

Addendum to Employee Handbook Nutrition Services Revised October 2009

Additional Time - Additional time beyond the regular work assignment must be approved by the associate's immediate supervisor.

Appraisals – Nutrition Services associates are to be appraised during the first three months, after the first year, and at least every other year after that. If an associate has not received an appraisal within the time frame described above, one may be requested from his/her supervisor.

The appraisal schedule and form are subject to change.

Employment Outside of School District - Associates will not be excused during their regularly assigned schedule for employment outside the school district.

Job Safety - It shall be the responsibility of each Nutrition Services associate to use careful and effective safety practices, and be aware of imminent and potential dangers while performing his/her duties. Associates are urged to communicate safety concerns to their supervisor.

Letter of Intent - In May, each Nutrition Services associate has the opportunity to complete the Letter of Intent indicating their desire for transfer to another school/area or advancement. This letter allows the associate to let the Nutrition Services Department know of their wishes for employment for the new school year. The letter is intended to aid the district in its staffing plans and is not an offer of employment.

Organizations - Associates may belong to the School Nutrition Association, Nebraska School Nutrition Association and/or the Lincoln Public Schools Nutrition Service Workers' Association.

Unpaid Leave - Nutrition Services associates and managers are to be at work or to utilize appropriate leave. If an associate does not have adequate appropriate leave available and requests to miss work due to personal reasons, the associate should make written application for unpaid leave to the manager at least ten (10) working days in advance. All such applications are subject to review and may be declined.

Sick Leave - An associate must call in sick by 7:00 a.m. of the day of the illness. An early call increases the chances of finding a substitute. The associate is to call the manager as soon as the associate knows that he/she will not be able to work. The associate should speak directly with the manager to report the absence from work.

Transfers - Nutrition Services associates may be transferred to another work site temporarily due to unusual circumstances such as construction or lack of participation and other situations.

Wearing Apparel

The uniform standard will be a colored polo shirt (Nutrition Services Department selected) with the Nutrition Services Department logo, and black pants or knee length skirt with black or white leather shoes. **Only shirts selected by the Nutrition Services Department will be allowed.**

After one month of employment, all staff will be required to have black or white all leather shoes. Leather athletic shoes are acceptable. Shoes are to be kept clean and polished. Black shoes are preferred. Shoes need to provide full enclosure including heel and toes.

All Nutrition Services staff members are required to wear a hair net or a cap. All hair must be covered, including bangs. Any hair not covered by the cap must be in a hair net. Only the black cap with the Food Zone logo is allowed.

Beards and mustaches must be kept short, trimmed and well groomed or a beard restraint must be worn.

Acceptable uniform items to wear include: black slacks or pants, black knee length skirt, culottes or split skirt. Black, white or matching turtlenecks (under polo shirt) and black or white sweaters will be allowed only in cold weather.

Unacceptable uniform items to wear: black jeans, painter pants, jogging pants, stirrup pants, sleeveless shirts.

Panty hose must be worn with skirts, culottes and split skirts. Ankle socks may be worn with pants and should be black, white or match the shirt color.

On Friday (or last working day of the week) blue jeans are allowed only with a school shirt or an LPS shirt. No Food Zone polo shirts may be worn with blue jeans. Staff may dress for special school events, but may only wear blue jeans one time per week. Husker t-shirts may be worn on Fridays only during football season (when Huskers are scheduled to play).

Sweat bands may be worn in the kitchen if they are white. It is preferred that sweat bands be worn only during the hot weather months. The manager will determine the appropriate use of sweat bands.

A fresh clean uniform must be worn to work each day. Pride needs to be taken in keeping uniform looking good. Faded pants need to be dyed black again or replaced.

The Director of Nutrition Services will determine when shorts (or capris) can be worn to work. When shorts are allowed by the Director, they must be black, approximately knee length, not form fitting and must be worn with a department polo shirt. Panty hose are not required with shorts, but prefer ankle socks be black, white or match shirt color. On Fridays, blue jean shorts may be worn with a school shirt or an LPS shirt.

Nail polish and/or false fingernails are not permitted. Fingernails should be kept trimmed.

Jewelry is not allowed with the exception of plain wedding bands. Small, button-type pierced earrings are the only earrings allowed. Medical necklaces may be worn under the uniform shirt.

Perfume is not allowed.

Name tags are to be worn by all associates during working hours.

Sanitation and Safety –

- Nutrition Services associates are expected to be clean and neat in person and clothing, familiar with essentials of personal hygiene, and be free from contagious or communicable disease.
- Only operate equipment you have been trained to use.
- When spills occur, wipe them up.
- Use proper lifting techniques. Ask for help when lifting heavy objects. Use a cart or dolly to move heavy objects.
- Do not eat when working in the kitchen
- Use sanitary procedure for taste testing (example: “two spoon” method).
- If you should hurt yourself on the job, report the incident immediately to the kitchen manager (even if the injury does not require any medical attention) and fill out the appropriate paperwork.
- Practice good sanitation and safety habits at all times. Wash hands frequently. Use gloves properly and change when necessary.

General Information

- Associates should ask the manager for instructions and guidance.
- Questions and concerns should be discussed directly with the manager (and not co-workers).
- Associates are expected to be ready to begin work duties at the assigned starting time.
- Personal phone calls are to be received or made only in case of emergency.
- **Cell phones are not to be used by associates during working hours and must be kept in the locker area.**
- Each associate may receive one school lunch plus one dessert free of charge per day when school lunches are served. **Associate's lunches should follow the school lunch meal pattern. No food is to be taken home.**
- Boxes taken off school property are to be collapsed and flattened.
- If an associate has children in the assigned school, communication with children and/or school staff should not be held during working hours.
- The successful operation of the Nutrition Services Department depends upon the cooperation of our associates. Valuable associates are willing to help with any assigned task, be pleasant, positive and **practice friendly customer service.**

This addendum is not a contract of employment.

PERFORMANCE APPRAISAL
Custodial, Distribution, Maintenance, Nutrition Services and Transportation Employees
Lincoln Public Schools

Employee	Position	Location
Social Security Number	Date of Rating	Date of Last Rating

- E: EXCELLENT** – Exceeds expectations
G: GOOD – Meets expectations
NI: NEEDS IMPROVEMENT – Attention to this item is necessary to meet expectations
U: UNSATISFACTORY – Considerably below expectations; requires immediate attention

I. JOB PERFORMANCE

Quality of Work

Follows through on details and exhibits general ability to handle assigned tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Quantity of Work

Consistently performs assigned work in time allotted	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Knowledge of Job

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Job Skills

Possesses skills required to complete tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Work Habits

Organizes work	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Takes good care of equipment	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is neat	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Follows safety regulations/rules	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Dependability

Follows established work methods	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Exhibits ability to do job without close supervision	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

II. PERSONAL

Cooperation

Exhibits willingness to adjust to schedule changes	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Helps others	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Attitude

Exhibits enthusiasm for work	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is willing to meet job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Readily accepts suggestions	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Supports goals and objectives of the district	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Relationships with People

Exhibits positive relations with other individuals during the daily work assignment	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is a good team worker	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Makes effort to gain respect of others	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Works effectively with all school audiences	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Uses non-sexist and culturally appropriate language	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Personal Fitness

Exhibits emotional stability	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Appears to possess physical stamina necessary to complete job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Has appropriate appearance for the assigned tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Punctuality and Attendance

Comes to work on time	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Uses provided leave appropriately	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Works through the assigned hours	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Follows proper reporting procedures	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Initiative

Makes good use of time	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Conforms to rules and regulations	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Notices things to do and does them	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Innovation

Employee shows unusual initiative in suggesting improvement in practices, procedures or facility changes within the department. (Optional)	
--	--

Comments:

Supervisor Comments:

Employee Comments:

This appraisal has been reviewed with the undersigned employee.

Supervisor

Date

Administrator (If applicable)

Date

*

Employee

Date

*Indicates employee had conference with supervisor but does not necessarily mean agreement with the rating.

Original to Human Resources Copies to Employee, Supervisor