

Oxnard School District

Child Nutrition Services Substitute Employee Handbook

Welcome to the world of Child Nutrition Services. We thank you for joining our team and look forward to working with you. Please take the time to inform yourself in regards to our program. It will be helpful for you to be acquainted with the way in which the program is administered and what your part will be in it. Keep this reference book on hand for information you might need or find useful and necessary to your assignments throughout the school year.

What is the Job?

As a substitute for child nutrition services you will be an on call employee. You will be sent to sites where one of our permanent Food Service employees is out. We have 20 school sites in our district, Human Resources will provide you a map for you to find your way to your job assignment.

You will be called by the Frontline automated system or someone in the District office with an available assignment. When you accept an assignment please report to the school kitchen and ask for the coordinator. The coordinator is responsible for the work flow in the kitchen assigning the tasks in order needed.

What to expect:

Working Conditions:

The food service program is a fast pace environment. You will be working using hot ovens and stoves. You will also be going into walk in refrigerators and freezers and will be working in cold and freezing temperatures.

Food Preparation:

Washing, cutting fruits and vegetables for the lunch salad bar or breakfast program. Recording amounts and temperatures as needed.

Panning and cupping food items for current or future meal services.

Cooking or heating food items for the meal service. Recording heating and holding temperatures.

Cleaning and Sanitizing:

All CNS employees are responsible for washing dishes, cleaning and sanitizing the kitchen and serving areas. Including properly setting up and documenting sanitizer strength, using the Serve safety System procedure.

Other Food Service Duties:

Putting away delivered items using the (First in First out - FIFO system) and, clearly labeling with date all received items.

There might be a time when we might need you to cashier.

Employee Responsibilities

If you accept a work assignment please keep our department policies in mind.

It is our department's policy that all staff behaves in a respectful, courteous and caring manner towards students, parents and staff. Additionally a neat, clean personal appearance is a must. Be professional in the image you project.

Hygiene: Bath daily, wash hair frequently, maintain good oral hygiene, and control bodily odors.

Proper Hand washing needs to be followed throughout the work day.

Hair: Hair is to be pulled back, hair net is optional.

Shirt: a neat, clean, washable shirt/garment of your choice (short sleeve or long-sleeve). cap sleeves on shirts ok.

The following shirts are not allowed: sleeveless, tank tops, low cut/revealing tops.

Pants: long work pants, for example denim and/or Dickies.

The following pants are not allowed: sweat pants, work out spandex pants, leggings, shorts, low-waist pants that do not provide proper coverage, pants with writing in the posterior (i.e. Pink, Juicy, etc.).

Apron: Clean district provided apron should be worn.

Jewelry: Excessive jewelry should be avoided

Stud earrings are ok. 1 plain metal band ring is allowed: if ring has stones, gloves must be worn during all food handling. The following jewelry is not allowed: dangling earrings, necklaces, bracelets or decorative rings.

Fingernails: keep fingernails clean and trimmed at all times.

Nail polish is allowed if manicure is well maintained. Long acrylic nails or long fingernails are not preferred. Gloves must be worn at all times.

Shoes: sturdy comfortable closed toed, slip resistant shoes should be worn.

The following shoes are not allowed for safety reasons: Canvas shoes, smooth leather soled shoes, open toed (sandals, flip flops, etc.), high heeled shoes, Uggs or similar.

Work Hours and Breaks: Please come in on time.

Observe all break times and leave on time. If you are unclear about beginning and ending times please ask the kitchen coordinator.

Eating and Drinking While at Work

Food service employees are not allowed to eat or drink in the kitchen production area.

No chewing gum is allowed on school grounds.

As a Food service Employee you are eligible to receive a student size meal and drink.

No food can leave the school grounds.

Cell Phone Policy

The use of cell phones is not permitted during work hours. Exceptions may be made for emergencies, but need to be discussed with the kitchen coordinator. Cell phone should be stored with personal belongings and viewed during break times.

Programs you Should Know:

Please make an effort to get acquainted with the programs that you will be helping to implement during your time with our department.

The National School Lunch & Breakfast Program

The National School and lunch and breakfast programs are federally funded program that support school in providing nutritious meals to students. The United States Department of Agriculture is responsible for overseeing the program nationally. In California the program is administrated by the California Department of Education, Nutrition Service Division.

Additionally Oxnard School district participates in the following Enhancement Programs:

California Thursdays OSD Child Nutrition Services will continue to participate in California Thursdays™. This program is in collaboration between the Center for Ecoliteracy and participating school districts to serve healthy, freshly prepared school meals made from food grown and/or produced in California. The program, part of the Center's California Food for California Kids® initiative, was developed and piloted in partnership with the Oakland Unified School District during the 2013–14 school year. It expanded to 15 districts in 2014 and then to 42 districts, which together serve more than 250 million meals a year. Participants in the program understand the value of offering appealing school meals that support student health and academic achievement, contribute to local economies, protect the environment, and help kids learn where their food comes from. The goal is to serve one freshly prepared meal per week that includes California grown or produced items.

Lean & Green Fridays

OSD Child Nutrition Services will also continue to participate in Lean and Green Fridays. This program is an offshoot of Meatless Monday which was launched in 2003 at the Johns Hopkins Bloomberg School of Public Health. The initiative's goal is to reduce meat consumption by 15 percent for personal health and the health of the planet. In keeping with the same theme, Oxnard School District will serve meatless meals on Fridays as a "Lean & Green Friday" program. Americans have among the highest per capita meat consumption in the world. Providing more plant-based meals to kids can improve their health and raise their consciousness about how their food choices connect to important social questions about public health, the environment and the treatment of animals.

Harvest of the Month

OSD Child Nutrition Services will continue to partner with Ventura County Farm to School (VCF2S) Collaborative to promote Harvest of the Month (HOM) in the areas of taste testing, nutrition education, gardening, and cafeteria special events. The Nutrition Services department hosts the HOM events on the third Thursday of each month.

The Fresh Fruit and Vegetable Program (FFVP)

Is a federally assisted program providing free fresh fruits and vegetables to students in participating elementary schools during the school day. The goal of the FFVP is to improve children's overall diet and create healthier eating habits to impact their present and future health. The FFVP will help schools create healthier school environments by providing healthier food choices; expanding the variety of fruits and vegetables children experience; and increasing children's fruit and vegetable consumption.

Terms you should know before you get started

Reimbursable Lunch/Breakfast:

You will eventually be assigned to serve students breakfast/Lunch. In order to perform your job correctly, please familiarize yourself with the following requirements. Here is what to look for while serving students during Breakfast and Lunch.

Breakfast: At breakfast we are required to offer four components to students; 1-2 ounce equivalent servings of bread/grain, an 8 oz. carton of milk, a ½ cup serving of fruit, and a ½ cup serving of 100% juice. Students should take 3 of the 4 components and one of them must be a serving of a fruit for us to count it as a reimbursable breakfast.

Lunch: At lunch, we are required to “offer” students five components with each meal. Students are required to take three of those five components one of which needs to be a fruit or vegetable equivalent to ½ cup, in order for us to count it as a “reimbursable meal.”

FIFO (First In First Out) A method of keeping track of food deliveries and existing food stock by taking the “*first in*” product delivered and making it the “*first out*” for consumption. This helps prevent food from going bad or out of date prior to serving it to the public.

Pathogen: A microorganism, virus, or bacteria.

Cross Contamination: Inadvertently transferring a pathogen or chemical to food. This can be caused by exposing food to other food, tools or materials that are infected.

HACCP: Hazard Analysis Critical Control Point

Menu Production Work Sheets: sheets used to document food items used in the production of the meal being served. They provide information about the food items being used. The amount of servings being prepared/served and the portions size to be served to students. They are also used to document proper temperature control throughout the serving period.

POS: An abbreviation for Point of Sale. We use a computerized system to cashier during lunch serving time. This is our point of sale.

Sanitizing: The process of decontaminating pathogens from an item or area.

Who To Call?

Canceling a work assignment

If you accept an assignment and are not able work, you are responsible for canceling the job. Please follow these directions.

One day assignments can be cancelled through the Frontline automated system. If you are not able to cancel using the Frontline system please call Mary Vasquez at (805)385-1501x2074 or Noemi Morales X2432.

Long term assignments (more than one day) call Mary Vasquez at (805)3851501x2074, or Noemi Morales at (805) 385-1501x2432

Child Nutrition Office (805) 385-1501 Extension 2430 Leave a message and it will reach the correct person.

Suzanne Lugotoff R.D.SFNS
Director, Child Nutrition Services
(805) 385-1501 x2435

Allison Cairns J.
Assistant Director of Child
Nutrition Services
(805) 385-1501x2433

Employee Signature _____

CNS Director Signature _____

The following list of items that should be covered with “Training Hours” for our new employees:

Proper Dress Code

Hand Washing – Why and How

Temperature Logs and Temperature Danger Zone

Food Safety Systems – Chemical Use

- Proper cleaning surfaces and washing dishes steps

Food Components for:

Breakfast

Lunch

Supper

Portion Control – Why and How

Proper Pushing and lifting techniques

FIFO Inventory Control

Breaks

Communicating with Students – Encourage Positive Dialogue

Employee Signature _____

CNS Director Signature _____