

Colquitt County School Nutrition Employee Guidelines/Regulations

- Be on time to work each day. **Call the cafeteria manager if you are going to be late or unable to attend.** No exceptions unless an emergency. Failure to make direct contact with the cafeteria manager (or assigned contact) can result in disciplinary action, resulting in job termination.
- No gum, nail polish, fake nails, false eye lashes, or detachable body jewelry allowed in the food production/service areas. Keep tattoos and body piercings covered at all times.
- **NO Tobacco Use during the work day allowed.** This includes break time. The Colquitt County School System is **tobacco free.** SN employees are not allowed to smoke or use tobacco products during assigned work day. NO exceptions.
- Clean personal hygiene must be practiced daily. **Please arrive in clean uniforms/clothes, shoes, etc..** (Males must tuck in shirts and pants must be belted around waist area. No pants allowed below waist area.)
- Unclean appearances, foul body odor, or soiled clothing (including coats/cloth aprons) are not tolerated.
- Personal drinking cups must have a lid and straw at all times, and be kept in an area away from immediate food production. No eating in kitchen area or on serving line.
- **Shoes must be closed toe-leather, with a non-skid bottom.**
- **Jewelry is not allowed.** Exception: *Small stud earrings and a single wedding band are allowed. No necklaces, watches, or dangling items allowed.
- ALL employees must wear hairnets, gloves, aprons (provided by CCSN upon arrival at school site) during food prep and service. Male employees may wear a cap if they are not directly involved with food production (ex, dish-room). **All hair must be covered by the hairnet at all times.**
- **Cell phones are not allowed in food production areas or on the serving line, including cashier stations.** Cell phones can be used during break time, but you must return it to your locker or personal vehicle upon return to food prep. or service area.
- Personal phone calls from the cafeteria office area are limited. Emergency use of office phones only.
- SN employees are approved to receive two meals per day: breakfast and lunch. **These meals must consist of the same food items prepared for student/adults meals at the school site for that day.** Serving sizes must be in proportion with other adult servings. Juice and Al'a carte items must be purchased in addition to the approved meal if desired. Refrain from leaving campus to purchase food items from area vendors. SN employee should set an example for others by participating in the SN program.
- Keep back doors locked at all times for safety practices.
- **The use of School System computers** to view internet sites for Social Media purposes or personal business reasons is **not allowed.** (Ex. Facebook, Twitter, ordering on-line products, etc..)

- SN employees receive daily work assignments from the cafeteria manager. Duties change daily. Employees must be flexible and willing to work as a team.
- Work related injury must be reported immediately to the cafeteria manager.
- Personal headsets and radios are not allowed during the work day. **SN employees must be able to hear and see all activity around them.** Safety regulation.
- **If you are sick....**nausea, fever, diarrhea,**please do NOT report to work.** Please call manager to report illness. If your illness requires being out of work for three or more days, *a Dr.'s excuse will be required upon your return.*
- Weapons are not allowed on school campuses. This includes but is not limited to: Guns, knives, swords, explosive devices, etc.. (These items are not allowed on you, in your possession, or in personal vehicles on school campuses.)
- **Personal physical contact with students or employees is not allowed.** Any report of inappropriate conduct will be fully investigated and may lead to disciplinary action, resulting in job termination.
- **Inappropriate language: including but not limited to—cursing, vulgar statements, sexual harassment, bullying, etc.... is not allowed** and will be investigated and may lead to disciplinary action, resulting in job termination.
- **Inappropriate use of social media related to negative or disturbing postings focused on the Colquitt County Board of Education, Employees of the CCBOE, or the School Nutrition Program will result in immediate disciplinary action, resulting in job termination. (Facebook, Twitter, Text messages, Etc..)**
- **Social Media contact with students in the Colquitt County School System is prohibited. Please limit your contact to adults only. (Facebook, Twitter, Text messages, Etc..)**
- **Professionalism is expected each and every day.** Colquitt County School Nutrition is a service provider. Our goal is to provide healthy, nutritious, safe, and delicious meals for all students in the Colquitt County School System. Your cooperation is expected and necessary to fulfill this goal. *Thank you in advance for your cooperation.*

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I (employee), _____, received a copy of the Colquitt County School Nutrition Employee Guidelines/Regulations, on this day, (date)_____.

I agree to abide by the guidelines and understand that failure to do so can result in disciplinary action which may lead to job termination.

I also understand that it is my responsibility to notify my immediate supervisor (cafeteria manager) if I am unable to report to work, will arrive late to work, or have to leave work after my arrival.

I am in complete understanding of the rules and regulations included in this document and indicate my understanding by signing below.

Employee Signature: _____

**Witnessed by: _____ Date: _____*