

## CLARKSDALE MUNICIPAL SCHOOL DISTRICT CHILD NUTRITION DEPARTMENT PROCEDURES

### EMPLOYEE HANDBOOK

526 SOUTH CHOCTAW  
P. O. BOX 1088  
CLARKSDALE, MS



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*"Every STUDENT: Every NEED"*

## CHILD NUTRITION STAFF AND MANAGERS

Child Nutrition Director: Wilma McIntosh

Bookkeeper: [Cynthia Tyler](#)

Secretary: [Kachena Johnson-Avery](#)

Clarksdale High School: [Angelia Wide](#)

W. A. Higgins Middle School: [Marquita Sutton](#)

Kirkpatrick Elementary School: [Diketra Calvin](#)

Oakhurst Intermediate Academy: [Yvette Jackson](#)

George H. Oliver Elementary School: [Teresa McGhee](#)

J.W.Stampley 9th Grade Academy: [Charity Wright](#)

Booker T. Washington Elementary School: [Cassandra Calvin](#)

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**CLARKSDALE MUNICIPAL SCHOOL DISTRICT  
CHILD NUTRITION DEPARTMENT  
EMPLOYEE PROCEDURE HANDBOOK**

**A. GENERAL CHILD NUTRITION GUIDELINES:**

1. CMSD promotes a smoke-free environment. In accordance with School Board Policy, smoking and all other uses of tobacco by District employees, students, and visitors in school buildings, on school grounds and property, and on or in District buildings and vehicles, including school buses, shall always be prohibited.
2. The entry/exit door to the kitchen must always be kept locked at all times. No one is to open the door unless it is known who is at the door on the other side.
3. Breaks of 15 minutes are allowed per your duty schedule.
4. Employees need to understand that there will be some days that you may not get a scheduled break. Timing and length of 'working breaks' may vary from day to day.
5. ALL *food* must be consumed in the dining room.
6. Beverages being consumed throughout the day in the kitchen area must be covered with a lid.
7. All Child Nutrition employees will be responsible for cleaning and sanitizing dining room tables and seats.
8. **Sick Worker Policy:** Employees must report the following health problems to supervisors: Sore throat, fever, vomiting, diarrhea, jaundice, Norovirus, Shigella, Salmonella, E. Coli, and Hepatitis  
A a) Employee must be symptom free for 24 hours before returning to work.  
b) See CDC Guidance for COVID-19
9. **CORVEL:** All injuries are to be reported immediately by following these procedures:
  - a) Notify your immediate supervisor of the injury.
  - b) Injured employee is to call Corvel (1-877-764-3574) with the supervisor present.
  - c) Injured employee fills out the Workman's Comp and HIPPA forms.
  - d) If medical assistance is needed, the injured employee is to follow instructions given by the call center.
  - e) Notify the Child Nutrition Office of the person injured.
  - f) Send all completed paperwork to Pam Higginbotham.

**B. CELL PHONES and SOCIAL MEDIA PROCEDURES:**

1. Personal cellphones are unsanitary and distracting. Cellphones are not allowed on the kitchen floor or serving lines.
2. Use of cellphones at work is at the manager's discretion. Personal use of cellphones is only allowed during breaks. Proper sanitation practices should be carried out.
3. In accordance with the School Board Policy, personal usage of social media during working hours is prohibited.
  - a) As an employee of the district, you will not negatively comment or post via social media about any events that take place at work or within the school district.
  - b) Remember that all Clarksdale Municipal School District employees are your coworkers.

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4. If personal social media usage outside of working hours distracts and disrupts the work environment during working hours, then it is not permitted and will result in disciplinary action up to and including termination of employment.

### **C. IN-KIND MEALS:**

1. The Mississippi Department of Education Office of Child Nutrition defines in-kind meals as meals served to food service employees without charge.
2. The following Clarksdale Municipal School District personnel are eligible for in-kind meals (meals served to food service employees without charge):
  - a) Child Nutrition Cafeteria Manager
  - b) Child Nutrition Cafeteria Staff
  - c) Cafeteria Substitutes
  - d) Cafeteria Custodial
  - e) Child Nutrition Central Office Staff
3. An in-kind meal contains the same lunch menu and lunch portion(s) being served to students and adults. The food service employee has the opportunity to consume (but is not required):
  - a) One (1) pre-plated salad, main entrée, or sandwich
  - b) Two (2) ½ cup serving of the fruits offered
  - c) Two (2) ½ cup serving of the vegetables offered
  - d) One (1) beverage (milk or water)
  - e) One (1) dessert (if available)
4. Child Nutrition Employees must pay for a double serving or an extra food sale item.
5. Child Nutrition Employees who give food or supplies to non-food service personnel for a free or discounted rate will result in disciplinary action up to and including termination of employment.
6. Child Nutrition Employees may bring lunch from home in a small lunch bag or lunch sack and store in a designated place in the kitchen.

### **D. THEFT PROCEDURES:**

1. Stock transferring and receiving is the responsibility of the Child Nutrition Cafeteria Manager.
2. Child Nutrition inventory will not be stored in personal homes or vehicles overnight. What was taken out of inventory at one school will be exactly what is received at the next school, or the employee is held responsible for the missing items.
3. No food items, including leftovers or food being discarded, will be removed by an employee from any school cafeteria or brought off school property for human or animal consumption.
4. Persons taking money in and out daily via cashing and delivery of bank deposits will be held responsible for the money in their possessions including but not limited to missing petty cash or negative account balances.
5. Child Nutrition inventory includes but not limited to:
  - a) Leftover cooked food (even if being discarded)
  - b) Open, closed, partial and/or full cases of dry, frozen, or fresh products
  - c) Equipment, including small wares, with and without fixed asset numbers
  - d) Cash

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6. Suspicious activity that violates theft procedures will result in disciplinary action up to and including termination of employment.

#### E. TIME PROCEDURES:

1. Each employee is required to clock IN and OUT at scheduled times. Do not work out of schedule unless approved by the Child Nutrition Central Office prior.
2. An employee is considered late any time after their scheduled time to report to work.
3. Employees should have personal items stored, hands washed, and hairnets on and ready to begin work at their scheduled start time.
4. If an employee leaves, they must clock out unless conducting school business.
5. Child Nutrition Employees must contact their manager at least one hour before their scheduled shift if you are going to be absent or late. You must receive a response from the manager. Phone calls, text, or email are accepted.
6. Child Nutrition Managers must notify the Child Nutrition Director before 9:00 AM via email or text or phone call when an employee is absent or going to be late.
7. Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntarily terminated employment, effective at 4:00 p.m. on the second day of unreported absence.
8. Your salary is divided equally over twelve (12) months therefore, there is no overtime.
9. All schedule changes must be approved by the Child Nutrition Director.
10. Follow these procedures when time is missed:
  - a) ABSENT - PLANNED
    - i. A Time Off Request must be submitted in Marathon prior to planned absence.
    - ii. If someone is absent for Jury Duty, a letter from the courthouse that is stamped must be submitted with a request for absence to be excused.
  - b) ABSENT - UNPLANNED
    - i. A Time Off Request must be submitted in Marathon on the employee's first day back, stating the reason for absence.
    - ii. If out for Sick Family, please indicate the family member (son, daughter, spouse, mother, father, etc.) in the Time Off Request.
  - c) LATE-MISSED-DELETE PUNCH
    - i. A Timesheet Change Request for a Missed Punch or Delete Punch must be submitted, stating reason for request at the time of the occurrence when time sheets are turned in.
  - d) Employees must complete their own request in Marathon
  - e) Food Service employees are allowed to use the Food Service Manager's computer to submit requests.

#### F. ATTENDANCE PROCEDURES

1. EXCESSIVE ABSENTEEISM: Employees who miss **more than 15 days** of your scheduled working days will experience disciplinary action up to and including termination of employment.
2. EXCESSIVE TARDINESS/EARLY OUT: Employees who are late to work (>15 minutes) or leave early (>1 hour) **more than 15 days** of your scheduled working days will experience disciplinary action up to and including termination of employment.
3. All Food Service Managers are expected to work their full scheduled time of 7.5 hours.

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4. Employees will receive attendance notices for the following:
  - a) Notice 1: 5 days
  - b) Notice 2: 10 days; Improvement plan will be initiated.
  - c) Final Notice: 15 days
5. Nothing in this policy affects the implementation of other CMSD policies such as jury duty and family medical leave (60 days) which are generally considered excused until policy limits are exceeded.
6. Those individuals who are considered immediate family members under the family medical leave policy are as follows: spouse, son/daughter, father/mother. In addition, immediate family includes any other person who is related to the employee by blood or by law who regularly resides with or is primarily supported by the employee. Application for family medical leave shall be presented to the school district for approval 2 weeks in advance of expected leave time, except in case of emergencies.
7. Violating any of the above absentee procedures will result in disciplinary action up to and including termination of employment.

## **G. UNIFORM PROCEDURES:**

### **1. DRESS CODE:**

- a) CMSD ID BADGE must always be worn. No necklaces badge must clip to shirt.
- b) Clothing must be clean, nice, without wrinkles, and neat. No holes in pants or shirts. Practice good personal body hygiene.
- c) Pants must be loose fitting and pulled up to sit around the waist. Sagging pants are not allowed. Leggings or yoga pants are not allowed. Clothing should not be skin-tight. Inappropriate clothing prohibited.
- d) Required shirts included t-shirts provided by CMSD Child Nutrition or scrub top. Shirts must be loose fitting, have a sleeve and cover the body conservatively. No visible, colored undergarments.
- e) Child Nutrition employees may participate in special school functions that involve wearing costumes.
- f) If an employee (including substitutes) comes to work out of uniform, he/she will be sent home to change and will not be able to make up the missed time. Uniform violations will result in disciplinary action up to and including termination of employment.

### **2. SHOES/SOCKS**

- a) Shoes must have a front, back, and top to the shoe (No clogs or sandals).
- b) Socks must be worn with shoes.
- c) Shoes must be non-skid.
- d) The proper non-skid shoes must always be worn in the kitchen, no matter the event or circumstance.

### **3. JEWELRY**

- a) No jewelry or visible body piercings. Plain wedding bands or small post stud earrings are allowed.

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#### 4. **HAIR**

- a) Hair must be pulled back and always restrained
- b) All child nutrition employees must either always wear a hair net OR hat.
- c) **Hair** must be clean, neat, conservative, and non-distracting. It must fully fit under a hair net or hat.
- d) Beard restraints should be worn to cover facial hair.

#### 5. **HANDS**

- a) Nails must be clean, trimmed, not to extend beyond the end of fingertips. **NO FALSE NAILS, ACRYLIC NAILS or COLORED NAIL POLISH.**
- b) Wash hands when entering the cafeteria, when leaving the restroom and between all jobs.
- c) Wear disposable gloves when preparing food and when serving on the line.

#### 6. **EYELASHES**

- a) False eyelashes can become physical contaminants and are prohibited.

### **H. EMPLOYEE EXPECTATIONS:**

#### 1. Rotation of Child Nutrition Employees:

- a) All Child Nutrition Employees will be cross trained and work in all areas of the kitchen including cashiering.

#### 2. Transferring of Child Nutrition Employees:

- a) All employees can be transferred to new locations or assigned new hours as needed by the Child Nutrition Director at any time during the school year.

- b) No Child Nutrition Employee is guaranteed a position in their exact school location and or hours as this can change any time based on participation and enrollment changes.

- c) Employees who refuse to work or transfer to another school when needed will result in disciplinary action up to and including termination of employment.

#### 3. **Employer's Notification of Physical Job Requirements:**

- a) The following is a list of physical demands that all cafeteria employees are subject to at any point and time during a normal workday in the Child Nutrition Department. To perform this job successfully, an employee must be able to perform each essential function satisfactorily:
  - Walking
  - Sitting
  - Standing
  - Squatting
  - Kneeling
  - Climbing
  - Bending at waist
  - Lifting anything up to 25 pounds (if over this amount we expect you to lift with the help of another person)
  - Using hands for repetitive motion:
    - a. Simple grasping
    - b. Pushing and pulling
    - c. Fine manipulation

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- Activities Involve:
  - a. Overhead work
  - b. Lifting arms above shoulders
  - c. Being around moving machinery
  - d. Exposure to chemicals, hot water, and gas fumes
- Use of machines, utensils, and cooking equipment:
  - a. Stoves
  - b. Ovens
  - c. Warmers
  - d. Meat Slicers
  - e. Steam Tables
  - f. Knives
  - g. Tilting Skillets
  - h. Coolers.
  - i. Freezers
  - j. Food processor
  - k. Microwave
- b) The physical demands listed above are representative of those that must be met by an employee to successfully perform the essential functions of the job. If an employee is unable to perform the above-mentioned physical demands, he/she must provide a valid notification from his/her physician that outlines any physical limitations or restrictions. Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform the essential functions of the job.
- c) See Child Nutrition Cafeteria Manager and Child Nutrition Cafeteria Employee job descriptions.
- 4. Confidentiality
  - a) All Child Nutrition employees may have access to highly confidential student records and cannot be discussed with anyone outside of the Child Nutrition Department at any time.
  - b) Breaking this confidentiality will result in disciplinary action up to and including termination of employment.
- 5. Customer Service
  - a) Never attempt to discipline a student or physically touch a student in a demonstrative way.
  - b) Report any student problems or concerns to the Child Nutrition Food Service Manager. The Child Nutrition Cafeteria Manager in turn should report any issues to the Principal, Director, or other authority.
  - c) Practice consideration and cooperation always. We are here to serve people, most particularly the students.
  - d) Limit excessive conversations with students in line to speed the flow of the line, however, small talk and smiling are always welcome.

## I. PROFESSIONAL DEVELOPMENT

1. Professional Standards for school nutrition professionals are a key provision of the Healthy, Hunger Free Kids Act of 2010 (HHFKA). The final rule requires a minimum number of annual training hours for all child nutrition staff.
2. Required Training Hours
  - a) Cafeteria Managers: 10 Hours
  - b) Cafeteria Staff: 6 Hours

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3. Training may be given in person, online, at local meetings, webinars, and conferences.
4. All Child Nutrition staff are required to meet annual training requirements as instructed by the Director.

#### J. GRIEVANCE PROCEDURES:

1. Order of Child Nutrition Grievance Procedures:
  - a) Verbal reprimand by supervisor
  - b) Written reprimand by supervisor
  - c) Improvement Plan by Child Nutrition Director
  - d) Termination
2. Child Nutrition Chain of Command:
  - a) If you have a problem or think you have a problem **go to your immediate supervisor** with that problem. Do not delay. Issues are better handled when they occur. Being open-minded and honest is key.
  - b) Please inform the building leader (principal) of all issues. They are to be kept abreast of what is going on in their buildings.
3. AT WILL Employees
  - a) All Child Nutrition Employees are “At Will” employees of the Clarksdale Municipal School District and shall follow the policies of the school district and those of the Child Nutrition Department. Any employees in violation of the Clarksdale Municipal School District Board Policies, State or Federal Law, and/or Child Nutrition Employee Guidelines will result in disciplinary action up to and including termination of employment.



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