

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Personnel Procedures, Food and Nutrition Services	Date Approved: June 15, 1982 October 17, 2006 May 26, 2009 August 20, 2013 Date Revised: December 20, 1988 March 21, 1995 June 15, 1999 July 1, 1999 September 19, 2006 March 17, 2009 July 11, 2013 Effective Date: September 16, 2003, October 17, 2006 May 26, 2009 August 20, 2013

1. PURPOSE

To establish personnel procedures for the Coordinator of Food & Nutrition Services and Assistants of Somerset County Public Schools.

2. PROCEDURE

A. Minimum Qualifications

- 1) All persons employed as Food Service Managers and Assistants must have a high school diploma or equivalent.
- 2) Some experience in food handling and preparation is required (i.e., school, institutional, restaurant, or food manufacturing, prior experience substituting in Somerset County Public Schools, etc.)

B. Position Vacancies and Transfers

- 1) Position vacancies may be posted internally only or advertised internally and externally at the same time. If there is no acceptable candidate for a position after the interview process for an internal only posting, the position will be advertised externally.
- 2) A completed application for Somerset County Board of Education is required of all applicants. An internal candidate may use their original application if it is less than-six months old. An updated application is required of internal candidates if their original application is more than six months old. Applicants may also submit a resume with the application.

- 3) Applications will be screened by the Human Resources Supervisor or by an individual designated by the Human Resources Supervisor.
- 4) Interviews will be scheduled for candidates who meet the minimum qualifications.
- 5) Interviews will be conducted by a committee consisting of the Human Resources Supervisor and the Food and Nutrition Services Head Manager and when appropriate, the building Food Service Manager and/or building Principal.
- 6) Criteria for selection includes:
 - a) Work experience
 - b) Performance as regular employee or substitute for Somerset County Public Schools, Food and Nutrition Services
 - c) Sanitation Certification
 - d) Results of interview
- 7) Transfers may be made at anytime throughout the school year when the needs of the school, department or Board of Education change. Transfers are at the discretion of the Superintendent.

C. Employment Guidelines

- 1) All Food and Nutrition Services staff are employed for ten months.
- 2) Food and Nutrition Services staff are paid an annual salary based on 180 student days plus **an** additional **3 days** for opening and closing school.
 - a) The annual work schedule is determined by the Food and Nutrition Services Head Manager prior to the start of each school year. This may include additional days/hours beyond the 183 regularly scheduled days for professional development. All time worked beyond the 183 scheduled days/hours will be compensated at the employee's hourly rate via a timesheet.
 - b) Food and Nutrition Services staff are paid in twenty pay periods annually, beginning with Sept. 15 and ending with June 30. Paydays for Food and Nutrition Services staff will be the same as for teachers.
- 3) Staffing and Schedule
 - a) Staffing – Staffing is determined for each school by the Food and Nutrition Services Head Manager and the Chief Operating Officer using the following criteria:
 - 1) Meals-per-labor-hours calculated using an industry-standard formula
 - 2) Number of service periods
 - 3) Starting and ending time of service periods
 - 4) Participation
 - 5) Menu
 - 6) Other programs in addition to the breakfast and lunch programs
 - 7) Other criteria as determined by the needs of the operation
 - b) Schedule – The Food Service Manager and the Food and Nutrition Services Head Manager will assign the work times for the Food and Nutrition Services staff at each school so that daily and weekly tasks are completed within the assigned schedule.
- 4) **Food and Nutrition Services staff that work a standard 20 hour per week or more must enroll in the Maryland Pension System.**
- 5) All Food and Nutrition Services staff will participate in training and professional development opportunities as directed by the Coordinator of Food & Nutrition Services Food and Nutrition Services Head Manager and/or building Principal.

- 6) All Food and Nutrition Services staff accountability:
 - a) Food Service Manager – accountable to Food and Nutrition Services Head Manager and Principal.
 - b) Food Service Worker and Substitute - accountable to Food Service Manager, Food and Nutrition Services Head Manager and Principal.
- 7) Sanitation Certification – All Food and Nutrition Services managers must complete and maintain Serv-Safe® sanitation certification approved by the Maryland State Department of Education and Maryland Restaurant Association. Allowing sanitation certification to lapse may be grounds for termination.
 - a) Food and Nutrition Services will provide the cost of the Serv-Safe® Certification and re-certification training. Managers must attend all training classes and successfully complete certification examination.
 - b) Food and Nutrition Services is not responsible for the cost of retraining for employees who do not pass the certification examination. Successful completion of the certification examination must occur within six months of the initial training.

D. Benefits

- 1) To be considered regular employees and eligible for benefits, Food and Nutrition Services staff must be employed a minimum of 4.0 hours per day. Part-time employees (work less than 4.0 hours per day) are not eligible for benefits.
- 2) Food and Nutrition Services staff receive one adult meal per school day at no charge. ala carte items must be purchased.
- 3) Other Benefits – see *Employee Handbook, Somerset County Public Schools*.

E. Potential Terminations or Release from Position

- 1) Food and Nutrition Services staff may be terminated or released from their position based on the following criteria:
 - a) Unacceptable performance evaluation
 - b) Theft of Board of Education property
 - c) Changes in budget
 - d) Reduction in labor due to a decrease in enrollment or participation in meal programs
 - e) Health or medical condition deemed hazardous or detrimental to safe food handling as determined by health department guidelines
 - f) All policies outlined in the *Employee Handbook, Somerset County Public Schools*
- 2) Should a reduction in hours or staff be necessary at any time throughout the school year for any reason, the following criteria will be used to reduce hours or release staff from their positions:
 - a) Length of service with Food and Nutrition Services
 - b) Qualifications and experience
 - c) Current and past performance
- 3) Food and Nutrition Services staff that has been released from positions due to a reduction in staff may be recalled. While a layoff continues, no new hiring shall be permitted except when there are no food service workers on layoff to fill a vacant position or all qualified food service workers on layoff decline to fill the vacancy.