

MANAGER'S GUIDELINES FOR A GREAT WORKPLACE 2022-2023

GCISD 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.

The information contained in the booklet is in addition to the information contained in the Guidelines for a Great Workplace. This does not replace it but works with it because as a manager you have additional responsibilities.

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WORK DAYS

For the 2022-2023 school year, all cafeteria managers are assigned to work 183 days, which includes staff development days.

PAY

Cafeteria managers may choose to have their wages paid to them either bi-weekly throughout the 12-month calendar (August through July) year or bi-weekly for ten (10) months, August through May.

WORK HOURS

All schools will offer breakfast. All managers and floating managers work 8 hours per day and their total weekly hours should not exceed 40 hours per week. (Hours are subject to change based on business need.)

- If it becomes necessary to work over the assigned hours per day, the manager should adjust their work schedule during that work week to stay within the weekly limit of hours. (ex: for manager's meetings)
- Before working over the assigned hours in any week for any reason, the manager must receive **written** approval from the Director or Assistant Director of Nutrition Services.

High School managers: 6:45 a.m. to 3:15 p.m.

Elementary & Middle School managers: 6:30 a.m. – 3:00 p.m.

BIC schools: 6:00 a.m. – 2:30 p.m.

Floating managers hours will vary based on assignment.

The work schedule is assigned and **may not** be altered by the manager without receiving **written** approval from the Director or Assistant Director in advance. Such adjustments may be granted on a limited basis only. During the week of managers' meetings, time should be adjusted throughout the week to account for the meeting.

UNIFORMS

The manager should wear a clean uniform as outlined in the "Guidelines for a Great Workplace." However, managers may choose to wear khaki slacks.

- Pants and shirts should be clean and in good repair.
- Damaged shirts should be returned to the Nutrition Services Office and replaced.
- Managers are responsible for school aprons.
- Managers are responsible for employees being in proper uniform, this includes a clean embroidered apron at serving time.
- ID badges must be worn and visible at all times. It is the responsibility of the manager to report lost ID badges immediately through email to Field Supervisor. Replacement cost is \$10 and must be paid to Human Resources,

Remember that the manager sets the example for their employees. If the manager does not follow the Guidelines, employees will feel free to do the same.

HAIR COVERING

The manager must wear a hairnet, baseball cap, or full wrap around visor at all times.

Long hair must be pulled back and restrained.

- Loose hair around the face must be covered.
- If hair falls loose during prep or serving, it needs to be restrained as soon as possible.

The manager is responsible for ensuring that all employees and temporary labor wear a hair restraint at all times.

- Emergency hairnets are available at the Nutrition Services Office and a supply should be kept in the kitchen's emergency kit.
- Managers may require an employee or temporary labor to replace any hat with objectionable advertising or logos with an emergency hairnet.

NAILS

The State Rules of Sanitation states "Nails should be kept short, clean and unpolished at all times." Fake nails should be a short, natural length with no polish" Gel or powdered nails must be short and clear, no color or polish allowed. Long nails are not allowed.

ATTENDANCE

Managers who need to call in sick for the day should do the following:

- Call the Assistant Director between 6:00 a.m. – 6:30 a.m. Do not call or text after 9 p.m. the day before. The manager and Assistant Director will decide what steps need to be taken until a substitute manager can be sent to the school. Managers must make contact with a person when they call in, if the Assistant Director is unavailable; call the Field Supervisor and then the Director.
- Managers of a breakfast school need to make arrangement with their staff to come in early to cover breakfast.
- Managers who are absent must follow the same procedures as employees as outlined in "Guidelines for a Great Workplace".

SUBSTITUTE MANAGERS RESPONSIBILITIES

If a manager is absent 3 days or less, the person substituting for the manager will be responsible for the following:

- Making sure the day's food production is completed; adding foods as needed to avoid shortages
- Completing the day's production sheet, including counting and recording leftovers
- Completing the deposit and daily reports
- Sending in the "red bag" with any paperwork that needs to go to the Nutrition Services office
- Making sure the kitchen is left clean and secure
- Preparing breakfast for the next day
- Taking care of KidzU snacks at elementary

- Accepting groceries
- Filling out on the job injury forms
- Email Assistant Director about True Time issues
- Leaving notes that are useful and necessary to assist the manager upon their return

If a manager is absent 4 or more days, the person substituting for the manager will be responsible for the following in addition to the above:

- Entering food and non-food used during the day in the computer (usage)
- Submitting grocery orders and receiving them into the computer
- Employee discipline, if necessary when the manager is out for a week or more
- Any other regular duties performed by the cafeteria manager

Anyone filling in as a substitute manager at a school should call the Nutrition Services office before leaving the school each day to determine if you should return to your regular assignment or fill in as a substitute the next day.

WHAT THE SUBSTITUTE MANAGER SHOULD EXPECT FROM YOU

- Breakfast for the next day should be panned and ready to go into the oven.
- The production sheet with the quantity to prepare should be filled out, printed and left where it can be easily found.
- Desks should be neat and orderly. All essential “tools” for the day such as bank bags, stamps, deposit books, etc. should be easy to locate.
- All food and non-food items should be available in sufficient quantities necessary to prepare the day’s meals.
- Remember, you might be absent on any day without advance notice, therefore these things should be done daily so that your school is ready for anyone to take over at any time.

TRUE TIME

Approving Time

1. Managers will **review and submit** employee’s time on Friday by 3:00 p.m. before leaving. Approved time goes directly to payroll.
2. All managers, floaters and substitutes time will be submitted to NSO on Friday by 3 p.m. to review time for accuracy.

AUXILARY REQUEST FOR ABSENCE

The Absence Report is to be filled in by the employee with their First and Last Name, Date(s) of Absence and signed. The form is to then be signed by the Cafeteria Manager. If you are filling out a report for yourself, it will be signed by the Assistant Director or the Director.

WORKING OUTSIDE EVENTS

Managers and employees may not accept special event assignments directly from the sponsoring party. This work is to be assigned and allocated among all willing and interested employees of good standing.

If a manager is requested by the Nutrition Services Director or Supervisor to work a special event outside of the regular work week the following applies:

- The hourly pay rate will be 1 ½ times the manager's regular pay rate.
- The manager must fill out the start and end times, sign a payment authorization (PA) form and turn into the Bookkeeper in order to be paid.
- Payment will be processed with the next payroll in accordance with payroll deadlines.

To properly handle the duties and responsibilities of a special event and to ensure safety and accuracy, employees and managers are limited in the number of hours they may work special events. The following rules apply.

If the event is on a week day after regular work hours, the employee/manager may work no more than four (4) hours. Additionally, for multiple days in the same week, the employee/manager may work no more than two week days.

If the event is on a Saturday and the employee/manager worked overtime the Friday prior, the employee/manager may not work before noon on Saturday.

An employee/manager may not work more than eight (8) hours on Saturday or Sunday. If the event required more than eight (8) hours, the total time of the event will be divided equally between two or more employees.

WORKING EVENTS DURING THE WORK DAY

Sometimes events occur during normal working hours, (Field Days). When this happens managers will be paid straight time. The following procedure will be followed:

1. Clock in like you normally do
2. **At the end of the day, email the Assistant Director and Administrative Assistant your start and end times for the event**
3. Clock out like you normally do
4. Keep your hours within your scheduled time for the week

SALE OF FOOD

Sale of food to organizations outside of Nutrition Services is limited to organizations within the GCISD community (other district departments, booster clubs, PTA, etc.)

All catering events must be emailed to the Bookkeeper prior to the event by using "new special message" under Catering Quote. Include the contact person, the items needed, Sysco vendor number, date of the event and the account code to be charged. **Within 3 days of the event the Catering Quote Form with any changes or notes must be emailed to the Bookkeeper for billing.**

STORING FOOD

When storing food for others, GCISD is not responsible for any damage or loss. Within 3 days of an event, food must be picked up and removed from the campus. Do not store other people's food long-term.

PHONE CALLS

Phone calls should be limited in both time and number of calls.

- Personal calls should be for an emergency.
- Work related calls should be kept as brief as possible.

COMPUTER & IPAD

The computer and ipad, like the telephone is meant for business purposes only. Using the computer for personal letters, projects, tasks, etc. is not allowed.

Email sent through the GCISD system is not private and is subject to public disclosure. Nutrition Services supervisory personnel, Human Resources or Technology Services personnel may monitor email at any time to ensure proper use of the system.

SAFETY

The manager is responsible for providing a safe work environment for all people working in the kitchen. The manager is also accountable for accidents that could have been prevented.

Therefore, the manager should:

- Practice safe work habits in order to set the proper example for employees.
- Follow all safety guidelines.
- Know how to fill out an injury report.
- Immediately report **any** work injuries in a timely manner by filling out the proper forms and submitting them as soon as he/she is aware that an accident has occurred.
- Know the proper procedure in case of a fire in the kitchen.
- Submit work orders to report any unsafe equipment or working conditions.
- Train all employees in the safe and correct use of equipment.
- Train all employees to use safety equipment such as hot mitts, slicing gloves, etc.
- Make sure all employees know where safety equipment is located.
- Train all employees on safe work habits including cleaning up spills, using safety equipment, no horseplay, etc.
- Routinely inspect to see that employees are using safety equipment and are performing tasks safely.
- Immediately correct any employee observed working unsafely.
- Safety Data Sheets (SDS) are saved on your computer in a file. Contact the Field Supervisor if additional information is needed.

SANITATION AND FOOD SAFETY

The overall cleanliness and organization of the kitchen is the manager's responsibility. However, it requires proper training and cooperation of the entire kitchen staff.

The manager shall:

- Train all employees on HACCP.
- Train all employees in correct hand washing procedures to prevent cross contamination.
- Train all employees to keep their work area clean.
- Teach employees in the safe and correct use of chemicals used in the cleaning of a commercial kitchen.
- Train employees to take & record food temperatures immediately after cooking.
- Train employees to take temperatures of food on the line and record it daily.
- Train employees to wear gloves when preparing or serving food, and to change gloves when they become contaminated or in a condition that is not conducive to good sanitation practices.
- Be able to obtain a health inspection score of 88 or above.
- Set the example for proper sanitation and food safety for all employees in the kitchen.
- Turn in monthly Safety Binder training sign in sheet to the Nutrition office
- Turn in Monthly Food Safety Checklist to the Nutrition office

PROFIT AND LOSS

The manager is responsible for the profit and loss of the operations of the cafeteria. Any food or non-food item that is transferred from one campus to another must follow the transfer policy and create a transfer in Nutrikids Inventory.

Financial responsibility includes the following:

- Effective use of labor hours:
 - Meals per labor hours should be 15-18 for elementary schools.
 - Meals per labor hours should be 16-19 for middle schools.
 - Meals per labor hours should be 22-28 for high schools.
- Controlled food inventory:
 - The food cost percentage of sales should be 50% or less at High Schools, 36% or less at Middle Schools and 35% or less at Elementary Schools.
 - Inventory should be sufficient product to produce the week's meals.
 - Inventory should not be excessive.
 - Usage needs to be entered daily into Nutrikids Inventory
 - Items should not be sitting unused on the shelves for long periods of time and stock shall be routinely rotated.
 - There shall be no items in inventory with an expiration date that has been reached.
 - Items, even commodities should not be "hoarded."
 - Food that is "borrowed" from another campus should be repaid at the earliest possible time.

- Employees are entitled to an adult lunch and one snack. Employees who excessively take more than this amount should be counseled.
- Non-food inventory:
 - The non-food percentage cost of sales should be less than 3%.
 - Amounts of paper goods and other non-food items should be adequate, but not excessive.
 - Schools that do not use large amounts of paper products should try to split a case with another school.
 - Usage needs to be entered daily into Nutrikids Inventory
 - Eliminate duplicate items such as paper and plastic portion cups.
 - Find items that can serve more than one purpose in order to eliminate some non-food items.
 - “Borrowed” items should be repaid as soon as possible.
- Food Waste:
 - Find ways to utilize leftovers such as freezing vegetables for soups, making oven roasted potatoes from baked potatoes, or serving the leftover as a choice the next day.
 - Do not “over produce” creating leftovers as reheated food does not have the same quality.
 - Freeze leftovers that cannot be used immediately.
 - Do not trim fresh produce excessively.
 - Train employees to use rubber spatulas to remove all food from #10 cans during food preparation.
 - Train employees to use rubber spatulas and remove all food from pans when changing pans on the serving line.
 - Monitor leftovers and throw away only what cannot be used for another meal or another purpose.
- A la Carte Sales
 - Managers must know how to convert a la carte money into meal equivalents
 - Schools with lower sales of reimbursable meals can make up the difference through higher la carte sales.
 - **Do not put out any new a la carte item without checking with the Nutrition Services office first.**

PRICE CHECKS

It is imperative that invoice prices are being checked against Nutrikids Inventory prices. **It is the manager’s responsibility to check Sysco invoices on locked items each week.** Locked items are identified in Nutrikids with an asterisk (*). **If a locked item’s price does not match, circle the item on the invoice and write the correct price from Nutrikids Inventory on the invoice.** **All other invoices will be checked at the office.**

LEAVING THE SCHOOL

Occasionally the manager or other employees must temporarily leave the workplace. Before leaving the workplace the manager or employee shall do the following:

- **Notify a Nutrition Supervisor to obtain approval to leave the workplace. Approval will only be granted in extreme situations.**
- Notify another employee in the kitchen where you can be contacted.
- **If you are leaving for personal rather than a work related reason, you must clock out when you leave and clock in when you return.**

WISE USE OF LABOR

Each school cafeteria is assigned an effective number of labor hours to maintain the financial viability of the operation. Labor is to be utilized as efficiently as possible and labor should be adjusted for unusual circumstances such as pep rallies, early dismissal, testing, end of school programs, etc. by having employees arrive earlier or later so that labor is available when it is most needed.

Unless there are extenuating circumstances, all employees should take a 30 minute lunch break before the serving time begins. Employees are to stay until the close of the workday at that campus site.

Except in unusual circumstances, a manager shall ensure that employees only work the number of hours assigned. When a special situation arises, the manager should immediately contact the Director, Asst. Director or Supervisor for approval to modify the employee's schedule for that day.

A manager should schedule a meeting with the Director or Assistant Director to discuss a request to adjust the assigned effective hours when the manager believes an adjustment is needed to be productive and they can maintain a financially effective operation.

REIMBURSEMENT FOR CLASSES

Cafeteria managers are to stay informed of current rules and regulations affecting the job. This especially applies to rules and regulations of Texas Department of Agriculture, Texas Health Department and the United States Department of Agriculture. Employees, and especially managers, are encouraged to take classes to maintain or further their knowledge, therefore Nutrition Services will reimburse registration and the cost of the class if successfully completed. **Managers are required to take one class per school year.** The employee must submit the following to the Nutrition Services Bookkeeper:

- A copy of the certificate received for completion of the class
- A receipt for cash payment, a canceled check or a copy of a credit card receipt to show the amount paid for the class.

To be reimbursed for mileage, the Director, Asst. Director or Supervisor must approve the mileage prior to the class/workshop. A record of mileage must be turned in to the bookkeeper.

Tarrant County requires a Food Manager Certificate for managers. The class is available throughout the school year and summer. All managers must acquire this certification or Serve Safe Certification. Nutrition Services department will pay for the cost of the class and the book one time only. If a manager does not pass the exam, additional exam fees and or materials and time involved are at the employee's own expense. **It is the manager's responsibility to keep the certificate current.**

PAPERWORK

Managers are responsible for daily, monthly, and year-end paperwork. All paperwork should be turned in by assigned deadlines.

- Weekly paperwork is due in the office no later than the following Monday by 3:30 p.m.
- Monthly paperwork is due no later than the first day of the following month.
- Inventory is due the last Wednesday of each month.
- End of the year paperwork is due before the end of the last day of school unless other arrangements are made with the Nutrition Services office.

Managers need to bring paperwork into the office. Do not send it with another manager or an employee.

Deposits must be ready for pick up to go to the bank daily. **Managers need to count the money and create the deposit thirty minutes after lunch is served. The manager needs to direct staff immediately after serving for thirty minutes.** All deposits must be secured in safe overnight. **Do not hold deposits.** The deposit slip from the bank will be reconciled with the Nutrikids Revenue report by the Administrative Assistant on a weekly basis. Any discrepancies will be researched.

Over/short on registers must be reviewed daily. Anything over/under \$5 must be investigated and resolved that day. If you are unable to resolve the discrepancy, call the Director for assistance. Cashiers must lock registers when they walk away from registers.

Borrowing food from another kitchen

1. If you or one of your staff members must leave campus to borrow items, you must obtain pre-approval from Julie, Denise or Karen
2. **When borrowing items from another school, make sure the manager is present (the substitute manager should not loan out items without the manager's consent). Do not go after hours into a kitchen and "take what you need" without that manager's consent.**
3. Agree in the beginning if you will return the items borrowed or not.
4. Transfer food items in NK Inventory. The borrowing school must have a copy of the transfer sheet. The loaning school must keep a copy of the transfer.

RECYCLING

It is the responsibility of the manager to ensure staff is recycling plastics, cans, cardboard, etc. in the recycling bins in the kitchens.

ON-THE JOB INJURIES

When an employee injures themselves at work an Employee Injury Report Form report must be filled out, scanned and emailed to Leslie Krawetzke. Additionally, the Director of Nutrition Services must be notified of the injury.

EMPLOYEE COUNSELING AND PROPER DOCUMENTATION

Managers are responsible for training and guiding employees in the proper performance of their job. A manager should document employee performance. This includes both positive and negative performance.

It is appropriate, though not required, to place documentation indicating positive performance in the employee's folder just as negative performance issues would be. A manager should also give employees verbal praise when the action or situation calls for it. At times the manager may need to counsel an employee about a negative work performance issue. The documentation that should be used is described below.

The "Memo to the File" is created to help the manager recall information about past situations and incidents. A "Memo to the File" is to be written as the need arises to document a situation or pattern of behavior. These can be, but do not have to be, shared with the employee since they are a recall tool. These memos can be made in the employee's folder or in a manager's journal. This information is useful when preparing employee annual evaluations.

A "Verbal Warning" cautioning the employee should be given to the employee who has taken an unacceptable action or behavior. The manager should clearly explain to the employee that they are receiving a verbal warning. The verbal warning is to be recorded in writing by the manager and placed in the employee's folder.

A second occurrence of the same action or behavior by the employee shall be addressed with a written "Warning and Counseling Notice" presented to the employee by the manager with a witness. The witness shall not be a general employee of the District but someone in a supervisory capacity. If the employee refuses to sign the notice, the manager shall indicate so on the notice with time and date and immediately contact the Director.

Certain actions or behaviors should be documented with a written "Warning and Counseling Notice" on the first occurrence of the action or behavior. This is for serious infractions or misconduct, to include but not limited to, job abandonment, insubordination, intentionally breaking equipment, stealing property, yelling at a student, inappropriate language etc. Before a counseling notice is presented to the employee, the manager shall discuss the situation with either the Director or Assistant Director and, as the situation calls for, one of them may attend the meeting with the employee either as a witness or to present the notice. Again, the employee is asked to sign the document to acknowledge the manager has brought the issue to the employee's attention, the manager has explained how to correct the issue, and the employee has been warned of the possible employment consequences. The employee does not have to agree with the notice but shall

sign it. To properly prepare for the counseling session, the manager should be able to demonstrate that the employee is aware the action or behavior is unacceptable or that the employee has been previously warned of it. Statements from co-workers or other observers are also appropriate and helpful but should be handled discreetly.

Tips on Documentation

1. Use simple and easy to understand words with proper grammar
2. Be consistent in counseling
3. Keep documentation to one page, when possible
4. Use actual words that the employee said, do not summarize
5. Always give the employee the right to respond
6. Documentation is protecting the District and yourself from liability
7. Do not rely on emails as your form of documentation
8. Check for accuracy
9. Use directives in your counseling
10. Have the employee sign the document or a witness

Tips on Employee Evaluations

1. Write in Pen. **Do not use pencil**
2. When giving exceeds or needs improvement, a comment must be included
3. Stick to the facts and documented situations
4. Make sure both the manager and employee signs the evaluation
5. An evaluation should not be a surprise. The employees should be expecting the marks and comments they receive

HANDLING OF SPECIAL DIET RESTRICTIONS OR ALLERGIES

When a manager is informed that a child has a dietary restriction due to an allergy or health condition, the parent/guardian must complete the Parent Statement of Food Allergy Form. Instances when a parent/guardian requests a special dietary modification be provided by Nutrition Services require that proper documentation must be obtained from a recognized health authority (licensed physicians, physician assistants, or advanced practice nurses). Documentation must include the following:

- An identification of the medical or special dietary condition that restricts the child's diet;
- The food or foods to be omitted from the child's diet as well as the food or choice of foods to be substituted (i.e. substitute cheese for peanut butter).

Once this information is received, the district Dietitian will work with the parent/guardian to develop a meal plan that meets the needs of the student. The manager then needs to properly document the food restriction or allergy in POS (note on student account). The manager needs to ensure employees enforce the diet/allergy restriction notes on student's account.

OTHER INFORMATION

Managers may not give out personal information on employees.

Job Title:	Cafeteria Manager	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Nutrition Services	Pay Grade:	Auxiliary 3,6,7
Dept./Campus:	Nutrition Services	Date Revised:	01/2018

Primary Purpose:

Oversee all aspects of the school cafeteria in order to run an efficient operation. Responsible for supervising staff and following TDA and USDA regulations. General knowledge of basic accounting and reporting procedures in order to prepare food order, keep daily records of lunch counts and income, food production records, counts money and prepare bank deposits daily.

Qualifications:

Education/Certification:

High School Diploma or equivalent
Food Manager Certification, required

Special Knowledge/Skills:

Ability to supervise, coordinate and produce work within allotted time schedules
Ability to communicate and get along with employees, students and staff members at each school
Ability to operate all equipment in the kitchen
Must be knowledgeable with TDA and USDA guidelines
Meet physical requirements
Strong customer service skills

Minimum Experience:

One year experience in school food service
Completion of Manager Training Program required

Requirements:

Must have reliable transportation

Major Responsibilities and Duties

1. Delegates work schedule among employees; trains and instructs new employees
2. Supervises and trains employees on the preparation and serving of all meals, follows planned menus, makes sure adequate quantity is prepared to meet USDA Guidelines in regard to portion serving size, and that finished product is of best quality, both in flavor and appearance
3. Orders on a weekly basis all necessary supplies
4. Checks and receives all deliveries, signing invoices only after each has been verified
5. Responsible for the overall operation of assigned campus
6. Required to be at your assigned campus providing guidance and leadership to staff members during working hours
7. Required to document and counsel employee disciplinary issues. Communicate to Nutrition Supervisory staff about on-going employee issues for additional guidance
8. Prepares daily reports from Nutrikids software program, files in an organized manner
9. Prepares a physical inventory every month, keeps track of inventory daily using Nutrikids software program

10. Prepares Food Production Records daily, turn into NSO weekly, files in an organized manner
11. Supervises the proper method of cashiering all meals served, maintaining required records and income sheets, and being responsible for the proper handling of all reports
12. Count and record all monies daily, responsible for deposit pickup from armored car service
13. Performs all cashier duties and must be able to train other employees
14. Supervises the overall safety and HACCP program in respective kitchen, following the county, state, and federal health department regulations
15. Prepares daily HACCP reports from GCISD HACCP Manual, files in an organized manner
16. Supervises and trains kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
17. Responsible for preventative maintenance of kitchen equipment
18. Responsible for entering work orders on any equipment and/or building issues in the kitchen
19. Responsible for electronic time-keeping system for assigned employees
20. Follow and enforce with staff department's Guidelines for a Great Workplace
21. Utilize the department's Manager's Quick Guide
22. Attends monthly manager's meeting and any other meetings as scheduled by the Director of Nutrition Services
23. Attends staff development, must attend one workshop or conference **every year** to keep abreast of new techniques and operations pertaining to the National School Lunch and Breakfast Programs
24. Communicate effectively with employees, principals and faculty, parents and the Nutrition Service office
25. Performs employee evaluations annually and/or twice a year
26. Reads and responds to emails and memos within 24 hours
27. Regular inter district travel required
28. Performs other duties as assigned by the Director of Nutrition Services

Working Conditions

Equipment Used

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

Mental/Physical Demands:

Lifting (up to 50#), bending, reaching, standing/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.

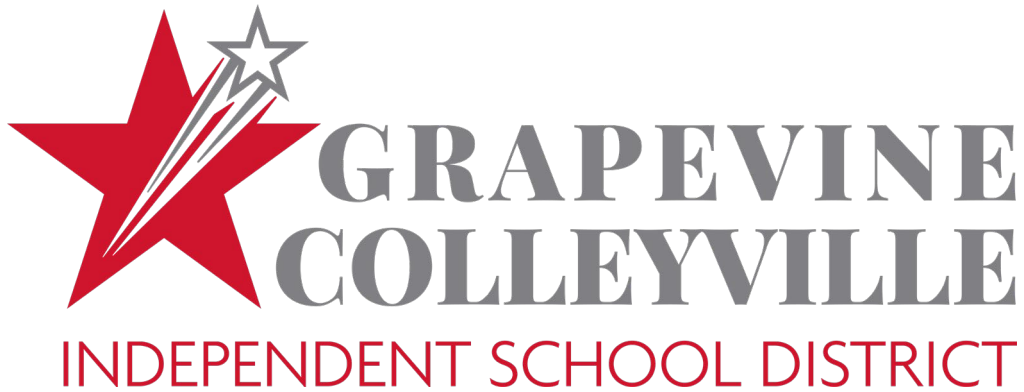
GCISD Auxiliary (Biweekly)**Payroll Calendar****2022 to 2023**

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

2022-2023 Manager* Calendar 183 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	P	6				1	2	3	4
7	P	P	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							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	
21 Work Days							18 Work Days						
October 2022							April 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			ER	6	7	8							1
9	H	11	12	13	14	15	2	3	4	5	6	IW	8
16	17	18	19	20	21	22	9	IW	11	12	13	14	15
23	24	25	26	27	28	29	16	17	18	AR	20	21	22
30	H						23	24	25	26	27	28	29
							30						
19 Work Days							18 Work Days						
November 2022							May 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		P	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	P	27
27	28	29	30				28	29	30	31			
17 Work Days							20 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							17 Work Days						

ER Early Release - Elementary	📅 First/Last Day of School	Fall Semester Days 91
SR Early Release - Secondary	H Student/Teacher Holiday	Spring Semester Days 92
AR Early Release - All	IW Bad Weather Day * <small>** Becomes a work day if there's a make-up day</small>	Total Student Days 183
P Professional Learning	31 Not a work day	* Manager, Assistant Manager, Floating Manager, Manager Trainee



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.

Name: _____

Signature: _____

School Assignment: _____

Date: _____