Online

School Nutrition Services Substitute Information Packet

Thank you for your interest in becoming a substitute for School Nutrition Services. Friendly service and great food are very important to us! We are committed to offer courteous service, attractive and well-balanced meals for our students every day! Your help in providing that service is much appreciated.

This To-Do list will help you prepare and complete all the needed actions and forms in order to start:

- Complete your on-line application at www.gcsnc.com/HR/app_w.htm
- Review this Substitute Information Packet and sign the Signature Page
- Have a health care professional complete the Health Examination Certificate - this form is to be completed at your own cost
- Complete the Release of Information Form
- Return the completed Signature Page from the Substitute Packet, the Health Examination Certificate and the Release of Information Form to either School Nutrition Services or the Substitute Office

School Nutrition Services is located at 501 West Washington Street, Greensboro, 27401 Substitute Office is located at 712 North Eugene Street, Greensboro, 27401

Once all information is received, the Substitute Office will request and review your criminal record in addition to all of the forms submitted on the list above. If all information meets Guilford County Schools substitute hiring criteria, then you will be called for an orientation session.

Good luck to you and we hope to be working with you soon!
I. Job Description
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*The signature page at the end of this packet is a requirement before beginning work in any cafeteria with Guilford County Schools.

**There are “at your own costs” associated with being a substitute in the cafeterias. We require all substitutes to have non-slip leather shoes, a plain polo shirt, and black or blue slacks which will not be provided by School Nutrition Services. Please see the Uniform Guidelines/ Grooming Standards section of this packet for further information.
Section I: Job Description

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION
JOB TITLE: CHILD NUTRITION ASSISTANT I - SERVER
SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB
Under general supervision, performs manual labor serving meals and other food, and assisting in meal setup and cleanup tasks in a school cafeteria. Work involves serving meals or a la carte items at a serving line, and participating in various cleanup activities. Substitute also performs some routine tasks to assist in food preparation and record keeping. All substitutes report to a Cafeteria Manager.

ESSENTIAL JOB FUNCTIONS
Serves food at serving line, as necessary, providing a la carte items as requested or meal plates; answers inquiries pertaining to food and meal content.

Performs light food preparation tasks such as washing fresh fruits and vegetables, assembling salads, assembling and wrapping sandwiches, panning and reheating food items, preparing tea, baking cookies and frying french fries, etc.

Places food, condiments and supplies on serving lines; monitors serving lines to ensure they are clean and communicates with coworkers to ensure lines are kept well supplied during serving.

Cleans kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots and pans, serving and cooking utensils and silverware.

Performs various housekeeping or janitorial duties in kitchen such as sweeping and mopping, and in dining area, such as wiping or washing tables, chairs or benches.

May open canned items, prepare condiment trays, fill drink glasses, place milk in coolers, place ice cream in open freezers, etc., as directed.

May assist with putting up delivery stock in appropriate storage areas.

May assist with wrapping and putting away food and supplies at the end of serving time.
Section II: Workplace Expectations

Part A: Uniform Guidelines/ Grooming Standards

All employees must be in proper uniform at all times when working.

Shirt:
- Substitutes provide their own polo type shirt.
- The shirt must be plain with no logo.
- The shirts must be kept clean, pressed, and in good repair.
- No other shirts are permitted.

Apron:
- Disposable aprons are provided at each school and may be worn only during preparation.
- Aprons must be clean and in good repair.

Pants, Capris and Skirts:
- Substitutes provide their own properly fitting pants, capris or skirts.
- The pants, skirts and capris must be navy or black.
- Pants, capris and skirts must have a professional appearance and be appropriate for a school environment:
  i. Pants-no sweat pants, tights, or leggings.
  ii. Capris must be below the knee in length.
  iii. Skirts –knee length
- All must be clean, pressed and in good repair.

Shoes and Socks:
- Socks may be white or a color that coordinates with uniform colors
- Shoes must be black and have non-skid soles and closed toes and heels.
- Shoes must be kept clean, comfortable and give support to feet and legs.
- Street or dressy shoes are not acceptable because of safety reasons.
- Shoes must be made of leather. No canvas or soft cloth may be worn.
- Shoes may not be shiny or patent leather.

Head Covering:
- Hairnets are required to be worn by all substitutes and are provided at each school.
- Caps are accepted but must be black and free of all advertisement. Any printed information on hats must be related to the child nutrition program or school of employment.
School Nutrition Services requirements for hair and body are designed to promote a professional appearance, to decrease opportunities for employees to contaminate foods and to comply with North Carolina Environmental Health Department regulations.

- Good personal hygiene practices must be followed each day.
- Hair must be clean and neatly styled.
- Teeth and fingernails must be clean.
- Men must be clean shaven daily.
- No strong perfumes or colognes should be worn to work.

Hair
- Hair restraints must be worn by all employees in the kitchen or serving area and by employees preparing, serving or selling food.
- No beads may be worn in the hair while in the kitchens.
- All hair must be secured in a manner that prevents hair from falling and contaminating food or food preparation surfaces.
- The hair restraint can be a hair net or a black ball cap that coordinates with the School Nutrition Services uniforms. The cap should not have a logo.
- The front of the hair - regardless of the length - shall be secured so as not to fall in the food.
- Long hair must be pulled back and secured or put in a bun or twist.
- Collar-length hair must be pulled back and covered.
- A hair restraint must cover the back and front of the head.
- Men must be clean shaven. Beards and mustaches shall be covered with mask.

Fingernails
- Fingernails harbor bacteria and may prevent proper hand washing.
- Trimmed to 1/8 inch in length so they can be easily cleaned. No fingernail should be seen from the back of the hand.
- Are to be clean and unpolished
- Nail polish, artificial nail tips and artificial fingernails are not permitted by North Carolina Health Department regulations or by School Nutrition Services.

Gum
- Substitutes are not allowed to chew gum in the workplace.

School Nutrition Services requirements for jewelry are designed to protect the safety of substitutes, to decrease opportunities for substitutes to contaminate foods and to comply with North Carolina Environmental Health Department regulations.

Rings
- Rings harbor bacteria and may prevent proper hand washing.
• Rings may also catch on equipment and cause injury to an employee. Therefore, employees should not wear rings except employees may choose to wear a single band-style ring that does not contain any stones OR employees may choose to wear a wedding set, while working in the cafeteria.
• If an employee wears a ring, gloves must be worn when the employee is preparing or serving foods.

**Watches and Bracelets**
• Watches may not be worn around the wrist in the kitchen. Employees may wear watches if pinned or clipped to the overhead strap of the apron (worn only during food preparation and clean up.)
• Bracelets cannot be worn while working in the cafeteria.
• Anklet bracelets cannot be worn in the cafeteria.

**Necklaces and Earrings**
• Necklaces can be no longer than the base of the neck and should be worn inside the shirt to avoid catching the necklace on something.
• Earrings can be no longer or wider than one inch and limited to two per ear. Dangling or beaded earring are not permitted.

**Body Piercing**
• Jewelry in visible piercings is limited to the ears.
• No nose, tongue, cheek, etc. jewelry may be worn while working in the cafeteria.

**Part B: Substitute Meals/ Beverages**

• USDA regulations allow School Nutrition Services substitutes to eat a free lunch while working in a school cafeteria. **This only covers the days that the sub is assigned to the cafeteria.**

• North Carolina Environmental Health Department regulations state that all foods in the cafeteria must be “obtained from sources that comply with all laws relating to food and food labeling and shall be properly identified”. Therefore, substitutes or faculty staff and parents, may not prepare or store home-prepared foods and beverages in cafeteria refrigerators and freezers or cooking equipment.

• Because of these two regulations, School Nutrition Services substitutes are permitted to eat a cafeteria lunch at no cost. Substitutes may choose one of the meals below:
  • Salad Meal: Salad meal or cottage cheese/fruit salad, milk or tea
  • Traditional Meal: 1 protein serving, 2 servings fruits or vegetables, 1 bread serving, milk or tea
  • Vegetable/Fruit Plate (Meal for SNS employees only): 4 servings fruits and/or vegetables, 1 bread serving, milk or tea
• Substitutes who work four or more hours take a ½ hour lunch break during their work period.
  • Substitutes are not paid for this ½ hour lunch break.
  • When a Substitute is instructed by the manager to take less than a 30-minute lunch break, the employee is paid for the time spent eating.
  • Substitutes time sheet should reflect actual hours worked.

• Substitutes who work less than four hours eat either before or after their work period. Substitutes are not paid for the time spent eating.

• Lunches must be eaten at work in the kitchen/dining area or other assigned eating area at their school of employment. Foods may not be eaten while the substitute is preparing or serving food or working at the cashier station or in other areas in the kitchen. Managers or their designee must serve all SNS staff the appropriate serving size.

• Substitutes must pay the appropriate price for all a la carte and extra menu items eaten at work.
  • Employees must pay the cafeteria manager or a designated cashier for all purchases.
  • Taking foods may result in a recommendation to the Personnel Office for appropriate action up to and including termination.
  • The SNS Assistant II or manager will serve team member’s lunch onto a five-section or flat tray. In a cafeteria with a large number of staff, the manager may also assign an Assistant I to assist in serving food onto the trays. Team members will eat the SNS lunch at work. None of the meal will be taken from the cafeteria.

Part C: Theft Policy

• Substitutes will not bring bags other than a pocketbook into the cafeteria. Pocketbooks should be placed in the Manager’s designed safe place. Substitutes who do not have a locker should strongly consider locking their pocketbook in their car.

• Stockrooms, freezers and coolers will be locked except during times when staff members need to go in and out frequently. After lunch, items will first be returned to the proper storage area. These areas will then be locked before cleaning begins.

• All leftovers will be properly stored for later use or thrown away. Substitutes will not take any leftover food away from the school or accept any “free” food from delivery men. Boxes will be flattened before they are taken to the dumpster.

• Guilford County School employees are not allowed to purchase foods or to accept free food directly from School Nutrition vendors while delivery personnel are at schools.

• Meals and sales will be recorded and money will be collected, recorded, counted and deposited following School Nutrition Services protocols. A transfer form will be completed whenever food or supplies are moved from one cafeteria to another.

• Substitutes who do not follow these guidelines will be subject to disciplinary action up to and including termination.
• Team members who suspect that a coworker is stealing will report this immediately to their manager, Operations Supervisor, Carla Alphin (378-8821) or the Director of School Food Service (370-3257).

We must all follow these guidelines to ensure that theft is not occurring in our kitchens.

**Part D: Substitute Values**

Each School Nutrition Services Substitute is a valuable member of the School Nutrition Services team and Guilford County Schools.
• The department cannot be successful unless each employee does their job well.
• Each employee should be the “expert” in his or her job assignment.

As a skilled and caring professional, each team member shall seek to:
• Maintain high standards and a strong work ethic
• Act as part of an educational team with mutual respect and regard for one another
• Treat coworkers and customers with respect and dignity
• Act with honesty, fairness, integrity and discretion in all relationships
• Recommend ways the team can improve the quality of their food and service
• Express concerns to the appropriate person in a professional manner
• Preserve, protect and promote the well-being of the Guilford County Schools

Each School Nutrition Services team member has a responsibility to report to their supervisor or other appropriate person:
• Unfair work practices
• Unethical or illegal activities
• Employees who are a danger to themselves, their coworkers or customers
• Work-related needs (training, equipment, tools, etc.)

School Nutrition Services supervisors have a responsibility to:
• Lead by example
• Ensure that school district policies, procedures and protocols are followed
• Be fair, timely and honest
• Provide opportunities for employees to grow and learn
• Give honest feedback where improvements are needed

For additional information, see the Guilford County Schools Code of Ethics
Part E: Handling Food

Wash hands following “Stop Disease” Hand Washing Method. (See attachment at end of packet)

- Wash hands and use a utensil such as a spatula, fork, tongs, or ladle or spoon to mix or serve foods.
- If a utensil cannot be used, wash hands and wear gloves to mix or serve food.

Gloves must be changed and hands must be washed:

- Immediately if the gloves become ripped or punctured
- Periodically to minimize the buildup of perspiration or bacteria
- Whenever you change an activity or leave the workstation
- If gloves touch any part of the body
- If gloves touch any unsanitary surface
- After sneezing, coughing, or touching the hair or face

Hands must be washed thoroughly before and after wearing or changing gloves as bacteria will buildup under the gloves and should be washed away after their use.

Avoid wearing gloves whenever their use presents a potential safety hazard such as being near hot equipment, where melting may occur.

Follow recipes for recommended food handling procedure for each food item prepared.
Section III: Signature Page

If you have any questions regarding this packet please contact the School Nutrition Services Central Office at 336-370-3266.

Please return this signature page along with the Health Certificate and Criminal Release form to GCS Personnel Office- 712 N. Eugene Street, Greensboro, NC 27401

Signing this page indicates that you have read and understand the guidelines in this packet and you agree to follow them after you are an approved Substitute.

Name (print): ________________________________  Date: ______________

Signature: ________________________________