

FOOD SERVICE EMPLOYEE HANDBOOK

Lincoln County School District #2

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WELCOME

Welcome to Lincoln County School District #2. Our Mission in Foodservice is “To prepare students for a changing world by providing nutritious meals to prepare them for the highest quality educational opportunities in a caring environment”. We believe that people make the difference. We are pleased with the opportunity to serve the students, visitors, and staff at Lincoln County School District #2. In order to serve our patrons better, we need dedicated people like you. The excellent service you provide will ensure our mutual success in the community.

PURPOSE

This handbook is designed to inform you of the policies, regulations and benefits which govern the relationship we have with our employees. We hope this handbook will help you understand our mission, the services we provide, and your responsibilities and contributions toward delivering those services.

This handbook is intended for use as a ready reference for those questions you may have regarding policies and standards for your performance. While the handbook covers many major points, you may still have questions not answered here. If so, discuss them with the Food Service Director or your Kitchen Manager.

**ORIENTATION
PERIOD**

We want you to become familiar with your job and new surroundings as soon as possible. An initial orientation period has been established to provide both you and the District an opportunity to determine if the job suits you and if you suit the job. To help you get started; your Kitchen Manager will discuss your job responsibilities with you, show you around and help familiarize you with your new job.

The first 90 days of employment may be probationary. During the probationary period, the progress will be reviewed, and any necessary adjustments or revisions will be made. Be sure to take this opportunity to ask questions and discuss openly anything you may not understand. Wyoming is an "At Will" state, at any time during employment you may be dismissed without prior verbal or written counseling.

SUBSTANCE ABUSE POLICY The District is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act. Please refer to policy GBEC on Board Docs.

Each Kitchen Manager has the responsibility to enforce standards of the Drug-Free Workplace Act as outlined in this Policy.

SEXUAL HARASSMENT POLICY

The District is committed to a safe working environment for all students and employees. All members of the school community must be treated with dignity and respect. Sexual and other workplace harassment, in any form, is strictly prohibited and will not be tolerated in the workplace. Please refer to Policy ACA and Procedure ACA-R on Board Docs.

Reporting:

Any employee who feels that he or she has been a victim of harassment or has witnessed any conduct that may be inconsistent with this Policy must report the incident immediately to the Food Service Director or, building principal or, in the alternative, to the Superintendent.

Responsive Action:

All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action.

CONDUCT POLICY

It is the continuing commitment of the District to conduct all District business with the utmost integrity. District policy is to comply with all applicable Local, State, and Federal Regulations and to conduct its business in an ethical manner. Employees may not engage in any transaction on behalf of the District that would violate any applicable law or the ethical standards set forth in the Conduct Policy. Please refer to Policy GBCC and Procedure GBCC-R.

Compliance with Laws:

It is District policy to comply with the laws in each locale in which the District conducts its business.

Copyright Infringement:

It is District policy to respect copyrights owned by others and to use copyrighted materials only as allowed by law or agreement.

Accurate Bookkeeping and Reporting:

All transactions must be accurately recorded. No unrecorded fund or asset or other improper accounts of the District shall be established or maintained for any reason.

Conflict of Interest/Related Party Transactions:

It is essential that all District employees avoid any situation or interest that might interfere with their judgment concerning their responsibilities to the District.

Outside Employment:

District employee's outside activities should not conflict with his/her responsibilities to the District.

Disclosure:

If you are aware of possible violations of the Conduct Policy, you must report them to the Kitchen Manager. If this is not appropriate, the incident must be reported to the Food Service Director or, in the alternative, to the Superintendent.

TRAINING

Most of your training will take place on the job and will continue as long as you are with the District. The District encourages employees to approach any training provided in a positive manner with a spirit of both enthusiasm and cooperation.

In-service training programs may be held before, after, or during a work shift. Employees will be required to attend and will be paid for training program participation, if it extends working hours beyond the normal shift.

**PERFORMANCE
BEHAVIOR**

All employees are expected to maintain a considerate, friendly and positive attitude toward students, visitors, staff, and co-workers at all times.

Other required behavior:

- Report to work on time and return from breaks to your work areas at the designated time.
- You are expected to report to work during inclement weather conditions unless those conditions make it impossible to get to work safely.
- Do not leave your work area without your Kitchen Manager's permission.
- Visits by friends and relatives while you are working are not allowed.

**PERSONNEL
RECORDS**

It is important to both you and the District that your personnel records be correct and up-to-date. It is your responsibility to notify the Payroll Manager or Food Service Director of any change in name, address, telephone number or number of dependents. All personnel records are maintained confidentially.

SCHEDULES

Employees' work schedules are based on the requirements of the operation. Every effort will be made to post a schedule at the commencement of operations each school year.

EXTRA TIME

Additional hours may be necessary to meet operational needs. During a normal workweek, any additional hours must be authorized in advance by the Food Service Director. However, should an emergency situation occur requiring extra time, the immediate Kitchen Manager on duty has the authority to schedule employees as necessary.

MEALS

Meals must be eaten only in designated areas. No eating or drinking is allowed in the (kitchen or pantry) or while working. Removing prepared or raw food from the building for personal consumption is considered a violation of federal regulations and District policy and will result in termination.

EARNINGS	If you think your paycheck is wrong, please contact the District Payroll/Benefits department so that any errors can be corrected quickly. Various laws require that employers make some payroll deductions, for example, State and Federal tax and Social Security deductions. No deductions are made from your paycheck, other than those, which are legally required, without your written permission. If you ever have any questions about payroll deductions, direct your questions to the Payroll/Benefits department at 307-885-7140.
WAGE ASSIGNMENT	The District will honor wage assignments and court-ordered wage deduction summons in accordance with applicable law. The deduction will appear on the pay stub.
PERFORMANCE EVALUATIONS	All employees will be evaluated on their performance annually. The performance evaluation is used to record your job performance. Once the Food Service Director or Kitchen Manager has completed the evaluation form he/she will review the evaluation with you. This gives you and your Kitchen Manager an opportunity to discuss your strengths and developmental needs and ways for improvement. Where performance is not satisfactory the employee may be placed on notice. At the end of the notice period, the employee will again be evaluated. Should performance remain unsatisfactory, termination may result.
SAFETY	Because we value you and your safety, we ask that you share in your part of the responsibility to work safely, be alert, practice good housekeeping, remove potential hazards and follow all established safety regulations. Help prevent accidents. If you discover any condition, you consider unsafe, report it at once to your Kitchen Manager.
INJURY REPORTING	It is everyone's responsibility to immediately report all INJURIES, INCIDENTS, ACCIDENTS, SPRAINS, OR STRAINS , no matter how slight, to your manager. This must be done within twenty-four (24) hours from the time of injury. We want to prevent future complications. Remember, immediate accident reporting is your responsibility. Your Kitchen Manager will determine the location of first aid, and he/she will complete the accident report form with you.
LOCKERS	Lockers may be provided as a convenience to employees in some areas, and it is your responsibility to guard your personal belongings. The District <u>does not</u> assume responsibility for your personal belongings.
EMPLOYEE PARKING	Employees must park vehicles in designated areas. Do not park your car in the loading dock area, the carports, along curbs marked "no parking" or marked with yellow lines. Blocking of driveways, fire exits, garbage bins, etc. is strictly prohibited and cars may be towed at the owner's expense. Posted speed limits must be obeyed.
SMOKING	The District facilities are smoke-free facilities. Smoking is not permitted on any District properties

UNIFORMS AND STANDARDS OF APPEARANCE

It is the policy that all support services employees shall wear clean uniforms, maintain a high degree of personal cleanliness, and perform proper hygiene while on duty.

Grooming and personal cleanliness standards contribute to the morale of all employees and affect the image the District presents to students and other patrons. Favorable personal appearance creates a positive first impression to our students. Presenting a positive image for our students is not only what you wear; it includes good personal hygiene, careful grooming, as well as demonstrating professional, courteous behavior at all times.

District employees will comply with standards of appearance as outlined in the individual service areas. Procedures must be followed during working hours, unless a dress code for a specific function is otherwise specified. Below are some general guidelines for standards of appearances that all employees must adhere to.

- Employees in Food Service may not wear any jewelry on their arms and hands except for a plain ring such as a wedding band. No necklaces are allowed; exceptions may be made for medical alert necklaces. Contact the Food Service Director for guidance.
- Piercings are limited to small earrings that are secured (screw on backs, click in)
- Nails must be kept short. Employees in Food Services are not allowed to wear nail polish or artificial nails.
- Hair should be neat and clean.
- Appropriate hair restraints must be worn while serving and preparing food. For example, hair pulled back and covered with either a hair net or hat. If using a hat, hat must stay at the kitchen.
- Non-slip shoes are required in Food Services.
- Pants are required in Food Services, to help prevent burns and cuts.
- Open toe shoes or sandals are not permitted while on duty.
- Hands must be washed before beginning duties and whenever the possibility of cross contamination exists or hands become soiled.
- Gloves are required when serving prepared items or handling raw products including meats, vegetables, fruits, eggs, and other potentially hazardous food items.
- Costumes or holiday T-shirts are allowed for the week of the holiday or special event designated by an individual school such as Spirit Week. During this holiday celebration, costume jewelry, such as necklaces may be worn, within the guidelines of the Wyoming Food Safety Rule handbook and with the approval of the Food Service Director and Kitchen Manager, only during serving and may not be worn while running any equipment or during food preparation.

Interpretation for conformity will rest with the immediate administrative supervisor.

Kitchen Managers have the responsibility for counseling employees who do not adhere to standards of appearance. Employees may be requested to clock out and return in proper uniform. Repeated violations of this policy will be documented and handled in accordance with the Corrective Action Policy.

Uniforms (will) be provided by the District. Laundering of the uniforms is the responsibility of each employee. In the event of termination, uniforms provided by the District must be returned to your Kitchen Manager.

Other details:

- 1) Socks or hosiery must be worn at all times while on duty
- 2) Shoes must be clean and in good condition.

Pants must be Navy Blue, Khaki, or Black and be in good condition. Blue Jeans that are in good condition may be worn on Thursdays or Fridays depending, whichever is the last day of the week.

GENERAL HYGIENE AND SANITATION

Personal cleanliness and hygiene are important in all service areas and must be maintained while you are at work.

- Uniforms are to be kept clean at all times.
- Cover minor skin rashes, scrapes or cuts completely with an antiseptic and/or cover with a bandage if necessary.
- Keep shirt pockets empty of personal belongings.
- Eat only during your designated meal period or break; eating at any other time while on duty is not permissible except in cases of quality control testing.
- Do not *chew* gum or toothpicks while on duty.
- Do not carry pencils behind your ear or in your hair.
- Cell phones must be kept in locker or in the kitchen manager's office/desk.

TELEPHONE

The office telephones are maintained and operated for District business and are not for personal calls, except in cases of emergency. If a call is not an emergency, a message will be taken and given to you at your next break. Use of cell phones is not permitted while on duty unless it is a function of your assigned position nor are personal pagers to be worn while working.

Amended 9/15/2026

**WORKERS
COMPENSATION**

The District provides Workers' Compensation to all employees in accordance with state laws.

Employees injured while working may be eligible for Workers' Compensation payments. This would be determined according to Wyoming state laws, after your Kitchen Manager or Food Service Director files an official report of the accident with the approved worker's compensation administrator.

Should an accident occur, your Kitchen Manager will provide you with an accident report form to complete. It's your responsibility to provide all relevant paperwork regarding injuries and/or accidents from the physician and return them to the District Payroll/Benefits office.

**HEALTH
AND WELFARE
BENEFITS**

The District is committed to offering a comprehensive benefits package to eligible employees and their families. Below is a list of the optional (employee paid benefits) and automatic (100% District paid benefits) benefits that we offer to employees.

After the successful completion of one full calendar month of service, employees that work at least 1110 hours annually may become eligible for the following benefit programs provided you have completed an enrollment form: Medical, Group Term Life, and Wyoming Retirement.

More information about each plan may be obtained from the Payroll/Benefits Department.

**ATTENDANCE /
PUNCTUALITY /
CALL IN POLICY**

Every member of the District team is important to provide quality service to our patrons. If you are late or absent, someone else must share your duties and responsibilities.

If you find that you will be unable to report to work as scheduled or are unavoidably detained, notify your Kitchen Manager at once.

The call must be made to the employee's Kitchen Manager, if the Kitchen Manager is not available, contact the Food Service Director or leave a detailed message on voicemail. Do not leave a message with a co-worker. Employees must call in their own absence unless it is physically impossible to do so.

If an employee feels ill or must leave during the shift, he/she must notify the Kitchen Manager immediately so that arrangements can be made to cover the position for the remaining shift.

Employees that leave before their scheduled shift ends without approval from the Kitchen Manager or Food Service Director may be considered absent and corrective action may be taken up to and including possible termination.

Punctuality Standard:

Employees are expected to be at work on time. By coming to work on time, you show consideration to fellow employees who would otherwise have to cover for you during periods of tardiness. You will not be paid for time not worked because of tardiness. You are considered tardy, if you are more than five (5) minutes late, regardless of the cause.

**EXITING THE
ORGANIZATION**

Employees must return all District property such as: Keys, uniforms, locks and any other property to their immediate Kitchen Manager on or prior to the last day of work.

FINAL WORD

This handbook presents only an overview of some of the District policies and work standards. These policies and work standards have been established to assist you in understanding your job responsibilities and to facilitate your orientation to the District Team.

This handbook is not intended to create contractual employment rights and it remains the District's policy that all terms and conditions may be altered or terminated at any time at the discretion of the District. In addition, changes may be made in the policies set forth herein, whenever such changes are deemed desirable by the District. You will receive notification of any changes in this policy from the Food Service Director or your Kitchen Manager.

STANDARDS OF CONDUCT

If you have any questions after reading through this handbook, be sure to see your Kitchen Manager or the Food Service Director

Not all types of conduct may be covered by a set of standards of conduct. The following standards are designed to help you understand what is expected of you as a District employee and to help you know what type of activity should be avoided. You will find that most of these rules will not be new to you, but rather have been communicated to you in the past either orally or in written form. They are not all inclusive and when necessary and appropriate, additional rules may be established or existing rules modified. The primary purpose of these rules is to help you as an employee and Lincoln County School District #2 as a District, provide the highest quality service to our patrons. In order to be successful in an operation such as ours, we must rely on your contributions. Adherence or non-adherence to these standards either directly or indirectly influences the quality of service we render to our patrons. You will receive notification of any changes in this policy from your Kitchen Manager.

Violations of these standards of conduct may result in disciplinary action. Disciplinary action will be taken in accordance with the nature of any offense involved.

CONDUCT WHICH WILL RESULT IN DISCIPLINE

A. Serious offenses which may result in immediate discharge of the employee:

1. Fighting on District time or on District premises.
2. Willful destruction of property.
3. Immoral conduct or indecency on District time.
4. Encouraging others, or taking part in an unlawful work stoppage or slowdown.
5. Smoking in hazardous areas.
6. Misrepresentation of facts in seeking employment.
7. Falsifying any reports or records.
8. Attempting to sign in for another employee.
9. Giving to any person or using another person's District identification material.
10. Carrying concealed weapons, or possession of firearms, weapons, alcoholic beverages, illegal drugs or intoxicants on District property or premises.
11. Consumption of any type of alcoholic beverage or intoxicant or illegal drug or narcotic on District premises or on District time.
12. Misuse, deliberate waste, removing or trying to remove District or government material (records, documents, property, tools, equipment, etc.) from District premises without proper authorization.
13. Removal of property of another employee or patron without permission.
14. Use, without authorization, of District cash or merchandise regardless of intent.

B. Serious offenses which call for strong disciplinary action, and possible suspension or discharge:

1. Release or sharing of confidential information.
2. Reporting for work in an intoxicated condition or under the influence of illegal substances.
3. Insubordination (refusal to perform any job or work assignment given by an employee's Kitchen Manager or the Food Service Director).
4. Disorderly conduct, horseplay, scuffling, throwing things, excessive noise, etc... on District time.
5. Violating any safety rules or practices, or engaging in any conduct which tends to create a safety hazard. (The degree of seriousness with which this offense will be treated will vary depending upon the nature of the offense).
6. Conducting yourself during non-working hours in such a manner that the conduct would be detrimental to the interests or reputation of the District.
7. Profane or abusive language.
8. Making false, vicious, or malicious statements concerning any District employee or its patrons.
9. Gross neglect of duty.
10. Attempting to enter, entering, or assisting any person to enter or attempt to enter District premises or restricted areas without proper authority.
11. Being in work area while off duty and without express permission from the Kitchen Manager or Food Service Director.
12. Taking or giving bribes.
13. Gambling on the job.
14. Violating security procedures (Note: The seriousness of this type of offense may vary depending on the circumstances and nature of the violation).
15. Failing to report an accident.
16. Absence without prior notification to the District or without reasonable excuse.
17. Threatening, intimidating, coercing, or interfering with fellow employees on District premises.
18. Deliberate restriction of work.
19. There shall be no solicitation or distribution of written material of any kind by employees or others, except when both the person doing the soliciting or distributing, and the person receiving the solicitation or distribution, are on break, on mealtime, or are otherwise properly not performing the tasks of their job.
20. Employees are expected to properly use and care for the property, equipment and supplies that are assigned for use in their work. Deliberate misuse, abuse or damage to property, equipment or supplies may be grounds for disciplinary action.

Other general offenses are as follows:

1. Leaving your job or your regular working place during working hours for any reason without authorization, except for lunch, rest periods, and going to restrooms.
2. Tardiness without notifying your Kitchen Manager or without reasonable excuse.
3. Excessive tardiness or absenteeism.
4. Incompetence or failure to meet reasonable standards of efficiency.
5. Neglect of duties and responsibilities (where gross neglect is not involved).
6. Smoking on District property
7. Failing to keep accurate records (where falsification is not involved).
8. Improper use of District telephones.
9. Failure to comply with the code of dress, uniform policy, cleanliness, personal hygiene, personal habit, safety, or other requirements established by government agencies or by the District.

DEPARTMENT CALL-IN PHONE NUMBERS

CONTACT INFORMATION	<u>Your Management Team</u>	<u>Business Phone Number</u>
	Food Service Director Shelley Balls	307-885-7162
	Business Office/Payroll JC Inskeep Brandie McDonald	307-885-7142 / 7140
	Superintendent Matt Erickson	307-885-7100

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STANDARDS OF CONDUCT ACKNOWLEDGEMENT

This document is intended solely as an internal guideline for assisting District administrators in counseling, disciplining, and discharging employees. It is not intended to be the exclusive administrative procedure for counseling, disciplining, and discharging employees, nor is it intended to grant any contractual employment rights to the employees of the District. In addition, changes may be made in the guidelines set forth herein whenever such changes are deemed desirable by the District.

I have read the Standards of Conduct above and understand that any violation of these standards may result in my dismissal.

Employee Name

Employee Signature

Date

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

SIGN AND RETURN THIS FORM TO YOUR KITCHEN MANAGER

I acknowledge that I have received a copy of the Employee Handbook. It is my responsibility to read it and follow the standards and policies set forth in this Handbook.

I understand that failure to abide by the standards and policies of the District may result in disciplinary action and possible termination.

In signing this acknowledgement, I am verifying that this does not constitute an employment contract for any period of time and that I am an employee-at-will. I can terminate my employment or be terminated by the District, with or without cause or notice at any time for any reason or no reason at all.

Employee Name

Employee's Signature

Date