



WHITKO COMMUNITY SCHOOL CORPORATION FOOD SERVICE HANDBOOK

As reviewed by the Whitko Board of School Trustees June 19, 2023

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- A. Meal Charging Policy - The Whitko Community Schools discourages the charging of school meals at all levels – However, the elementary students are permitted to charge up to \$5.00. There will be no charging allowed at the Jr/Sr High School. (Please refer to Procedure for student Lunch/Meal Accounts – unpaid meals)

Staff meal charges will NOT be permitted.

At the Jr/Sr High School levels, students have sufficient age and experience to warrant a strict no charge policy. On a daily basis, students are told the balance amount in their individual account and are expected to be responsible for bringing lunch money as needed. In the event that a student is not responsible, the student may borrow money from a friend or will be served a sandwich and a carton of milk without charge.

At the elementary school level, where patterns of responsible behavior are being learned, in emergency situations, students will be allowed to charge up to a maximum of \$5.00 for school lunches. When the \$5.00 maximum charge has been reached, a student will be served a sandwich and a carton of milk free of charge until the individual account has been settled.

Nutrition is a vital ingredient in a total educational program for students and the Whitko Community Schools will never allow a child to miss lunch for failure to bring lunch money. The Whitko Community Schools Food Services Department staff is dedicated to promoting and providing good nutrition for all of our students and would like to encourage all parents/guardians to help their children remember their responsibility to bring lunch money to school.

Free and reduced applications are available in each school office and on at www.whitko.org for families who need assistance.

- B. Home Rule Policy - Adult food service personnel (those individuals receiving wages from the Food Service Fund) may receive their lunch at no charge.
- C. Calling in Due to Illness - When an employee is unable to work on a scheduled day, they must report to their supervisor. A notice two (2) hours prior to start time is requested. This will allow the supervisor to contact a substitute, if needed.
- D. Reporting of Child Abuse and Neglect - Any employee of Whitko Community School Corporation who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report such to the principal, who shall report such information as may be required to the County Welfare Department or a local law enforcement agency. (The principal will inform the employee in writing when the information has been referred to the next appropriate level.) It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protective services.

School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Welfare personnel may need access to students to investigate child abuse or neglect cases while school is in session. School personnel shall not inform parents of nor hinder investigations.

- E. Substance Abuse Resources – All administrators have a list of community agencies that can provide assistance to employees experiencing problems with substance abuse.

F. PERSONAL HYGIENE

The key to a safe and sanitary dietary department is healthy employees, properly trained in safe food handling, who practice good personal hygiene. A great many cases of food poisoning are traced to human contamination of food. Constant training and supervision of dietary department personnel should stress good work habits, good health, and a clean, neat personal appearance.

1. Clean Work Clothing -

- a. Work clothes must be neat, clean and washable.
- b. Sweats will not be permitted. A specific dress code will be established by the head cook or each building.
- c. Hose or socks must be worn at all times for sanitary reasons.
- d. Shoes should be comfortable, low-heeled, non-skid, clean, and polished. For safety reasons, sandals are not permitted.
- e. Jewelry is limited to a wedding band and post earrings or earrings that do not exceed 1/4" in diameter or length.

2. Clean Hands and Fingernails -

- a. Hands must always be washed prior to beginning work.
- b. Hands must always be washed after smoking, using the restroom, or handling any unsanitary items.
- c. Fingernails must be kept short and clean at all times.
- d. Nail polish is not permitted.
- e. Personnel having symptoms of communicable diseases such as:
 - i. fever, cramping diarrhea, hacking or uncontrollable cough, vomiting, sore throat with fever, jaundice, pink eye, flu like symptoms (such as sneezing, fever, achy, nausea, etc.) may be sent home by the head cook to prevent food borne outbreak (without pay unless person is entitled to sick days and may use one).
 - ii. Open infected wounds or cuts are not permitted to work in the dietary department, and must report their condition immediately to the food service manager. Band-aid may be worn as long as a latex glove is covering the injury, and all sanitary practices are still upheld.
 - iii. Persons diagnosed with a food borne illnesses such as HEP A, SHIGELLA, SALMONELLA TYPHA, SHIGA-TOXIN, must be reported to the county health department.
- f. Bodies must be kept clean and deodorant must be worn.

3. Head Covering at Work -

- a. Hairnets must be worn at all times when reporting to work. If hair is long and not covered properly with a cap, a hairnet must be worn. Hair spray is not an authorized substitute for a hairnet.
- b. Head covering must be clean. Hairnets are washable. If hairnet is full of holes, a new one is required.

G. SANITARY PROCEDURES

Sanitary practices are expected to be upheld in the Whitko School Corporation. All food service employees are required to read and understand the procedure manual established by the head cooks in conjunction with state and local health inspectors. Any of the information that is unclear can be further explained by the head cook or food service director.

It is a proven fact that 99% of food borne illness is caused by personnel's poor hygiene, or improper handling of food by the workers.

Key points that are stressed include: SOPS

1. Proper hand washing - taking apron off, washing hands and never touching the handles. All kitchens have at each sink proper instructions for hand washing.
2. How to properly wash and sanitize an area.
3. Use of gloves in the kitchen prep area. No bare hands contact with food is permitted. Serving gloves will be used on the serving line during service.
4. Taking temperatures of each serving time on the line. Again, the proper way to take the temperature can be demonstrated by the head cook. Sanitize after each use.
5. Wiping cans before opening and cleaning the can opener after each use of different foods.
6. Sending the utensils through 3 times (once flat/tines up/handle up) and send through again.
7. Proper use of the three (3) sink compartments. Use of proper temperatures and sanitation:
 - a. Rinse, scrape, or soak all items before washing.
 - b. Wash items in the first sink in a detergent solution at least 110°F degrees in temperature.
 - c. Immerse or spray rinse items in the second sink using water at least 110°F Degrees in temperature.
 - d. Immerse items in the third sink in hot water or a chemical sanitizing solution of 50 - 100 PPM's - immerse for 30 seconds.
 - e. Air dry all items.
8. Knowing what the danger zone is...41 - 160 - this is the temperature that most bacteria grows rapidly.

9. Knowing the location of the HACCP Book in each kitchen.
10. A copy of the most recent Wellness Policy implemented and approved by the Board of School Trustees will be kept in each kitchen.
11. The director of Food Service will stay current with all state requirements.

H. Professional Development

All Staff are required to obtain the specified hours of professional training each year, with supporting documentation to be kept with the Food Service Director.

1. Director: 12 hours required
2. Cafeteria Managers: 10 hours required
3. Cafeteria Staff (>20 hours per week): 6 hours required
4. Cafeteria Staff (<20 hours per week): 4 hours required
5. Civil Rights Training is required annually for all Cafeteria Staff