

GUIDELINES FOR A GREAT WORKPLACE 2022-2023

**GRAPEVINE-COLLEYVILLE INDEPENDENT
SCHOOL DISTRICT
NUTRITION SERVICES DEPARTMENT**

This document merely provides the employee with general work guidelines and information and is NOT INTENDED TO NOR DOES IT create any contractual rights between the GCISD and the employee. Employees should refer to Board Policy, available through the District's website, for all policies.

WELCOME

Welcome to the Grapevine-Colleyville Independent School District Nutrition Services Department. You are now part of a great team in a great workplace. This booklet has been provided to you to acquaint you with the policies and procedures, which govern the performance of your duties as a Nutrition Services team member. For a complete list of school board policies, please refer to the district website at www.gcisd.net under Board of Trustees heading. At all times you are expected to comply with all policies and procedures as well as perform your job functions to the best of your ability and in a safe and professional manner.

We are very proud of our schools and the services they provide for the children and adults of our community. We take pride in our department, our service/function and our cafeterias; we also strive to create a positive and pleasant atmosphere for our employees and customers alike.

Again, we welcome you to the GCISD Nutrition Services Department. We are happy to have you as part of our team.

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MISSION STATEMENT AND GOALS

MISSION STATEMENT

More than just a school lunch... Our mission in Nutrition Services is to provide every student with a healthy nutritious meal. By providing children of our community with quality food and friendly service, we are valuable partners in education. Our efforts as professionals in child nutrition will further the growth and success of our students, staff and community.

The goals for the Nutrition Department are:

- To offer nutritious and appetizing meals.
- To serve a variety of foods in order to help the child extend his/her list of preferred or enjoyable and acceptable foods.
- To educate students about proper nutrition and good food habits.
- To present and serve food in the best possible manner and appeal.
- To maintain safe and sanitary conditions for food preparation resulting in the highest possible quality of food.
- To encourage each employee of the Nutrition Services Department to become a professional who is dedicated to the cheerful service of the community.
- To conduct the program in an economical and businesslike manner at a minimum expense to the student and taxpayer.
- To comply with all local, state, and national guidelines for school nutrition services.

THE WELL-DRESSED EMPLOYEE

THE WELL-DRESSED EMPLOYEE WEARS:

- A GCISD t-shirt with the nutrition services logo Monday-Thursday. Employees may wear a different GCISD T-shirt or a spirit shirt on Friday.
- Navy or black Docker-style pants (provided by the employee).
- Matching socks for the pants (provided by the employee).
- Dark leather closed toe and heel shoes (athletic or loafer styles) with a non-slip sole or a plain, white leather athletic shoe (provided by the employee).
- A Nutrition Services apron (provided by GCISD for prep and serving times).
- **A hairnet, solid color hat style visor, or baseball cap for women or men (provided by employee). No offensive logos or advertising may be displayed on the visor or baseball cap. Long hair must be tied back and covered by the hairnet, visor or cap.**
- Each campus will be issued pocket thermometers by the Nutrition Department and staff will be trained on how to calibrate it when needed. It is the employee's responsibility to have the thermometer available for taking food temperatures during working hours.
- GCISD ID badge.

The above is the approved uniform for members of the Nutrition Services Team. Employees are expected to come to work in uniform every day (except as noted below). Employees that arrive and are not in uniform will be asked to leave during the employee's lunch break (on the employee's time) to correct the uniform violation. On staff development days the employee may choose to wear business casual attire (i.e. not shorts, tank tops, anything with advertising slogans of tobacco or alcohol products or companies, etc.).

THE PROPERLY-GROOMED EMPLOYEE:

- Nails must be short, clean and free of polish and of any stones or foreign objects (for sanitation purposes). Gel or powdered nails must be short and clear, no color or polish allowed. Long nails are not allowed.
- Jewelry should be limited to a plain (no stones) wedding band and small earrings (this is for your safety).
- Visible body piercing is not allowed, this includes tongue rings or facial piercings.
- Male employees should be clean-shaven or maintain well-manicured facial hair at all times.
- Make-up should be conservative.
- Do not wear perfume. Food smells and the fragrances of several employees often do not mix well. Using perfumed soaps and deodorants are acceptable.
- **Put on a clean, embroidered apron just before serving.** Plain or disposable aprons should be worn during prep time so that the "logo" aprons will not become soiled prior to serving.
- Keep uniforms clean and in good condition. If your shirt should become damaged or permanently stained, notify your manager.

- Visible tattoos are not allowed, employees are responsible for covering tattoos. (Long sleeve T-Shirt or sports wraps are sufficient)
- Nutrition Services employees strive to maintain a professional look. Therefore, we do not wear sweat pants, spandex, skirts or stretch pants. When possible, shirttails should be tucked in.
- Jeans may be worn on Fridays.

Jeans Dress Code:

Light blue, dark blue or black jeans, no other jean colors

No capri style

No "hip hugger" style (must come to the waist line)

No overly baggy/saggy style

No "skinny" jeans

Must be clean

No holes or tears

No frayed ends

SANITATION & SAFETY

KITCHEN SANITATION & HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP)

◆ Hand Washing

Employees must wash their hands:

- ✓ Upon arriving at work
- ✓ After using the restroom
- ✓ After coughing, sneezing, or blowing your nose
- ✓ Eating or drinking
- ✓ Running hands through hair or touching your face
- ✓ After engaging in other activities that contaminate the hands

Disposable Gloves must be worn during prep and serving.

Gloves should be changed:

- After handling soiled equipment or utensils
- When changing tasks during food prep
- When switching between working with raw foods and working with ready-to-eat foods
- Any other time that the gloves become soiled with a chance of cross-contamination

- ◆ **Eating is allowed during break times only at designated areas.** Employees may not eat while preparing food, while working on the serving line or during clean up. Chewing gum is not allowed.

- ◆ **Employees may drink from a closed beverage container** that will prevent spills and cross-contamination in the designated areas.

Plain or disposable aprons should be worn during prep time only and a clean embroidered apron should be worn during serving.

Hairnets, visors, or baseball caps must be worn at all times.

- ◆ **Health cards** are required by Tarrant County for all campuses. Food Handler Health Cards are required. All employees are responsible for maintaining a valid Food Handlers Certification. Employees can take online Food Handler Courses. The Nutrition Department will provide you with several options for Food Handler Courses. Failure to do so will result in termination.

KITCHEN SAFETY

The cafeteria employees make the kitchen a safe place to work by maintaining safety standards and following safety procedures. It is **EVERYONE'S** responsibility to practice safety in the kitchen. All employees are required to participate in monthly Safety and Sanitation meetings. **Employees that have unsafe work practices are subject to disciplinary action up to and including termination.**

If an accident does occur and the employee is injured, the employee must notify his or her supervisor immediately. A GCISD Employee Injury Report must be filled out and sent to Operational Services regardless of how minor the injury may be. If the injury requires medical attention, the employee may immediately visit a doctor that accepts worker's compensation insurance. The Director of Nutrition Services will be contacted by the manager for ALL accidents and injuries affecting cafeteria workers.

SLIPS AND FALLS

1. Spilled food is the biggest cause of falls so employees need to watch carefully in all food preparation areas, food service areas, and passageways where food is carried.
2. Keeping floors clean, passageways clear, free of electrical cords, and promptly cleaning spills is the job of each and every employee.
3. **"Wet Floor"** signs should be placed in areas when the floor is mopped to caution employees to avoid the area.
4. Use a cart to transport heavy items from one part of the kitchen to another. Do not attempt to carry heavy food across the kitchen.
5. Mats used on floors in areas where water can make the floor slippery must be checked for edges that curl up. The curling edge can cause an employee to trip.
6. Any employee who discovers leaks, drips, items that need repair, or unsafe equipment must report these to the cafeteria manager, as soon as practical.

LIFTING AND MOVING OBJECTS

Before moving heavy objects employees should clear a space for the object.

1. Employees should lift heavy objects by doing the following:
 - a. Place your feet slightly apart, about shoulder width,
 - b. Squat down to the level of the object being lifted by bending your knees (Safety Note: DO NOT bend down from the waist),
 - c. Take a firm grip on the object,
 - d. Lift slowly and evenly by straightening your legs,

- e. Keep the object close to your body,
 - f. To set down the object reverse this procedure.
2. To avoid injuring the body when turning with a heavy load, the employee must change the position of their feet. (Safety Note: DO NOT twist the body.)
 3. Two other ways to prevent injury when lifting heavy objects are: (1) ask a co-worker to help you lift the object or (2) use a cart to transport the object.
 4. When two people are working together to lift a heavy object, one of them must give verbal instructions so that both of them lift and move at the same time.

CUTS AND BRUISES

1. Put a knife glove on your non-prominent hand with a plastic glove over it before cutting anything in the kitchen. There are no exceptions, all staff must follow this step.
2. Use the correct knife for the job and one that has been properly sharpened so that the knife will easily cut the food.
3. Always pick up knives by the handle, NOT the blade.
4. When peeling or cutting food, be sure to cut away from your body.
5. Remember to keep knives visible, in sight, when cleaning and storing them. NEVER put a knife in a sink of soapy water where the person washing the pans cannot see it. Knives should be stored in a knife rack not in a drawer.
6. To avoid cuts while operating machines such as slicers and choppers, follow these basic guidelines:
 - a. Know how to use the machine,
 - b. Follow the operating instructions exactly,
 - c. Keep your body away from the moving parts of the machine and NEVER reach into a machine in operation,
 - d. Always unplug the machine before you clean it or change parts.

BURNS AND SCALDS

1. Potholders and insulated gloves are provided for employees to use when handling hot utensils and products. These items must be commercial grade and cannot be brought in from home. There are no exceptions, all staff must follow this step.
2. Potholders should be kept dry and in good repair. A wet potholder will not protect you and may scald your hands.
3. Potholders will not help you if you don't use them so never assume that a stove or other heat source or a pan of food is cold.
4. Before moving a hot pan of food the employee must clear a space to receive the item and ask for help if the container is heavy or large.

5. Keep the handles of pots and pans turned away from the edge of the stove to prevent them from catching on clothing and causing an accident. Handles of pans must not be placed over other burners where they can become hot.
6. When checking a food item in a pot with a lid, tilt the lid away from your body to allow the steam to escape and to avoid being burned.
7. When cooking foods in equipment such as stockpots, steam kettles, and tilting braising pans use long-handled forks and utensils to avoid being burned.

JOB ASSIGNMENTS

PERMANENT REASSIGNMENTS

Employees are hired by the Nutrition Services Department rather than for a particular campus and therefore **may be assigned to any of the seventeen cafeterias.** Each school has an established number of positions and labor hours. These numbers may change as business dictates. Employees are assigned according to the needs of each campus. There are occasions when job reassignments must be made in furtherance of the business. Employees may be reassigned to a different job within the cafeteria at the discretion of the cafeteria manager. Employees who may desire more or new challenges may request a job reassignment by consulting with his/her manager or the Nutrition Services Director. Employees may also be transferred or placed on a rotating schedule as the business needs dictate. We strive to place all employees where they will be successful and best serve the District. These reassignments are made by the Nutrition Services Director or Assistant Director and only after careful consideration.

TEMPORARY RELOCATIONS

Each campus must have a certain number of employees each day in order to prepare and serve meals. At times, one or more cafeterias may be short staffed due to employee illness or unfilled positions. When necessary, cafeterias are generally expected to work shorthanded by one employee and if possible, the position is filled during serving time. On occasion, a cafeteria team may find themselves shorthanded by several employees. In this case, we may ask an employee from a fully staffed cafeteria to relocate on a temporary basis. This may be for one or more days, but is not a permanent move. Based on the needs of both cafeterias, the cafeteria manager and the Nutrition Services Director and Assistant Director will decide which employee will be temporarily relocated. Employees are expected to work as a team and participate willingly to help out their co-workers.

ATTENDANCE

ACCUMULATED DAYS

Each kitchen is set up to function efficiently with a certain number of persons on the job. Being on the job every day is very important to your team. Each employee working a full year is granted up to ten (10) days of paid leave per year, see Board Policy DEC (LOCAL). Five are designated to be used for illness and five for personal business, however all ten days may be used for illness if needed but not all ten days may be used for personal business. Employees of the Nutrition Services Department accrue one day per 18 days worked but only up to ten days. Employees hired after the first working day will receive a prorated share of days. Paid leave that is not used during a school year is carried to the subsequent school year and may be accumulated for future use.

Assault Leave: In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. Employees should consult Board Policy DEC (LEGAL) for additional information and limitations regarding assault leave and its coordination with workers' compensation income benefits.

An employee absent due to illness for more than five (5) consecutive days shall submit upon return to work, a medical certification of illness and his/her fitness to return to work DEC (LOCAL). Most cafeteria workers do not qualify for Federal Family Medical Leave, thus an absence of more than five (5) consecutive days may result in termination and loss of job when the employee does not have sufficient accumulated leave to cover the absences. Employees should check with the Human Resources Leave Administrator prior to, or as soon as possible, after the illness begins.

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee at least one week in advance of the day(s) requested.

The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the department's operation, as well as the availability of substitutes.

Board Policy does not allow the use of personal days for an absence on the day before or the day after a school holiday, staff development days, or the last day of a semester without obtaining approval from the Director of Nutrition Services.

Any personal injury reported to the Nutrition Services Department may require a physician's release to work statement and possibly a physical examination at the district's discretion to determine the employee's ability to perform essential job functions.

WHAT TO DO IF YOU ARE GOING TO BE ABSENT:

1. Inform your manager **before 2:00 p.m.** the day before your absence or you may also call the Nutrition Services Office until 4:00 p.m. the day before the absence.
2. If an emergency arises where it is not possible to give advance notice, call your manager **by 7:00 a.m.** on the day of the absence.
3. If you will be out more than one day, call your manager (as in step 1) each day. If you do not let your manager know that you intend to return to work the next day and a temporary worker has been scheduled for your replacement, you will be assigned to another campus for the day. **Make verbal contact with your supervisor or the Nutrition Services Office.**
4. Unless the situation prohibits it, the employee (rather than a spouse, parent, child other relative, or friend) should notify the cafeteria manager of the absence.
5. You are responsible for calling in your absence so be certain that you have your manager's phone number. If you are not able to speak with your manager, leave a voice message at the work number. If you are not able to make **VERBAL CONTACT** with your manager, please call the Nutrition Services Department 817-251-6916. Do not call other numbers to report your absence as that is not valid notification.

EXCESSIVE ABSENCES

Employees who have excessive absences may be reassigned from regular status to substitute status, which does not provide benefits and may result in a reduction in pay. Excessive absences are defined as:

1. Any absence incurred after all earned sick/personal days have been used
2. Any situation that results in docking/reducing the employee's pay due to absences unless there has been prior approval from the Nutrition Services Director
3. Exhibiting a pattern or missing too many days in a period of time.

Employees who exhaust all of their accumulated leave plus use one additional non-paid day will automatically be changed from a Nutrition Specialist to a substitute. The substitute position does not have benefits; therefore, the employee's health benefits will be stopped at the end of the month. It is your responsibility to know whether you have exhausted all of your leave. Earned accumulated leave is listed on your paycheck on the lower left side under the heading of time-off information.

JURY DUTY

Employees called and/or selected for jury duty are not required to use personal days to cover work absences. However, in order to avoid using personal days and to be paid for the day(s) called/served, the employee must bring back paperwork from the court showing the day(s) and time(s) in attendance at the court. If you are dismissed by the court during the day you are to return to work promptly if there is more than two hours of the work day/shift left. The court paperwork is to be attached to your Absence from Duty Form to verify the reason for your absence DEC (LEGAL).

Grand jury service is voluntary and shall be performed without compensation.

BEREAVEMENT

All employees are granted two workdays of local bereavement leave with no loss of pay or other leave upon the death of a member of the employee's immediate family. DEC (LOCAL) **An eligible employee shall complete the Request for Bereavement Leave form and attach documentation showing the death and relationship of the employee to the deceased.** The paperwork must be turned into the Director of Nutrition Services within two weeks of the absences.

The term "immediate family" shall include:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

Local bereavement leave is provided to cover the days immediately preceding and/or immediately following the services for a member of the employee's immediate family. This leave time is provided to employees to aide with the grieving period, funeral arrangements, and travel and attendance of services. Bereavement leave is not provided for events associated with disposition of the decedent's estate or other related items.

TARDINESS

1. Notify your manager as soon as possible that you will be late.
2. **Remember:** Excessive tardiness results in a hardship to your team and can cause a delay in service to our customers.
3. Excessive tardiness will result in disciplinary action, up to and including termination.

TRUE TIME EMPLOYEE MANAGEMENT SYSTEM

Request for Time Off

1. Employees will request time off using the **Auxiliary Time off Request Form**. Employees will send the request to the Supervisor through the red bags. Employees who call in absent will not need to fill out a form. The phone call will act as documentation.
2. Employees who are absent for bereavement, jury duty or sick bank will need to fill out an **Auxiliary Time off Request Form** and turn it into the Director for approval.

Submitting Time Electronically

Employees are responsible for verifying the accuracy of hours worked before submitting their time in the system every Friday. Employees need to verify time off hours to ensure accuracy. If the total hours for the week are incorrect, DO NOT SUBMIT your time. See your manager immediately to correct.

Employee's must log-in and log-out of the system every day. Employees who forget to log-in or out will inform their immediate supervisor of the miss punch for a system adjustment.

No other person is permitted to log you in or out. If there is an error on your time, contact the manager immediately. Do not submit incorrect time. **When an employee leaves the work site for any personal reason, he or she must clock out when leaving and clock back in upon returning to the work site.**

Any employee that works 4 hours and 15 minutes will have a 30 minute lunch period automatically deducted from their daily work hours.

ABSENCE FROM DUTY (Auxiliary Time off Request) FORMS

If you need to request time-off for either personal business or illness (i.e. pre-scheduled doctor's appointments), an Auxiliary Time off Request Form must be submitted as soon as the employee knows the specific time that he/she needs off. This will help the Nutrition Services Office schedule temporary help to cover your position during your absence.

When scheduling routine appointments, you should always try to get an appointment after your work schedule ends. If this is not possible, try to schedule these in the least intrusive way possible for the benefit of your team and the students. Set appointments so that you can work either during prep or service.

Employees who work less than assigned hours for the week are required to use personal time off.

Time taken will be no less than fifteen minute increments. Time will be recorded in fifteen minute increments.

BAD WEATHER DAYS

School closings are handled as follows:

- By 6:00 a.m. key school personnel will consider conditions. Road conditions are assessed in conjunction with the Grapevine and Colleyville Police Departments.
- Around 6:30 a.m. the Superintendent of Schools will decide whether school is closed or delayed.
- Upon receiving notice, the Director of Nutrition Services will text the cafeteria managers the information. The manager's will contact their employees. Watch the local TV stations and the district website for updates www.gcisd.net or contact your cafeteria manager.
- Employees may use personal time (not sick time) for an inclement weather closure or delay so as not to lose pay:
- On delayed start days, employees still need to arrive at work as close to their regular scheduled hours as possible due to preparing to serve lunch.

EMERGENCY SCHOOL PROCEDURES

When a school is closed due to an emergency situation, the Cafeteria Manager for the campus should notify the Nutrition Services Offices as soon as a decision has been made by the campus or the District Central Office. Employees for the closed campus will be moved to another school to work. Employees must take personal time for the following:

1. There is no work available at other campuses.
2. The employee has a school age-child that is affected by the school closure.

All employees shall participate in campus safety drills including, but not limited to, lockdowns, fire drills, tornado drills, etc.

SCHOOL SCHEDULES & EARLY DISMISSAL DAYS

Work calendars are created based on serving days. If students are not scheduled to be in school or to eat due to events (like field day) or for early dismissal, then employees do not work. The work calendar for each level is as follows: Elementary School – 178 days
Secondary School – 174 days

When elementary schools serve breakfast or lunch, **all employees are needed to work.** Request for Absence forms need to be submitted early for consideration. Approvals will be based on the staffing needs of the district. For your convenience the district offers KidzU after-school care at district elementary schools for the employee based on a daily charge rate. For more information about KidzU call 817-251-5545.

When schools close the cafeteria for events, employees may be assigned to work at another campus, if needed. When asked, employees must work. When employees are not needed, the employee must use personal time for the absence.

PERFECT ATTENDANCE INCENTIVE

In order to be eligible for the perfect attendance incentive, employees must be at work on time every scheduled day. Exceptions include: a day is used for a bad weather make-up days, day used for any other closure caused by district, a day donated to the sick bank, bereavement days or jury duty. All other days used make the employee ineligible for the perfect attendance incentive.

August – January – First semester \$50

February – June – Second semester \$50

CASHIERING

All employees who cashier must sign-in to the computer system with his or her name and secured password. Passwords may not be shared. Cashiers are responsible for cash and reconciling all accounting in the registers to the sales.

Cashiers are responsible for following the notes contained in meal accounts as displayed on the register. Cashiers who make frequent mistakes will be removed from the cashier position and will be ineligible to cashier.

STAFF DEVELOPMENT

Board Policy DMC (LOCAL) **requires** that every GCISD employee complete a certain number of staff development training hours each year. Training is vital to successful performance and is considered very important. The district requires annual ethics training to be completed as a condition of continued employment.

Training opportunities are provided for employees throughout the year for the purpose of improving skills and knowledge. Staff Development days are regularly scheduled workdays and thus have mandatory attendance. Employees are to make arrangements for child care, elder care, etc. and attend on staff development days.

Required training includes:

Civil Rights Training, Procurement & Ethics Training and Food Safety Training

Per Board Policy, personal days may not be used for staff development days. If an employee is absent on a staff development day, they will not be paid and the hours must be rescheduled and completed as required by the Director of Nutrition Services. All required hours for each year must be completed by June 30 of that year. Employees who do not complete the required number of hours of staff development will be changed to substitute status for the next school year thus losing job benefits and permanent employment.

REIMBURSEMENTS FOR LEARNING

Employees who choose to attend Texas Department of Agriculture (TDA) or Texas Association for School Nutrition (TASN) workshops during the summer or on weekends will be signed up through the Nutrition Services office. The cost of the class will be paid for by the department. In the event that you do not attend the class and we are unable to obtain a refund or credit, you will be responsible for reimbursing the district for the class fee.

With prior approval, mileage also will be reimbursed. Prior to attending a class, contact the Nutrition Services Department.

OTHER IMPORTANT INFORMATION

TOBACCO PRODUCTS AND DRUG USE

The Grapevine-Colleyville ISD is a tobacco and drug free workplace [GKA (LEGAL); DH (LEGAL); DH (LOCAL)]. Employees must leave GCISD property to use any tobacco product and may only do so during lunch. Smoking or the use of any tobacco product on District property is punishable by a fine and may result in discipline or job loss. Employees must be free of tobacco smell while at work.

GIVING AWAY OR TAKING FOOD FROM THE SCHOOL

All food, food products, and supplies are property of and belong to the school district whether purchased or donated. Absolutely no food may be given away or taken from the cafeteria. This includes leftovers and any part of the employee's meal. Employees may not purchase food to take home. Employees that take or give away food are subject to termination for theft. The same applies to related food products and supplies. See DH (local).

CODE OF CONDUCT

All employees understand the Code of Conduct in accordance with the District Board Policy DH (Local)

PHONE CALLS AND CELLULAR PHONES

Employees must maintain cellular devices on silent and shall not use them to make calls or send messages except during employee's lunch period. If you must make or take a phone call, ask to use the manager's office. Employees also may use the manager's phone but long distance calls are not permitted. If someone calls the employee, a message will be taken unless the caller says it is an emergency. Limit incoming calls to emergencies only. Please do not encourage family, friends, etc. to call unless necessary.

HEADPHONES/PERSONAL STEREO

Use of personal stereo headphones, personal CD players, iPods, or other personal listening devices is not permitted during work hours. Please do not bring these items to the workplace. A radio in the common work area is permitted as long as the music/program is not disruptive to the working environment.

ABANDONING THE JOB

Our top priority is to see that good quality meals are ready on time for the students of GCISD. We have a shared responsibility to see that this job gets done. Leaving your job during work hours without permission from the manager, the Nutrition Services Director or Assistant Director is considered job abandonment and will result in your voluntary job resignation.

USE OF DISTRICT EQUIPMENT & SURPLUS

Employees are not allowed to use District equipment for personal use. Under no circumstances may equipment be borrowed and taken from District property for personal use, nor shall maintenance or repairs to personal property be performed on-site using District equipment. Additionally, any district property that is deemed unusable or as surplus will be picked up by the warehouse for auction. The cafeteria manager will notify the Director of Nutrition Services or Field Supervisor to initiate the proper paperwork. Under no circumstances should an employee dispose of district property.

PHONE ETIQUETTE

Occasionally an employee may be asked to answer the phone when the manager is not available. (It is important that you identify the place where you are and who you are.) The correct procedure is as follows:

(School name) Cafeteria. This is (your name). How can I help you?

Example: Grapevine High School Cafeteria. This is Mary. How can I help you?

PERSONAL PROPERTY

Employees may bring a limited amount of personal items to work but should do so in a clear or transparent bag or container. (Examples would be a zip lock bag, clear cosmetic bag, etc.) All such items and their containers are to be stored in the employee's locker and may not be kept at the employee's work station. When the employee removes personal items from work they should also do so in a transparent bag or container. Employees should not store personal food or drink in the district's coolers or freezers. Any personal food or drink brought to work must be consumed at work. Each kitchen should have a designated area in the walk in cooler to store personal food brought in for the employee's consumption. This area must not be near food prepped for the students.

The school district is not responsible for the loss or theft of the employee's personal property. Lockers are provided for storage and employees may add combination locks for security purposes.

ID BADGE

Your ID badge serves both as your identification as a GCISD employee and your access card to the kitchen door. Damaged cards need to be reported to the Nutrition Services office and the card will be replaced at no charge. Lost cards must be reported to the cafeteria manager immediately and replaced at a cost of \$10.00 to the employee. ID badges must be worn at all times in a visible location.

PARKING

Each campus assigns parking for its faculty and staff. Nutrition Services employees are to park in the designated areas at each campus. DO NOT park in loading zones since it interferes with deliveries. DO NOT park in fire lanes for safety reasons and because you may be ticketed or your vehicle towed.

PAY SCHEDULE & DIRECT DEPOSIT

Employees are required to maintain a bank account because all pay is made by direct deposit. Returning employees can access and print their Direct deposit pay stubs by signing into SKYWARD through GCISD ClassLink. New employees who do not have direct deposit yet will need to pick up their live check from Payroll Survives at the main Administration Building, which is located at 3501 Ira E Woods, Grapevine, TX 76051.

SKYWARD & YOUR GCISD EMAIL ACCOUNT

To receive important communications, updates and information from the District and the Child Nutrition Department, employees are required to sign into SKYWARD and maintain a GCISD email account. This account will be your name: first.last@gcisd.net Your initial password will be your birthday: mm/dd/yyyyHi! You may change your password, it is your responsibility to remember it.

This email address and password allows you to access GCISD ClassLink and SKYWARD which is where you review and print your pay stubs, review days off and view personal information.

STUDENT ELECTRONIC IMAGES

Do not photograph or video students without permission from your supervisor. Students may have a directive on file with the district that prohibits any electronic image of the student.

EVALUATIONS

All employees receive an end- of- the- year evaluation which reflects their performance over the past year. Employees who receive an unsatisfactory may not receive a letter of reasonable assurance for employment for the following school year.

RESIGNATION

To resign your position you must do so in writing. You may request a GCISD resignation form from your manager or the Nutrition Services office or you may write your own resignation letter. If you choose to write your own resignation letter, please include the last date that you will work.

You must return all district property (shirts, identification badge, parking pass, aprons, etc.) at the exit interview. From the employee's last paycheck, the District will deduct the cost of apparel items that are not returned by the employee at the time of separation.

TRANSFER REQUEST

To request a transfer to a different campus, you must submit a written request to the Director of Nutrition Services. Requests may be submitted any time during the school year.

VISITORS AT WORK

Visitors are not allowed in the work place, this includes children, spouses and friends.

BENEFITS

WHO SAYS THERE'S NO SUCH THING AS A FREE LUNCH!

An adult lunch meal that is selected from the daily menu is available to every employee of the Nutrition Services Department at no charge. A thirty (30) minute, non-paid lunch break is scheduled each school day for employees working 4 hours and 15 minutes or more. The lunch break may not be taken earlier than 9:30 a.m. and must be taken before the first scheduled serving time. The manager will establish the time of the lunch break in each kitchen.

An Adult Lunch includes the following:

- 1 entrée (food from outside vendors is limited to once a week)
- 3 servings of fruit or vegetables
- 1 or 2 servings of bread (if the entrée does not include bread)
- Milk or iced tea

A SNACK, TOO!

Every employee may choose one snack at no charge each day from the following:

- Chips
- Ice Cream Bars
- Kitchen Made Snacks or Desserts
- Canned Beverages
- Bottled Water

LAST BUT NOT LEAST

WHERE TO GO WHEN YOU HAVE A QUESTION, ISSUE OR PROBLEM

As an employee you may have questions about your job, job performance, and district policies, or be interested in work opportunities for advancement, have an issue or concern, need to discuss an incident, etc. You should discuss these things with your manager first.

If the manager is not able to resolve the issue or problem for you or cannot answer your question to your satisfaction, then you should discuss the issue with the Assistant Director.

You are always welcomed to stop by the Nutrition Services department if you are having a problem. To ensure that someone is available to meet with you, it is recommended you schedule an appointment to discuss the matter with the Director of Nutrition Services, Assistant Director or Field Supervisor.

If you need assistance from one of the members of the Nutrition Services office located at 5800 Colleyville Blvd, Colleyville, TX 76034, the telephone numbers are:

Julie Telesca, Director	817-251-5615
Denise Hayslip, Assistant Director	817-251-6916
Karen Karl, Field Supervisor	817-251-5681
Laura Brookover-Ybarra, Dietitian	817-251-5616
Kacey Schlekewy, Administrative Assistant	817-251-5618
Katie Stouvenel, Bookkeeper / Free & Reduced Processor	817-251-5617
Sharon Alvey, PT Trainer	817-251-5618
Jason Aronen, Culinary Trainer/Chef	817-251-5914

Once again, welcome to the GCISD Nutrition Services Department. We are glad to have you as part of our team.

PHONE LIST	
Grapevine High	817-251-5270
Colleyville Heritage High & TCC	817-305-4735
Grapevine Middle	817-251-5653
Colleyville Middle	817-305-4906
Heritage Middle	817-305-4805
Cross Timbers Middle	817-251-5342
Cannon Elementary	817-251-5679
Colleyville Elementary	817-305-4932
Dove Elementary	817-251-5696
Timberline Elementary	817-251-5769
O.C. Taylor Elementary	817-305-4891
Bear Creek Elementary	817-305-4849
Heritage Elementary	817-305-4825
Bransford Elementary	817-305-4928
Grapevine Elementary	817-251-5734
Silverlake Elementary	817-251-5749
Glenhope Elementary	817-251-5717

Job Title:	Nutrition Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Cafeteria Manager	Pay Grade:	Auxiliary 1
Dept/Campus:	Nutrition Services	Date Revised:	01/2018

Primary Purpose

Prepare and serve nutritional meals for students and staff following USDA and TDA guidelines. Follow all rules and regulations in order to maintain a safe and sanitary workplace.

Qualifications

Education/Experience:

High School Diploma or equivalent
Ability to read, write, and comprehend instructions, required
Food Handler's Certification, required

Special Knowledge/Skills:

Ability to coordinate and produce work in the allotted time
Ability to communicate and get along with co-workers, students and staff members at each school
Meet physical requirements
Strong customer service skills

Major Responsibilities and Duties

1. Demonstrates knowledge of the TDA and USDA guidelines in regard to National School Lunch and Breakfast Program
2. Prepares and services food according to established procedures and methods
3. Ensures that the finished product is of the highest quality possible
4. Demonstrates a good personal appearance and cleanliness in work habits
5. Follows safety and HACCP program in respective kitchen, following the county, state, and federal health department regulations
6. Adhere to department's Guidelines for a Great Workplace
7. Applies the rules of safety and sanitation to ensure care in food handling, safety in work and reduction of accidents
8. Prepares daily HACCP reports from GCISD HACCP Manual
9. Utilizes standardized recipes and procedures

10. Performs all cleanup duties as assigned by the manager
11. Responsible for the proper use and care of equipment
12. Demonstrates willingness to work where needed and assists others until assigned jobs are completed
13. Follow job descriptions as assigned by the manager
14. Attends staff development as required by the district
15. Attends workshops, and conferences whenever possible in order to keep abreast of new techniques and operations
16. Must be at work at assigned time and work assigned work hours

17. Performs all other duties as assigned by Cafeteria Manager or Nutrition Services Supervisory staff

Working Conditions

Equipment Used

Computer, telephone, calculator, industrial mixer, meat slicer, convection ovens, microwaves, steamers, dish machines, steam kettles, knives of various sizes, all other large size utensils, mop, broom and cleaning chemicals.

Mental/Physical Demands:

Lifting (up to 50#), bending, reaching, stand/walking
 Maintain emotional control under stress
 Work with frequent interruptions

Environmental Factors:

Indoor working conditions (95%)
 Occasional outdoor exposure to sun, heat, and cold
 Must have regular and consistent attendance

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ **Date** _____

Reviewed by _____ **Date** _____

GCISD Auxiliary (Biweekly) Payroll Calendar 2022 to 2023	
Pay Date:	Pay Period:
8/19/2022	7/24/22 to 8/6/22
9/2/2022	8/7/22 to 8/20/22
9/16/2022	8/21/22 to 9/3/22
9/30/2022	9/4/22 to 9/17/22
10/14/2022	9/18/22 to 10/1/22
10/28/2022	10/2/22 to 10/15/22
11/11/2022	10/16/22 to 10/29/22
11/25/2022	10/30/22 to 11/12/22
12/9/2022	11/13/22 to 11/26/22
12/23/2022	11/27/22 to 12/10/22
1/6/2023	12/11/22 to 12/24/22
1/20/2023	12/25/22 to 1/7/23
2/3/2023	1/8/23 to 1/21/23
2/17/2023	1/22/23 to 2/4/23
3/3/2023	2/5/23 to 2/18/23
3/17/2023	2/19/23 to 3/4/23
3/31/2023	3/5/23 to 3/18/23
4/14/2023	3/19/23 to 4/1/23
4/28/2023	4/2/23 to 4/15/23
5/12/2023	4/16/23 to 4/29/23
5/26/2023	4/30/23 to 5/13/23
*6/8/2023	5/14/23 to 5/27/23
*6/22/2023	5/28/23 to 6/10/23
*7/6/2023	6/11/23 to 6/24/23
*7/20/2023	6/25/23 to 7/8/23
*8/3/2023	7/9/23 to 7/22/23

*Bold indicated early pay dates.

Elementary Calendar

2022-2023 Elementary Calendar 178 Days

July 2022		January 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	H	H	H	H	P	7	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	H		17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					
31														
							17 Work Days							
August 2022		February 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	6				1	2	3	4
7		8	9	P	P	P	13	5	6	7	8	9	10	11
14	P	P			18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	H	21	22	23	24	25	
28	29	30	31				26	27	28					
							19 Work Days							
September 2022		March 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3				1	2	3	4	
4	H	6	7	8	9	10	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	12	H	H	H	H	H	18	
18	19	20	21	22	23	24	19	20	21	22	23	24	25	
25	26	27	28	29	30		26	27	28	29	30	31		
							18 Work Days							
October 2022		April 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1	
2	3	4	ER	6	7	8	2	3	4	5	6	IW	8	
9	H	11	12	13	14	15	9	IW	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	AR	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30	H						30							
							18 Work Days							
November 2022		May 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5		1	2	3	4	5	6	
6	7	8	9	10	11	12	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	14	15	16	17	18	19	20	
20	H	H	H	H	H	26	21	22	23	SR	AR	28	27	
27	28	29	30				28	29	30	31				
							19 Work Days							
December 2022		June 2023												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3					1	2	3	
4	5	6	7	8	9	10	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	11	12	13	14	15	16	17	
18	19	20	AR	H	H	24	18	19	20	21	22	23	24	
25	H	H	H	H	H	31	25	26	27	28	29	30		
							15 Work Days							

ER Early Release - Elementary	First/Last Day of School	Fall Semester Days	87
SR Early Release - Secondary	H Student/Teacher Holiday	Spring Semester Days	91
AR Early Release - All	IW Bad Weather Day *	Total Student Days	178
P Professional Learning	31 Not a work day		

* Becomes a work day if there's a make-up day

Secondary Calendar

2022-2023 Secondary Calendar 174 Days

July 2022		January 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	H	H	H	H	P	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	H	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													

17 Work Days

August 2022		February 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	P	P	18	19	5	6	7	8	9	10	11
14	P	P	18	19	20		12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	H	21	22	23	24	25
28	29	30	31				26	27	28				

16 Work Days

September 2022		March 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	H	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	H	H	H	H	H	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	

21 Work Days

October 2022		April 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	ER	6	7	8	2	3	4	5	6	IW	8
9	H	11	12	13	14	15	9	IW	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	AR	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	H						30						

19 Work Days

November 2022		May 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		H	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	H	H	H	H	H	26	21	22	23	SR	AR	26	27
27	28	29	30				28	29	30	31			

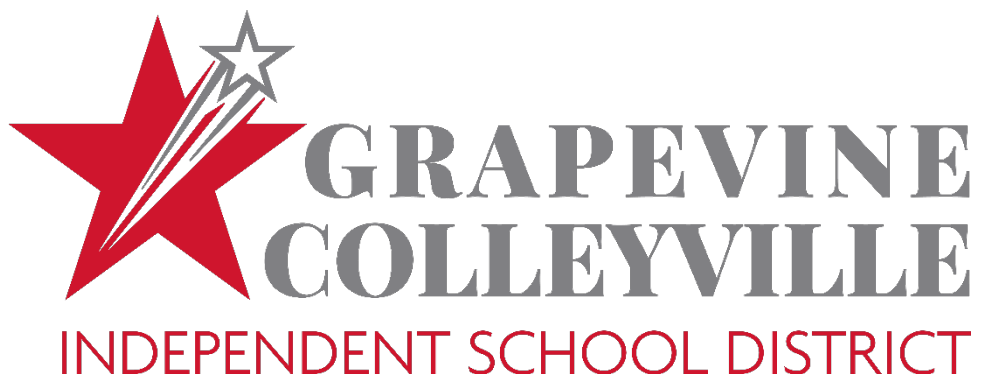
16 Work Days

December 2022		June 2023											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	AR	H	H	24	18	19	20	21	22	23	24
25	H	H	H	H	H	31	25	26	27	28	29	30	

14 Work Days

ER Early Release - Elementary	🚪 First/Last Day of School	Fall Semester Days	86
SR Early Release - Secondary	H Student/Teacher Holiday	Spring Semester Days	88
AR Early Release - All	IW Bad Weather Day *	Total Student Days	174
P Professional Learning	31 Not a work day		

* Becomes a work day if there's a make-up day



GUIDELINES FOR A GREAT WORKPLACE

Acknowledgment

I have read and received a copy of the Nutrition Services Guidelines for a Great Workplace and will abide by the GCISD Policies and Procedures. I understand that the Guidelines for a Great Workplace does not create any contractual rights between GCISD and me, as an employee.

I understand I work 100% of the time in a Federally Funded Program.

Printed Name: _____ Signature: _____

School Assignment: _____ Date: _____