

2018 – 2019

ST JAMES R-I SCHOOL DISTRICT



SCHOOL NUTRITION HANDBOOK

*The Mission Statement of the St James R-I School District:
“Learning, Whatever it Takes”*

*Food Service Vision:
“We strive to provide nutritious meals
for students and staff at an affordable cost”*

Introduction

The St. James School District employs over 200 individuals to work in the instructional and non-instructional positions for the purpose of maintaining an educational organization which serves the pupils, parents, and residents of the district. It is the desire of the school district that its employees find their work in the district rewarding and enjoyable. To help ensure that this will occur, it is important that all employees know and understand the “ground rules” under which they work.

This handbook contains policies of the St James R-I Food Service Department. Policy development is an on-going process, therefore, the loose-leaf format will allow for ease in updating as new policies, and regulations are distributed. Policies and regulations in this handbook, which pertain to the food service department, are taken from the Board of Education Policies and Regulations. The complete Board of Education Policies and Regulations may be reviewed on the District’s web page at www.stjschools.org.

Each food service employee is encouraged to read this handbook thoroughly in order to gain an understanding of his/her employment relationship to the district and to other employees. If there are items in the handbook that are not understood by the employee, then these items should be discussed with the employee’s supervisor or the Superintendent.

Note to St James School District Food Service Department

To those of you who have been with the district in the past years, thank you for the dedicated service you have provided to our students. To our new members: welcome to the challenging work of feeding and influencing the food habits of our youth. We contribute directly to a student’s educational readiness through providing a nutritious breakfast and lunch for all students. You are a valuable member of our team and contribute significantly to the effectiveness of the food service program.

ANTI-DISCRIMINATION POLICY

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability conditions or organizational memberships. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel and in educational programs offered to students. Inquiries regarding the implementation of this policy should be directed to the building principals or Director of Special Services, contact person for Title IX, Section 504 and ADA. (Grievance procedures are provided in Sections 1000, 2000, and 4000 of the Board Policy Manual.)

BOARD OF EDUCATION

A. Organization

The Board of Education is an agency of the state and is organized and operated under the laws of Missouri which authorize the Board “to make all needful rules and regulations for the organization, grading and government in the school district...” (Section 17.001, R.S. 1965). The Board of Education is composed of seven (7) members elected by a majority vote of the voters residing within the boundaries of the St. James School District.

The officers of the Board of Education are a president, vice president, secretary and treasurer.

B. Meetings

Regular meetings of the Board of Education are held at 6:30 p.m. on the third Thursday of each calendar month, unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the president and the Board according to law and board policy.

C. Functions

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: legislative, executive and appraisal.

The legislative function is the policy making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of the schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. The function is delegated by the Board of Education to its executive and administrative officer, the Superintendent of Schools.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

CLASSIFICATION OF FOOD SERVICE EMPLOYEES

Food Service staff employees are placed into one of three classifications:

A. Full Time

An employee scheduled to work at least 174 days per year, and at least 30 hours per week.

B. Part Time

An employee scheduled to work at least 174 days per year, and no more than 30 hours per week on a regularly scheduled basis.

C. Substitute

An employee that works hours as needed on irregular bases is a substitute employee whose length of employment is indefinite.

PERSONNEL POLICIES AND PROCEDURES

1. Hiring

Classified personnel will be employed at the salary rate established in Step I of the food service salary schedule unless previous experience warrants beginning the salary on Step II or higher. Employees will progress one step per year unless the employee is placed on probation due to performance evaluation, or if salaries would be “frozen” for some reason. Classification promotion starts at the step on the new schedule with dollar figure immediately above salary of former classification. Personnel employed after the first of March will stay on the same salary step for the following year.

2. Pay Period

Food Service employees are paid once a month on the 6th. Payment shall be made on the working day that immediately precedes a holiday or a week-end on which the pay date falls.

3. Overtime

Employee’s supervisor and Superintendent of schools must approve any pay in addition to contract amount.

4. Job Descriptions

Job descriptions are provided on the website www.stjschools.org for each employee for their benefit and the benefit of the district. It is expected of each employee to follow and achieve the tasks on these job descriptions.

5. Work Schedule Records

All food service employees must use a time sheet to report hours worked. Employees shall turn in a time sheet on the last day of each month to their supervisor, who shall sign them and deliver them to the bookkeeper. The director must approve any overtime in advance.

6. Jury Duty

Absence with pay may be allowed for jury duty or court appearance due to subpoena as a witness. A request for such an absence should be submitted to the employee's supervisor. The employee shall reimburse the school the amount of pay received from the court for jury services, less travel allowance.

7. Substitutes

Substitutes for food service employees or personnel hired as temporary help will be paid on hourly rate according to Step I of the classified salary schedule. Substitute employees must record time worked on a substitute time sheet and submit it to the supervisor, who will send it to the bookkeeper. Time sheets are due on the last day of the month for paychecks issued on the 10th of the next month.

8. Military Leave

An employee of this school district who becomes a member of the National Guard or of any reserve component of the armed forces of the United States, shall be entitled to leave of absence from his/her duties, without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits, to which otherwise entitled, for all periods of military service during which he/she is engaged in the performance of duty or training in the service of this state or the United States under competent orders: except that the employee, while on such leave, shall be paid his/her salary for a period not to exceed a total of 15 working days in any one calendar year. Notification of the intention to take such a leave should be made to the employer's supervisor.

9. Salary Deductions

Salary deductions are allowed only upon approval of the Board of Education. Those deductions currently approved are:

1. Missouri Public School Retirement System
2. Federal and State withholding taxes
3. Medical insurance
4. Tax sheltered annuity
5. OASDI (Social Security – Medicare)
6. Garnishments

10. Unemployment

Food service employees are not eligible for unemployment benefits during the period between two successive academic years.

11. Retirement Plan

All full time, regular, and part time classified employees must enroll in the PSRS (Public Education Employee Retirement System). The employees contribute the required percentage of their income to the plan and the school district contributes a matching amount as specified by PSRS. This amount is subject to change by the Retirement System.

Employees who terminate their employment with the school district may withdraw their individual contributions only, according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal. The address and telephone number of the Retirement Office:

PSRS/PEERS (Public Education Employee Retirement System)
P.O. Box 268
Jefferson City, MO 65102-0268
1-800-392-6848

12. Health Insurance

All contractual employees employed for at least 30 hours per week shall be enrolled in a group health insurance and term life insurance program provided by the Board of Education at no expense to the employee. Additional spouse and family coverage may be obtained at the option and expense of the employee.

FROM THE CERTIFICATED STAFF GUIDE

St. James R-I School District provides health insurance for all full-time regular employees. Additionally, employees may obtain coverage for their families at a cost determined by the insurance provider. A life insurance policy in the amount of \$20,000 is provided to all employees. Dental, vision and additional life insurance are available to employees and their dependents at a reasonable cost. A list of the insurance providers, costs and other information is available in Administration Office – Human Resources.

The district also provides a cafeteria plan/flexible spending account program for employee use. For employees who opt to participate in the flexible spending account program, receipts for reimbursement must be submitted between the dates of July 1 and June 30. Employees may determine the amount that they wish to deduct for the flexible spending account from their monthly payroll. However, the employee should be aware that unused deductions will be forfeited at the end of the fiscal year.

13. Social Security – Medicare

All classified employees must contribute a specified percentage of their salary to Social Security (as determined by Social Security) – Medicare and the district contributes a matching amount. This is subject to change by the Federal Government. Under government regulations, all employee earnings must be reported with the Social Security number. Because of this regulation, no payroll check can be issued without the employee's social security number. Any employee noting an error in Social Security number should contact the Personnel office immediately.

14. Illness:

Employees must report health problems to the kitchen supervisor before working with food. Food handlers who have been diagnosed with a food borne illness may not work around food. Food handlers must also be excluded from working with or around food if they have symptoms which include fever, diarrhea, vomiting, sore throat, or jaundice. The immediate supervisor will determine whether an employee constitutes a risk.

In the event of an illness resulting in the absence of an employee, the employee must notify the immediate supervisor no less than two hours prior to the start of work shift. The supervisor will inform director if substitutes are needed.

15. Leave

Employees with fewer than 200 contract days will be granted leave days at the rate of twelve (12) days per contract year. Employees with 200-220 contract days will be granted leave days at a rate of thirteen (13) days per contract year. Employees with over 220 days will be granted leave days at the rate of fourteen (14) days per contract year. Unused leave days may be accumulated to a maximum of 190 days with no more than 180 days carryover. Employees accumulating the maximum leave days will be paid for any unused days over 180 per year at the daily rate of \$55.00 per day.

Upon termination of employment, after a minimum of five (5) years of continuous employment with the district, the employee will be paid for the number of leave days accumulated per Board Policy 4320. Leave pay-out if notice is given, on or before January 10th - \$75.00 notice given on or before February 10th - \$65.00 per day, and notice given after February 10th - \$55.00 per day. Upon termination of employment, after a minimum of five (5) years of continuous employment with the district, the employee will be paid for the number of leave days accumulated per Board Policy 4320.

An employee should call in as early as possible to report his/her absence. Food Service Director must be notified by staff member if employee will be gone an extended period of time (more than 3 days). The employee must complete the leave form one the Staff Portal in order to receive compensation. The employee may be requested to provide a physician's statement indicating the

reason for the absence and/or certifying the employee is physically able to resume his/her work duties.

Any employee who anticipates exceeding his/her available leave days due to a catastrophic illness (for the employee or immediate family member), may submit a request to the Superintendent for “donated days” from fellow employees. Specific rules and regulations concerning this policy may be obtained from the payroll clerk located in the central office.

Any employee may not use leave days immediately prior to or following a regularly scheduled school holiday or break day. The employee who takes off immediately prior to or following a school holiday or break day will have their pay docked for the time absent. (Board R4320)

16. Bereavement Leave

Employees may be excused from work without loss of pay for a total of two (2) calendar days of Bereavement Leave per occurrence in the case of death in the immediate family (spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister or any person wholly dependent upon the employee. In addition, employees may be excused from work without loss of pay for a total of one (1) calendar day of Bereavement Leave per occurrence in the case of death in the extended family (to include other in-laws, aunts, uncles, cousins and/or close friends, etc.). All Bereavement Leave must be approved by the employee’s immediate supervisor and the Superintendent. Bereavement leave shall not be cumulative.

17. Leave for Child Bearing or Rearing

Refer to Family and Medical Leave Act of 1993.

18. Paid Holidays

All regular employees will be provided their normal rate of pay for all legal holidays provided those holidays fall during employee annual employment period. The legal holidays to be observed are: New Year’s Day, Martin Luther King Day, Presidents’ Day, Labor Day, Thanksgiving Day, and Christmas Day.

19. Workmen’s Compensation

All employees are covered with Workmen’s Compensation insurance. Any injuries shall be reported to the supervisor at the earliest possible convenience and the supervisor shall report any injuries to the central office.

20. Annuities

Employees may modify their annual salary by having a portion withheld for tax sheltered annuities which meet district qualifications. For information about annuities, contact the Superintendent's office.

21. Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

22. No Tobacco on School Property

All tobacco products are prohibited on school property, both inside and outside the building. Tobacco products are prohibited at outdoor events sponsored by the school.

23. Free Admission

Board members, all employees, their spouses, and their school-age children shall be admitted to all St. James R-I School District events free of charge. However, athletic tournaments or activities sponsored by the Missouri State High School Activities Association will require all persons to pay admission at the rate determined by the activities association.

24. Use of Telephone and E-mail

Long distance calls of a personal nature should not be placed on school telephones. Staff members should use the telephone for school business only. It is not the school policy for staff members to be called from work assignments to answer the telephone. E-mail is provided for staff use. Wide distribution of non-school related e-mail (forwards) are prohibited.

25. Cell Phones

Cell phones should be used responsibly. Cell phones are not permitted in the kitchen area. Personal calls must be made and/or received only on scheduled breaks.

PERSONNEL POLICIES, PROCEDURES, RULES AND REGULATIONS

1. Equal Opportunity Employment

It shall be the policy of the St. James R-I School District to provide equal opportunity in all areas of recruitment, hiring, working conditions and promotion without regard to race, color, creed, national origin, sex, marital status, age or physical or mental handicap, and to take affirmative action toward eliminating any existing discriminatory conditions or actions.

Food service employees are selected on the basis of their ability, experience, training, and character, without regard to age, color, creed, national origin, race, religion, or sex.

2. Non-School Employment

It is recognized that district employees may hold jobs with other organizations; however, it is expected that this second job will not hinder the performance of the job in St. James Schools. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the St. James position.

3. Probationary Period

All new employees will be subject to a sixty (60) working day probationary period. Satisfactory job performance during this period will result in continued employment.

4. Health Examination

All school employees, unless known to be tuberculosis reactors, shall receive a tuberculosis test prior to employment and if negative, repeated only as part of an outbreak control measure recommended by an official health agency. The school nurse will provide the Tine Test for personnel who desire it, or the employee may provide a certificate signed by a doctor of medicine or a doctor of osteopathy stating that he/she has been found free from the disease. Individuals who are considered to be tuberculosis reactors should receive a chest x-ray annually for two years and thereafter as determined by their medical provider. Persons completing an adequate course of preventive therapy are exempt from routine periodic chest x-rays.

5. Injury on the Job

All food service employees are expected to carry out their duties in a way that will not jeopardize the general health and safety of themselves, students, co-workers, or the general public. All job-related accidents must be reported to the director immediately and an accident report completed

6. Conditions of Health

All employees are expected to perform their assigned job as specified by the district job description regardless of condition of health, except during periods of authorized leave for physical limitations resulting from an occupational related injury or illness incurred while in the employ of St. James Schools.

7. Staff Conduct

The Board of Education expects food service employees to enforce a standard of personal conduct in the school building and on school grounds which shall contribute to a high morale in the school and wholesome school reputation. All employees are expected to demonstrate appropriate courtesy toward co-workers, students, administration, and the public. Responsibility for acceptable conduct and dress will rest with the employee as a professional individual. Employees of the district shall be neatly attired and groomed while discharging their responsibilities to the district. Grooming attire shall not affront community tastes or standards.

8. Relationship with Students, Other Employees and Parents

The laws of Missouri provide that only a certificated employee may discipline a pupil. When a food service employee observes unruly behavior by a pupil, he/she should report the incident to a teacher or to the principal of the school. The employee may restrain without administering punishment by intervening in a fight or preventing a pupil from damaging school property.

All food service employees should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and classified personnel shall be that of employees working together to provide the best possible learning situation for the St. James pupils. Classified personnel, in dealing with the parent of the pupil, shall support the program of the St. James School District. They shall not enter into arguments concerning policy or procedures.

9. Discrimination Based on Sex and Sexual Harassment

Title IX and Sexual Harassment:

Sexual harassment in educational institutions is not simply inappropriate behavior, **IT IS AGAINST THE LAW**. Sexual harassment of students is a violation of Title IX of the 1972 Educational Amendment in that it constitutes differential treatment of the basis of sex. Title IX applies to any educational program or activity which received Federal funds and protects both employees and students. *

The Director of Special Services of the St. James R-I School District has been designated by the Board of Education as the Title IX Compliance Officer. Any questions or concerns should be brought to the attention of the office of the Special Services Director.

Any questions concerning what constitutes sexual harassment and the procedures to be followed are in the Board policy/regulation manual: 4810. *”Sexual Harassment: It’s Not Academic” U.S. Office of Education, Office for Civil Rights, Washington, D.C. 20202-1328, 1991.

10. Confidentiality of Information

Information maintained and used by the food service regarding students must be kept confidential. The district must keep a record of parties obtaining access except access by parents and authorized employees of the district, including the name of the party, the date of access, and the purpose for the access. If any record includes information on more than one child, the parent has the right to be informed of that specific information.

Information will be maintained and released in accordance with the regulations in the Family Education Rights and Privacy Act (FERPA) of 1974. The school district is not required to obtain parental consent before records are released to a school district to which a child transfers, to officials in the local district if they need them for educational reasons, or to officials of the Missouri Department of Elementary and Secondary Education.

11. Clerk Sub

Kitchen manager needs to be only person with the sub information for SIS. The manager only is responsible for entering the sub ID and password when there is a sub.

12. Supervision

The Food Service Director works under the supervision of the Superintendent of Schools. Food service employees work under the supervision of the Food Service Director.

13. Job Transfer

Employees are assigned work sites, schedules, and hours in such a way as to bring maximum benefit to the district. These assignments are subject to change due to a change in meal participation, a work site being short of help, or any other unforeseen circumstance. Employees must remember that they are employed by the district, not an individual school, and may be asked to transfer to a different school site as needed.

14. Work Schedule

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of job performance. Food staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

15. Inclement Weather

Snow days are unpaid days off for food service employees. These days will be made up as per the school calendar.

16. Rest Periods (Breaks)

There shall be two ten (10) minute rest periods during a six continuous hour or longer work day; one at approximately the mid-point between starting time and lunch period, and the second at approximately the mid-point between the lunch period and the end of the work day. Employees working less than a six hour day will receive one ten (10) minute rest period at approximately the mid-point of the work day. Rest periods are for the reason stated and shall not be used for make-up time. Breaks are paid time by the district; therefore employees are not permitted to leave the job site.

17. Lunch Period

Each employee working at least five-and-one-half (5-1/2) continuous hour day will be provided a thirty (30) minute, unpaid lunch period. The time established for this period may be set by the employee's supervisor, but will occur normally at the midpoint of the work day. Lunch periods are for the reason stated and shall not be used for make-up time.

18. Meals

All food service employees will receive one (1) free meal per work day, (2) if they work during breakfast and lunch. Meal must be eaten on the premises. Food of any kind must not be taken from the cafeteria/kitchen area without consent of Food Service Director.

19. Current Personal Information

In the event an employee has a change in name, address, telephone number, or dependents, the employee shall immediately notify the administrative office of the change.

20. Personnel File

A personnel file is maintained in the Superintendent's Office for each employee. The file shall contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the Superintendent at any mutually convenient time.

21. Job Performance Appraisal

The director will evaluate the job performance of each food service employee annually. Areas in which the employee excels or meets expectations will be indicated, as well as areas of concern. Unsatisfactory progress following the evaluation could result in disciplinary action, including

suspension or termination. The results of these appraisals will be placed in the employee's personnel file. The employee will receive a copy of any formal appraisal document placed in his/her personnel file.

22. Discipline

It is anticipated that all employees will have a satisfactory relationship with the school district. However, when problems do arise, a verbal warning or correction may be warranted.

An employee whose job performance or personal behavior on the job is not satisfactory will be given a written notice of the concern. After the receipt of a second written notice of the same or similar concerns, an employee may be suspended without pay for a period not to exceed five (5) days. An employee committing any of the following violations may have disciplinary action taken against him/her or be discharged:

- Failing to be at work station at starting time.
- Excessive absenteeism, more than 10 days per year.
- Excessive tardiness.
- Wasting time, loitering, or sleeping during working hours.
- Falsification of personnel or other records. *
- Possession of weapons on district premises at any time. *
- Removing district property, records, or confidential information from premises without authority. *
- Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or the property of other employees. *
- Theft or misappropriation of property of employees or of the district. *
- Refusal to obey proper orders of supervisor. *
- Refusal or failure to do work assignment.
- Unauthorized operation of machines, tools or equipment.
- Threatening, intimidating, coercing, or interfering with employees or supervisors at anytime.
- Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the district.
- Fighting on the premises at any time.
- Creating or contributing to unsanitary conditions.
- Possession, consumption, or reporting to work under the influence of alcohol or non-prescription drugs. *
- Disregarding safety rules or common safety practices.
- Gambling, lottery, or any other games of chance on district property.
- Unauthorized distribution of literature, written or printed matter of any description on district premises.
- Poor workmanship.
- Immoral conduct or indecency including abusive and/or foul language. *

- Making and/or receiving personal calls during working hours, except for emergencies.
- Walking off the job. *

*** Subject to immediate discharge**

23. Staff Dispute Resolution (Grievance Procedure)

Employees with a dispute should refer to current Board Policy available in the Superintendent's Office.

24. Withholding of Service

Strikes, boycotts, or other action which interfere with the orderly functions of the school district are improper procedures and are not to be used by public school employees.

25. Loss of Personal Property

The school district will not assume responsibility for loss of, or damage to personal property stored, installed, or used on school premises.

26. Personal Liability

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their employment in the district should address these concerns to their supervisor for referral to the Superintendent. The supervisor shall not undertake to give legal advice to employees individually or collectively.

27. Termination of Employment

Employees shall be considered terminated with the district and will lose all rights to accumulate additional benefits, including but not limited to vacation and sick leave, if:

- A. They resign their position with the district (effective on the last scheduled date of employment).
- B. They are discharged for cause by the district.
- C. They fail to report to work for three consecutive days and do not, within a three (3) consecutive day period, give a satisfactory explanation for not reporting. Such employees shall be considered as having voluntarily quit.

28. Retirement

Retirement may commence at age 55 with at least 5 years of creditable service at a reduced rate. Full retirement may commence at age 60 with at least 5 years of creditable service or at any age if you have 30 or more years of creditable service.

29. Fingerprinting

As of January 1, 2005, all new employees of a school district must submit fingerprints for a background check. The superintendent's office will make arrangements for the fingerprinting to be completed. A clean fingerprint check is a condition of employment, per Missouri law.

30. Surveillance Cameras

The St. James R-I School District has installed a comprehensive video surveillance system throughout the district and district buildings, both inside and outside, for the protection of the district, its staff and students. Employees, students and visitors to the schools may be recorded on the surveillance system at any time. Use of this system and the data it provides will not be provided to any agency except for the sole purpose of protection of the district (including students and staff).

31. Chain of Command

It is the intent of the Board of Education that employee complaints be identified and corrected at the earliest possible time and at the lowest level of supervision. The normal process of the chain of command always begins with the immediate (kitchen) supervisor. This process continues step-by-step to the Director of Food Service, Principal, Assistant Superintendent, Superintendent, and the Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

32. Food Service Visitors

Visitors in the kitchen pose a safety hazard. Therefore, only food service employees are allowed in the kitchens. The supervisor will determine the appropriateness of visitor frequency and timing.

33. Dress Code

“We are professionals and we want to be thought of and treated like professionals.”
The director will set the standard for the dress code. Staff is permitted to wear shorts when weather is extremely warm. Shorts need to be long enough to cover thighs to protect legs. Employees may choose to wear Capri pants, slacks, colored jeans or skirts. No sweat pants or leggings. Blue jeans only on Friday, unless it is a day designated by the building you work in. Clothing with inappropriate writing or pictures will not be permitted. Staff should wear

comfortable shoes that do not have slick soles in the kitchen or dining area. No shoes with open toes or open backs.

34. Food Handlers

Food Handlers are the staff members that directly handle food, preparing it or serving.

Gloves need to be worn while handling foods, as per health regulations.

Hairnets must be worn (you provide).

No jewelry or watches of any kind.

Finger nails should be trimmed to finger tip length with no fingernail polish.
No acrylic nails, acrylic overlay or tips.

No visible tattoos.

35. All Food Service Staff

A neat, clean appearance is expected at all times.

Neat hair, clean clothing, makeup (if desired), and a friendly smile and attitude are appropriate.

The *Department of Health Rule Governing Food Service Sanitation* will be followed.

**PLEASE NOTE: BOARD POLICIES AND REGULATIONS WILL TAKE
PRECEDENCE OVER THIS HANDBOOK.**

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with St. James R-I School District Food Service Department.

Date: _____

Print Name: _____

Signature: _____

