their debit or credit card. Parents also have the option to set up an account to view student purchases without prepaying. The link to this site is posted on the Pulaski County Public School home page. www.pcva.us

How to claim a meal someone else is paying for.....

If a student wants to pay for someone else's meal – the amount of the breakfast or lunch must be refunded from the paying students account – the second student's meal should be claimed under the meal key.

E-Pay Stubs

PCPS Home Page www.pcva.us

Central Office

Electronic Pay Stub Login

Log In for Schools:

User Name: **PR002 (ALL CAPS)**

Password: **PR002 (ALL CAPS)**

Company Number: ****Leave blank****

Click link for "E PAY STUBS"

First Time Only

Click create a PIN (Personal Identification Number) in the upper right hand corner of the screen.

Click on the Create a New Pin and complete all requested information

Click Return to Processing

Enter your Last Name, DOB (mmddyyyy) and your PIN

Click Submit

School Nutrition Job Description

Title: School Nutrition Employee

Qualifications:

- High School Diploma or GED required.
- Perform assigned duties accurately within time restraints.
- Communicate effectively with students and staff.
- Functional skills in reading and writing English and basic mathematics

Reports to: School Nutrition Manager

Job Responsibilities:

Perform duties that promote and maintain the integrity of the school nutrition program. To effectively communicate and promote the program to encourage student participation, while complying with State, Federal and local School Board Policies. Attend training as scheduled by school food authority and comply with local school nutrition procedures and policies.

Required Skills and Abilities:

- Preparation of foods for School Nutrition meals including receiving, preparation, holding, storage and end of day procedures.
- Prepare and serve school meals according to USDA meal pattern requirements for all grade groups.
- Accurately document daily food and supplies used each day.
- Ability to operate, use and care for commercial kitchen equipment.
- Follow Hazard Analysis Critical Control Points (HACCP), food safety and sanitation principles.
- Adhere to all verbal and written cash handling and meal claiming procedures.(if applicable)
- General cleaning and maintenance of the kitchen and cafeteria areas including all service areas related to school nutrition services.
- Serve Safe Certificate required
- Promote good public relations with students, faculty, parents and community.
- Comply with School Nutrition Program uniform policies and procedures.
- Comply with federal mandates for Professional Standards for School Nutrition Employees.
- Adhere to job safety standards and procedures for a safe work environment.
- Complete assigned duties as scheduled by the School Nutrition Program Manager.

Physical Demands:

- Lift, carry, push and/or pull items with a strength factor of heavy work.
- Ability to traverse stairs, physical ability to carry up to 40 pounds.
- Work involves walking, constant standing, using of hands and arms to operate and clean equipment and lifting of stock.
- Vision abilities required to include close vision and the ability to adjust focus.
- The noise level in the work area is usually moderately loud.

Terms of Employment:

- Ten-month contract with salary established by School Nutrition Director and School Board.
- 184 day contract - Hourly 2016.2017 School Nutrition Scale

School Nutrition Employees maximum hours per week – 28.75

Evaluation: Performance of this position will be evaluated by School Nutrition Manager.

JOB DESCRIPTION: Pulaski County Public Schools

Title: Assistant School Nutrition Manager

Qualifications:

- High School Diploma or GED required.
- Food Service experience preferred.
- Ability to work with accuracy and minimal supervision.
- Functional skills in reading and writing English and basic mathematics
- Computer skills: Keyboarding, Office Applications

Reports to: School Nutrition Manager and School Nutrition Director.

Job Responsibilities:

Perform managerial and other duties that promote and maintain the integrity of the school nutrition program.

To effectively communicate and promote the program to encourage student participation, while complying with State, Federal and local School Board Policies.

Attend meetings and workshops as scheduled by school food authority and comply with local school nutrition procedures and policies.

REQUIRED QUALIFICATIONS:

Operate all computer systems utilized in the School Nutrition Program.

- Assist in preparation of foods for School Nutrition meals including receiving, preparation, holding, storage and end of day procedures.
- Informed about Federal and State requirements related to correct meal claiming procedures for reimbursable school meals.
- Assist in the requisition of food and supplies according to enrollment and planned meal participation.
- Maintain all required local, state and federal forms as required by USDA and state agencies.
- Maintain a safe foodservice operation by promoting high standards of cleanliness; in compliance with the Local and Virginia Department of Health.
- Knowledge of how to use and care for commercial kitchen equipment.
- Knowledge of Hazard Analysis Critical Control Points (HACCP), food safety and sanitation principles.
- Assist in keeping accurate perpetual inventory of food and supplies.
- Adhere to all verbal and written cash handling and meal claiming procedures.
- Operate within established guidelines for a financial management system that provides a cost-effective program of high integrity.

Other required skills and abilities:

- Prepared to assume duties and responsibilities in the absence of the manager.
- Promote good public relations with students, faculty, parents and community.
- Communicate effectively in written and oral form with people using positive interpersonal skills.
- Comply with federal mandates for Professional Standards for School Nutrition employees.
- Serve Safe Certificate required
- Promote practices to ensure a safe work environment for all school nutrition staff.
- Perform other duties as assigned by the School Nutrition Manager.

PHYSICAL DEMANDS:

- Lift, carry, push and/or pull items with a strength factor of heavy work.
- Ability to traverse stairs, physical ability to carry 40 pounds.
- Work involves walking, constant standing, using of hands and arms to operate and clean equipment and lifting of stock.
- Vision abilities required to include close vision and the ability to adjust focus.
- The noise level in the work area is usually moderately loud.

TERMS OF EMPLOYMENT:

Ten-month contract with salary established by School Nutrition Director and School Board.
188 day contract

SALARY & BENEFIT:

Hourly 2016.2017 School Nutrition Scale Standard Employee Benefit

JOB DESCRIPTION: Pulaski County Public Schools

Title: School Nutrition Manager

Qualifications:

- High School Diploma or GED required.
- Food Service experience preferred.
- Ability to work with accuracy and minimal supervision.
- Functional skills in reading and writing English and basic mathematics
- Ability to communicate effectively with students, staff and parents.
- Computer skills: Keyboarding, Office Applications

Reports to: School Nutrition Director and School Principal.

Job Responsibilities: The School Nutrition Manager is responsible for the overall operation of the school cafeteria at designated site, according to the rules and regulations of the Federal, State and local Board of Education.

Perform managerial and other duties that promote and maintain the integrity of the school nutrition program. To effectively communicate and promote the program to encourage student participation, while complying with State, Federal and local School Board Policies. Attend meetings and workshops as scheduled by school food authority and adhere to all verbal and written cash handling and meal claiming procedures

REQUIRED QUALIFICATIONS:

- Plan, schedule and assign work duties on a daily basis for all employees that are consistent and fairly distributes work responsibilities.
- Knowledge of Point of Sale computer program designed for school nutrition operations involving various reports and data.
- Adhere to Federal and State requirements related to correct meal claiming procedures for reimbursable school meals.
- Complete annual employee performance appraisals.
- Requisition of food and supplies according to enrollment and planned meal participation.
- Maintain accurate perpetual inventory of food and supplies.
- Adhere to planned menu according to current USDA meal pattern requirements and regulations
- Maintain all required local, state and federal forms as required by USDA and state agencies.
- Complete all daily and monthly reports in an accurate and timely matter.
- Maintain a safe foodservice operation by promoting high standards of cleanliness; in compliance with the Local and VDH
- Knowledge of Hazard Analysis Critical Control Points (HACCP), food safety and sanitation principles.
- Operate within established guidelines for a financial management system that provides a cost-effective program.
- Comply with federal mandates for Professional Standards for School Nutrition managers.
- Perform other duties as assigned by the School Nutrition Director.

Other required skills and abilities:

- Communicate effectively in written and oral form with people using positive interpersonal skills for efficient production.
- Promote good public relations with students, faculty, parents and community.
- Assist in nutrition education of students.
- Knowledge of how to use and care for commercial kitchen equipment.
- Communicate with School Nutrition Director and school principal when asked to participate or coordinate special functions or events.
- Obtain and maintain Level 1 certification in the School Nutrition Association.
- Serve Safe Certificate required.
- Comply with school nutrition uniform policy.
- Promote practices to ensure a safe environment for work performance, and to ensure the health and well-being of employees and customers.

PHYSICAL DEMANDS:

- Lift, carry, push and/or pull items with a strength factor of heavy work.
- Ability to traverse stairs, physical ability to carry 40 pounds.
- Work involves walking, constant standing, using of hands and arms to operate and clean equipment and lifting of stock.
- Vision abilities required for cashiers include close vision and the ability to adjust focus.
- The noise level in the work area is usually moderately loud.

TERMS OF EMPLOYMENT: Ten-month contract with salary established by School Nutrition Director and School Board -- 190 day contract

SALARY & BENEFITS: Hourly 2016.2017 School Nutrition Scale Standard Employee Benefit

JOB DESCRIPTION

TITLE: School Nutrition Employee Substitute or Part-time (less than 5.5 hours/day)

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Required to complete assigned duties within time restraints.
3. Communicate effectively with students and staff.

REPORTS TO: School Nutrition Manager

PERFORMANCE RESPONSIBILITIES:

- Prepare and serve school meals according to USDA Dietary Guidelines.
- Complete assigned duties as scheduled by the School Nutrition Program Manager in addition to all duties pertaining to preparation, serving and cleanup.
- Collect monies and process transactions accurately using Point of Sale Computerized system. (if applicable when completely trained)
- Organize, count and put up food and supplies as needed.
- Document daily amount of food and supplies used.
- The daily clean up of the kitchen, and in some cases, the cafeteria area. This may include the cleaning of food service equipment, the operating of commercial dishwashers, cleaning of tables, sweeping and mopping of floors.
- General cleaning and maintenance of the kitchen and cafeteria area, which may include the periodic cleaning of windows, ovens, freezers, refrigerators, stock rooms, shelves, floors and all areas pertaining to school nutrition services.
- Employee is required to document time worked daily.
- Promote good public relations with students, faculty, parents and community.
- Complete annual health examination as required by SN Director and PC School Board.
- Comply with School Nutrition Program uniform policy.
- Perform other duties as assigned by the School Nutrition Manager.
- Substitute must be willing to work at any of the eight schools within Pulaski County, hours vary by school site.

PHYSICAL DEMANDS:

1. Ability to carry 40+ pounds of weight.
2. Ability to traverse stairs.
3. Work involves walking, constant standing, using of hands and arms to operate and clean equipment and lifting of stock.
4. Vision abilities required for cashiers include close vision and the ability to adjust focus.
5. The noise level in the work area is usually moderately loud.

TERMS OF EMPLOYMENT: Hourly rate \$8.75 per hour
School Nutrition Director and School Board.

EVALUATION: No more than 28.75 hours a week – limited benefits
Performance of this position will be evaluated by School Nutrition Manager

**School Nutrition Association
Local, State, National Membership
Level 1 Certification**

Step 1

Join the New River Valley School Nutrition Association Chapter 6D

Dues: \$6.00

- ***Must be Renewed Yearly***

Step 2

Join the State & National School Nutrition Association

National & Processing Fee Dues: \$34.00

Virginia State Dues: \$5.00

Total: \$39.00

- ***Must be Renewed Yearly***

Step 3

Level 1 Certificate is your first step to professional success! The general public is looking for safe, healthy food to be served in schools. Being able to display your SNA Certification Certificate helps assure your customers that you are at the top of your profession.

Just follow these easy steps.

1. Complete **Nutrition 101 - 10 Hour Online Course** – Go to www.nfsmi.org, click "Register" at the top of the page, and then follow the prompts to create a profile for yourself
2. Complete **Serving It Safe - 10 Hour Course through your Local Extension Agency**
3. After completing both the Nutrition 101 and Serving It Safe 10 hours' courses:
 - **Application Fees and Documentation:**
Submit to SNA your application form and copies of the required Documentation – **Nutrition 101 and Serving It Safe Certificate of completion** for the Level 1 Certification.
 - **New Certificate Fee:**
 - Level 1 - \$16.00
 - **Annual Certificate Renewal:**
 - Level 1 - \$10.00
 - Level 1 Certification – Staff must earn 6 CEUs & Managers must earn 10 CEUs per year

Professional Standards

USDA Professional Standards Required Annual Hours of Training

The USDA Professional Standards Annual Training Hours Required for SY 16-17

- Directors – 12 Hours
- Managers – 10 Hours
- Staff – 6 Hours
- Staff (Less than 20 hours) – 4 Hours

School Nutrition Employee Health and Personal Hygiene Agreement

School Year: 2016.2017

The purpose of this agreement is to inform school nutrition employees of their personal health and hygiene responsibilities in preventing the transmission of a foodborne illness.

Establishment Name: _____

Safe Food Handling Statement

I understand that I will be preparing or handling food in a school nutrition kitchen or at school related events.

The health and safety of our customers and employees is my greatest concern, and my goal is always to prevent foodborne illness.

To help prevent the transmission of foodborne illness and infectious disease of any kind:

- 1. I will notify my manager if I or someone I live with or work with has been diagnosed with or is suspected to have Salmonella, Shigella, E.coli, Hepatitis A, Norwalk virus or any other foodborne illness or infectious disease.**
- 2. I will notify my manager if I have:**
 - a. Any symptoms of gastrointestinal illness such as nausea, vomiting, diarrhea, jaundice (yellowing of the skin or eyes) or a sore throat accompanied by a fever**
 - b. A lesion, boil, or other open wound on my hands, wrists, arms, or other uncovered body part.**
- 3. I will NOT work while I have any of the above gastrointestinal symptoms or an open lesion, and for 24 hours (or such longer period as I am instructed) until after the gastrointestinal symptoms or lesion have completely disappeared.**

I understand that my manager will require a doctor's note and appropriate medical clearance prior to my returning to work if I or someone I live with or work with (e.g. at a second job) have experienced any of the above conditions or symptoms.

I agree to follow established procedures for both safety and food handling.

I agree to report any work related accident or injury to my supervisor as soon as it occurs, but no later than the end of the shift and will notify my supervisor of any need for treatment.

I understand that failure to follow the above procedures will result in disciplinary action up to and including termination and may reduce Workers Compensation benefits.

Acknowledge you have read and understand the health statement above – your SN Manager will have a form to sign and keep on file.

All School Nutrition Employees including those on work agreements are required to sign and date the following statement and return to the School Nutrition Manager by

August 12th, 2016



Pulaski County School Nutrition Program

2016.2017 Employee Acknowledgement Form

I received an overview of the Pulaski County School Nutrition Program’s handbook. I understand I am to become familiar with the contents of the handbook as it outlines my responsibilities, benefits, and school policies.

Further, I understand and agree to the following:

- This handbook represents a brief summary of some of the more important School Nutrition procedures. Consequently, the handbook is not all inclusive.
- The Pulaski County School Board retains the sole right in its judgement to modify, suspend, interpret, or cancel in whole or in part, at any time, any of the published policies.
- The contents of this handbook do not constitute an express or implied contract of employment.

Employee Name (Please Print)

Employee Signature

Date: