



Palmdale School District



Child Nutrition Employee Handbook

Director:

Alecia Woods

Assistant Directors:

Catherine Traugott

Nicole Sewalson

Johna Avila

District Chef:

Sashiko Valdivia

Key Phone Numbers

Alecia Woods – Director
(661) 789-6564 / (402) 239-9964

Johna Avila – Assistant Director
(661) 789-6566 / (661) 400-0400

Catherine Traugott – Assistant Director
(661) 789-6568 / (661) 202-7400

Nicole Sewalson – Assistant Director
(661) 789-6567 / (661) 816-9231

Sashiko Valdivia – District Chef
(661) 236-0168 / (323) 438-1533

Jacqueline Hernandez – Secretary
(661) 789-6565

Leaves Desk – Human Resources
(661) 789-6543

Report an Absence

login.frontlineeducation.com/login

Chain of Command

1. SCHOOL SITE KITCHEN MANAGER
2. ASSISTANT DIRECTOR/CHEF
3. DIRECTOR

To avoid misunderstandings and to help create a more efficient workplace, it is necessary to follow the chain of command. Chain of command requires that food service staff notify managers of immediate concerns in the kitchen.

If you are unable to resolve any issues at the lowest level, it is recommended that you work with the kitchen manager to try and address the problem. If the issue remains unresolved, you can inform the kitchen manager that you would like to speak with the Assistant Director, Chef, or Director. Clear communication is essential in preventing misunderstandings. Gossip is not in line with creating a positive departmental culture and goes against the Palmdale PROMISE values.

Any issues or concerns outside the scope of food service should be directed to school site or department Administrators.

Working Together

Each employee has his/her own special responsibilities, a few of which are listed here:

MANAGER:

1. Knowledge of work
2. Knowledge of responsibilities
3. Skill in leading
4. Know the department policies
5. Skill in instruction
6. Good supervision skills
7. Maintain employee cooperation

CAFETERIA WORKERS:

1. See a task through to completion
2. Be efficient
3. Work well with others
4. Willingly accept direction
5. Work to solve problems through the manager
6. If you are finished with your task, ask if there is something else to do

TEAM WORK

Smile! Be kind, courteous, and respectful of all staff, faculty, administrators, and students.

Cell phones should not be in your immediate possession during your shift for any reason. Store it away until the end of your shift. In emergency situations, the kitchen phone may be called.

Health and Safety Requirements

- All hair, including bangs, must be contained in the hairnets provided
- Shoes must have closed heel and toe, with skid proof soles. If Crocs are worn, they must be fully enclosed with no holes
- Fingernails must be clean and kept short
- No fake nails are permitted including but not limited to: acrylic, GelX, gel nail extensions, etc.
- No jewelry except a plain wedding band; stud earrings are permissible if held by a locking back
- No perfume
- Cover all cuts or wounds with an impermeable cover, (i.e. bandage) if on the hand or wrist, then a single-use glove
- Pants must be clean, free from rips or holes, and are not to be hanging loose as to pose a hazard
- No tight pants, leggings, sweats, or yoga pants
- No skirts, dresses, capris, or shorts
- Clean uniform shirts and aprons will be provided and worn daily
- Do not wear aprons to or from work, on break or during restroom use
- All piercings, other than ears, must be removed or covered
- No unnatural hair colors
- Tattoos are to be covered during work hours, to the extent practical
- No eating or drinking in the kitchen. Eating is allowed on breaks and drinks may be kept in a designated location
- Personal items may only be kept in lockers

Good Grooming Habits

Some of the basic fundamentals of good personal hygiene are:

- Take a bath or shower daily
- Shampoo hair regularly
- Hair neatly combed above the collar
- Cover hair completely with a hairnet
- Use deodorant
- Brush teeth daily and use mouthwash if necessary
- Wear clean clothes
- Wear a clean apron
- Keep nails clean & short
- No fake nails are permitted: acrylic, GelX, gel nail extensions, etc.



NO SMOKING

Appropriate Dress

Permanent employees will be provided polo shirts and aprons issued by Palmdale School District. The polo shirts and aprons will be laundered by an approved vendor on a weekly basis. A clean uniform is required to be worn daily. Hairnets are provided and required to be worn. Gloves should be worn when handling food.

Proper Hand Washing

1. Use water as hot as the hands can comfortably stand.
 2. Moisten hands, soap thoroughly, and lather to elbow.
 3. Scrub thoroughly. Do not forget to wash forearms, between fingers, and under fingernails.
 4. Rub hands together using friction for at least 20 seconds.
 5. Rinse thoroughly from the elbow to the fingertips under running water.
 6. Dry hands using a single-use towel
- ⇒ Remember: water will only rinse off what you have first washed off.
- ⇒ Use a paper towel to turn off faucet in order to avoid contact with faucet germs.

Hands should be washed:

1. Before going on and returning to duty
2. After going to restroom
3. After touching face, nose or hair
4. After handling raw meat, seafood, poultry, or unwashed produce
5. After handling money or trash
6. After each task completed
7. Before or after eating food or drinking
8. After blowing nose, coughing, or sneezing
9. Before and after treating a cut or wound
10. After picking up anything off the floor

Starting Times

The Kitchen Manager or Assistant Director/Director will assign all work hours for employees. You are expected to be engaged in your assigned tasks throughout the duration of your shift. You must be on time for your shift or P/N time will be deducted.

Pay Day

Pay days are twice a month, on the 10th and the 25th with some exceptions due to weekends or holidays. If there are questions regarding your paycheck, please contact the payroll department at (661) 789-6524.

Remember to fill in your time sheet daily. It is your responsibility to see that this is accomplished. You are solely responsible for your timesheet's accuracy, completion, and timeliness. If your timesheet is not properly filled out or not signed, it will be returned to you.

Absences

If you are unable come to work for any reason, you must enter the absence in Frontline no later than 7:00 a.m. or one hour before your scheduled shift, whichever comes first. Out of courtesy, you should notify your school site manager as soon as possible. Refer to the "Creating a Basic Absence" handout for detailed instructions. For assistance, you may also contact the Absence Management desk at (661) 789-6542. Someone is available at this number from 6:00 a.m. to 2:30 p.m., Monday thru Friday. List your school site manager's phone number here:

Sick Days

Hourly employees earn one day of sick time for every month in a paid status.

Personal Necessity Days

Personal Necessity (PN) Days are deducted from your sick time. You may take five (5) PN days per school year. Submit your request in Frontline (Absence Management System).

Vacation Days

Vacation does not become an earned right until completion of the probationary period. Vacation time requires prior approval and is on a first come, first serve basis and may be denied based on kitchen impact. Please try to take vacation during non-student days.

Hourly employees earn one hour for every twenty-two (22) hours in a paid status. Vacation requests are submitted via Informed K12 on the District's website. The requests must be turned in eleven (11) working days prior to the start date of the request.

Job Safety

Good Housekeeping

Safety & housekeeping are the responsibility of each employee. Each person is important in preventing accidents. Awareness of the causes of accidents is one important step toward development of good safety practices.

**KITCHEN SAFETY & CLEANLINESS
IS MORE THAN FOOD FOR
THOUGHT
IT IS A MUST**

Some tips toward this goal are:

1. Clean up any dropped food, spilled liquids, and grease immediately.
2. Keep passageways free of carts, boxes, trash cans, mop buckets and other obstacles.
3. Close oven doors immediately after inserting or removing food.
4. Remove can lids completely and dispose properly.
5. Keep work area clean and orderly.

Equipment Safety

Be careful around ovens and stoves. Always use caution when opening oven doors and use pot holders when handling hot pans. Be careful of steam, it will burn.

Request training prior to using unfamiliar equipment.

Do not plug or unplug equipment with wet or damp hands or while standing on a wet floor.

When using a mixer, be sure the bowl is locked while mixer is on. Do not pour ingredients into bowl while mixer is running.

When using slicer, be sure cord is clear of equipment. Operate the slicer only after being instructed on safety and proper cleaning of the equipment. Never operate or clean slicer without wearing the safety glove. Unplug slicer before cleaning.

REPORT INJURIES IMMEDIATELY

First notify your manager, then immediately call the Company Nurse at 877-695-8127.

Reminder

SAFETY

is a Team Effort

Be a Part of the Team

NOTES:

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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