

## **School Nutrition Handbook**

### **SCHOOL NUTRITION SERVICES**

The Powell County Board of Education directs the Superintendent of Schools to establish a School Nutrition Program in each public school under his or her supervision.

The Superintendent will employ School Nutrition personnel, and oversee development of regulations for the School Nutrition Program. The Board of Education shall establish rates of pay.

### **HIRING**

The Superintendent shall appoint cooks and substitute cooks, consistent with position qualifications and allocations established by the Board.

No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily and meets the requirements of [902 KAR 045:005](#), Section 11. Employees must obtain a food handlers permit within the first ninety (90) days of employment.

The school district shall notify in writing (annual contract) each full-time school lunch employee of the hours, terms and conditions of employment, lines of authority, and general responsibilities. The district shall include an appropriate service termination policy for both the district and employee.

### **RECRUITING**

Applications for positions for classified personnel are taken, dated and filed at the Powell County Board of Education office. Priority may be given to the earliest application provided training and experience are equal. Preference may be given to persons who have had successful experience in a food service area.

### **ASSIGNMENTS AND TRANSFERS**

Appointments, promotions and transfers of school employees will be made only by the Superintendent. The Superintendent will prescribe the duties and recommend the compensation of all employees to the Board. The superintendent shall cause school nutrition personnel to avail themselves of training programs when such are offered.

All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation.

**School Nutrition Handbook****FRINGE BENEFITS**

The school district shall provide workmen's compensation and fulfill minimum hourly wage rates for school nutrition service personnel. Social security participation for school nutrition personnel shall be in keeping with social security policies for other nonprofessional personnel.

In addition, classified employees are included in the following fringe benefit programs:

1. Health insurance
2. County retirement program
3. Life insurance
4. Leaves of absence as determined by Board policy
5. Worker's Compensation

**RETIREMENT**

The Powell County Board of Education must participate in the County Retirement Program. Under this program, both the employee and the Board will make contributions to each account.

**SUSPENSION AND DISMISSAL**

The Superintendent is authorized to dismiss an employee at any time for any cause. Cause is defined in Board Policy 03.27.

**LINE AND STAFF RELATIONS**

All personnel employed by the Board are responsible to their immediate supervisor, with ultimate responsibility to the Superintendent.

**SALES CALLS AND DEMONSTRATIONS**

Salespeople are not permitted to visit employees on school time concerning sales that are of a personal nature. No purchases are to be made from school salespeople.

**EXTRA DUTY**

No overtime will be approved unless authorized in advance by the School Nutrition [SN] Director or Superintendent.

**STAFF MEETINGS**

Staff meetings may be called or authorized by the Principal, SN Director or Superintendent as the need arises. Each employee will be expected to attend called meetings.

**JURY DUTY**

The Board will authorize leave for jury services for employees if they are not able to get excused from service. The Board will pay said employee's full salary each day served on jury duty. The employee shall refund the Board that amount that is designated as jury pay for each day.

**INJURIES**

Any injury or burns that may occur shall be reported to the cafeteria manager or building Principal immediately, at which time a written report will be made to the Superintendent's office or the SN Director's office.

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### **SUBSTITUTES**

Whenever classified personnel must be absent, they shall notify their immediate supervisor/manager, who will secure a substitute. No employee may call his or her own substitute, except the manager.

Beginning substitute school nutrition personnel shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation.

### **COMPLAINTS AND GRIEVANCES**

School employees having complaints or grievances should seek remedy for these with the school official nearest the source of the problem. At each level of appeal, school officials should advise the complainant of his/her right to appeal to the next level of authority. Final appeal to the Superintendent can be made only after the complainant has pursued the matter through proper channels. Resolution of complaints or grievances should be handled through the following channels: Principal, SN Director and Superintendent.

### **SUPERVISION**

All personnel assigned to a building will be under the direct supervision of the building Principal and SN Director.

### **EQUAL OPPORTUNITY**

The Affirmative Action Policy of the Powell County Board of Education is to provide equal employment opportunity and to prohibit discrimination in employment.

The Powell County Board of Education will ensure that applicants for employment as well as present employees are treated equally without regard to race, color, sex, national or ethnic origin, political affiliation, marital status, age or disabling condition.

The Board shall support and defend the rules and regulations of the State Department, the Kentucky Revised Statutes and Kentucky Administrative Regulations. This policy shall apply to employment, promotion, demotion, transfer, recruitment practices, layoff or termination, rates of pay or other terms of compensation and selection of training in all positions.

The Powell County Board of Education equal opportunity employment opportunity program will be reviewed frequently to determine the progress being made. The Superintendent has been appointed the Equal Employment Opportunity Coordinator and is responsible for the overall adherence to this policy.

### **SPECIAL SCHOOL FUNCTIONS**

School cafeterias will be glad to cooperate in helping provide food for special functions. Preliminary plans for the function shall be made with the SN Director and the cafeteria manager. The necessary food orders will be placed only with a purchase order and a list of supplies and food used shall be kept by the manager and sent to the SN Director. For preparing and serving special functions, after regular school nutrition work, employees will be paid a rate approved by the Board of Education when salary schedules are approved by the persons having the special function.

**School Nutrition Handbook****SPECIAL FUNCTIONS**

Special functions that are not school-related may be charged for costs incurred. No school cafeteria shall be opened for use when normally closed without an approved employee of the school cafeteria present. The school representative shall in no way be responsible for the conduct of persons present.

**SALARY PAYMENT AND RELATED DATA**

1. Each full-time school nutrition worker employed by the Board shall receive holidays each year if his/her employment remains in force during state holidays (see school calendar).
2. Each full-time school nutrition worker employed by the Board shall receive ten sick days during a school year. All cooks who miss work are to sign for their sick day when returning to work. Cooks can accumulate sick days without limit. A cook employed to replace a full-time cook, after school begins, earns sick leave on a pro-rated basis.
3. Each full-time cook will work three (3) days per year for cleaning, one (1) day for in-service training, one (1) day for recertification training and one-half (0.5) day for stock day and one-half (0.5) day for Opening Day training as assigned by the SN Director.
4. Each full-time cook employed by the Board will be paid for the number of hours per day as approved by the Board of Education in the approved salary schedule.
5. Each cook will be paid for time worked if breakfast is served and school is dismissed early.
6. When school begins on a one (1) hour delay, cooks will go in at their regular time; two (2) hour delay-cooks go in one (1) hour late in the a.m. and stay one (1) hour late in the p.m.
7. The Powell County Schools has a standard pay schedule for all school nutrition personnel based on experience and position. This schedule is revised and approved annually.
8. A salary schedule is given to each worker in typed form at the beginning of each school year.
9. ~~Lunch is provided to each~~ Breaks, including lunch break, will be provided to all food service workers per state and federal law and regulations.
10. Absence sheets and certification of time sheets are signed by each worker twice a month and approved by the SN Director.
11. Additional pay sheets must be submitted per district approve pay period due dates.
12. School Nutrition employees are paid twice a month. Payments are made in accordance with law. Employees' salaries are divided into twenty-four (24) equal payments.

**School Nutrition Handbook****SALARY PAYMENT AND RELATED DATA (CONTINUED)**

13. Overtime will be paid for time worked over 40 hours as approved by the SN Director.
14. If a full-time cook employed by the Board chooses to resign his or her position during a school year, he or she should do so in writing to the SN Director who will forward the document to the Superintendent. Resignations should be submitted with a ten (10) day notice per contract.
15. School Nutrition employees are required to wear white or colored uniform pants and a uniform scrub top of any color. The employee is required to wear shoes having non-skid soles with no open toes. No jewelry except for a wedding band and small earrings may be worn. Fingernail polish or artificial nails are not allowed. **NO** shorts are to be worn; however, Capri pants or skirts of an appropriate length may be worn. Employees must also wear hair nets covering all hair except the bang area at all times.
16. All School Nutrition employees employed by the Board shall follow Board policy in regards to having a high school diploma or GED.

*For further information, refer to the District's policies and procedures.*

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