

Twin Falls School District



Staff Handbook 2017-2018

MISSION STATEMENT

*The Twin Falls School Nutrition Department recognizes that student and adult participation
in its meal program is the reason for employment.*

The mission of our department is to prepare and serve nutritious meals of the highest quality, by knowledgeable employees who understand and demonstrate the principals of safe food handling, quality food preparation, child nutrition, customer friendly service, teamwork and Federal, State and District policies.



delicious
nutritious
whole grains
dairy
vegetables
school lunch
fruits
protein

Twin Falls School District #411

Child Nutrition Department



Welcome Back!

I hope everyone had a great relaxing summer and are now refreshed for another exciting year!

School lunch prices have changed Elementary lunches \$2.75, middle school lunches \$3.00, high school lunches \$3.25, adult lunches \$4.45, and adult breakfasts \$3.20. The reduced price meals stayed the same. They are set by the federal government at \$0.40. Milk prices will remain the same at \$0.45.

Breakfast is still free at all Twin Falls School District #411 Schools under Provision II of the National School Lunch Act, and Community Eligibility Program.

Nine Twin Falls School District Schools qualified for the Community Eligibility Option for breakfast and lunch! Bickel Elementary, Harrison Elementary, Lincoln Elementary, Oregon Trail Elementary, TF Bridge Academy, Magic Valley High School, Morningside Elementary, Perrine Elementary and South Hills Middle School. At these 9 schools breakfast and lunch will be free to ALL enrolled students. Free & reduced forms will not be collected at these schools!



Feed Your

Knowledge—Resources you can use

Mind with

One of the best investments for your career is to join the Twin Falls School Nutrition Association. TFSNA Chapter 6M conducts monthly meetings/activities, on the second Thursday of every month at 2:00 PM. Meetings are held at the TFSD Nutrition Office. Membership is a great way to network with others in your field to keep your knowledge current. For more information see <http://www.schoolnutrition.org>, contact your kitchen manager, or your Child Nutrition Supervisor at 733-0134.

Other sources include:

Food Service Management Institute <http://NFSMI.org>

Idaho State Food Safety Exam

www.idahofoodsafetyexam.com, or, www.foodsafety.idaho.gov

Have a Great School Year!

Professionalism

Each employee of the Child Nutrition Department is expected to maintain a professional relationship with all district personnel, students and parents with whom he/she may come in contact.

PROCEDURE:

- A) All Child Nutrition personnel are expected to represent the school district in a positive and professional manner. Wrong information, misinformation, or gossip will not be condoned and may be subject to disciplinary action.
- B) All Child Nutrition personnel are required to maintain good rapport with school administrators. The Director will work closely with administrators to promote good public relations and resolve problems as they arise. All employees are expected to cooperate with the school principal at all times. If a situation should arise which is in conflict with department policy, the Manager should follow the orders of the principal then report the incident immediately to the Child Nutrition Director.
- C) All Child Nutrition personnel should cooperate with teachers and/or monitors in the effort to serve meals in the most courteous and efficient manner possible. Child Nutrition employees are not to reprimand a student. All problems with students should be reported to the person in charge. If a teacher or lunch-room monitor, through some action, affects the efficiency of the food service operation, a report should be made immediately to the principal and the Child Nutrition Director.



Chain of Command

PURPOSE: To promote the cooperation of Child Nutrition personnel through strong understanding of leadership at all levels. Each employee of the Child Nutrition Department will follow the chain of command when discussing problems related to work.

- A) The employee will approach the Manager first when discussing work-related problems. After a conference with the Manager, a discussion with the Director may be requested.
- B) The manager will report to the Child Nutrition Director first when discussing work-related problems. If necessary, the Manager may discuss problems with the Executive Director of Federal Programs only after discussion with the Child Nutrition Director
- C) The Child Nutrition Director will report to the Director of Federal Administrative Programs when discussing elements concerned with the planning, operation, and direction of the Child Nutrition program.

Professional Standards for ALL School Nutrition Program Employees

Final rule effective July 1, 2015

USDA Has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new state and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size
- Establish minimum hiring standards for new state directors of school nutrition programs and state directors of distributing agencies
- Require minimum annual training for all new and current school nutrition professionals

A comprehensive professional standards website provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location.

<http://professionalstandards.nal.usda.gov/>

Hiring standards for New School Nutrition Program Directors

New directors—those hired on or after July 1, 2015—are subject to the new education requirements. Existing directors will be grandfathered in their current positions as well as in the student enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA))

Required Training for ALL School Nutrition Program Employees (All Local Educational Agency Sizes)

All Directors: For School Year 2017-2018: at least 12 hours of annual continuing education/training. This required continuing education training is in addition to the food safety training required in the first year of employment.

All Managers: For School Year 2017-2018: at least 10 hours of annual continuing education/training

All Other Staff: For School Year 2017-2018: at least 6 hours of annual continuing education/training.

Part-Time Staff: Work less than 20 hours per week. Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.

Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

Accommodating Students with Special Dietary Needs in the School Nutrition Programs

The regulations governing the National School Lunch Program and School Breakfast Program make it clear that substitutions to the regular meal must be made for children who are unable to eat school meals because of their disabilities, when that need is certified by a licensed physician.

You, as a food service employee, can help students with special food and nutrition needs receive appropriate meals, while having a good experience in the cafeteria. By making accommodations for students with disabilities, the Twin Falls School Food Service Department positively affects students' success in school and overall well being. Recognizing the difficulty these students may face everyday, the frustration they may face when entering the cafeteria, your understanding and willingness to help accommodate each one can provide them comfort, which may help increase their academic success.

Understanding the laws and regulations that require reasonable accommodations for students and recognizing the laws work together to ensure that children with disabilities are educated alongside their peers who do not have disabilities, must be followed throughout the school, including the cafeteria.

You can learn more from the USDA Guidance Manual "Accommodating Children with Special Dietary Needs in the School Nutrition Programs." It explains the school food service role in providing meals to students with special dietary needs. A complete copy of this USDA Manual can be downloaded and printed from the following website:

http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf

Ethnic and religious preferences when planning and preparing meals.

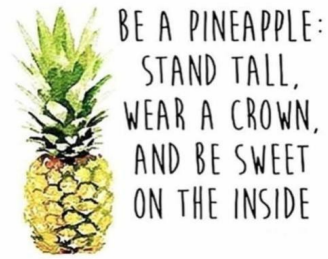
It is the philosophy of the Twin Falls School District to make substitutions for students who have different religious, ethnic, or economic needs. The substitution should be a comparable replacement. Please make sure menus are announced well in advance, including any changes in the menu.

Variations on an experimental or continuing basis in the food components for the meal pattern in paragraph (c) of this section may be allowed by FNS . Any variations must be consistent with the food and nutrition requirements specified under this section and needed to meet ethnic, religious, or economic needs.

Our schools will offer an adequate substitution, as no student will go hungry!



Do You Have Good Customer Service Skills?



Students and parents feeling welcome is paramount to our success. Our job is to serve the patrons of the Twin Falls School District. This includes offering top notch customer service. Greeting students and parents, answering food questions, collecting or resolving account information is how we make people smile; good food brings them back. We can make the difference and create a loyal customer base with good customer service skills.

Point of Contact

When you interact with students and parents, strive to make your first point of contact with them pleasant. Create a welcoming environment; make your site welcoming by having serving lines ready and be at your computer station. The menus should be updated and posted in a prominent place for easy student access.

Dealing with Demanding Customers

Positively resolving complaints or inquiries of demanding students will help the cafeteria retain happy customers. Students should be dealt with in an empathetic, patient and helpful manner, especially if they are demanding. Always listen carefully and quietly, not interrupting, but waiting until they are finished before you respond. Resolve the issue as quickly as possible and negotiate a solution acceptable to both the student and the cafeteria.

Customers without Money on Account

It is the philosophy of the Twin Falls School District that all students are served a hot lunch regardless if they have a negative balance on their account. You should NEVER confront a student in anger over a delinquent account. The issue of a negative balance needs to be handled in a positive manner with a child or their parent. If a child has an excessively high negative balance (see policy), you will need to work with the principal, and Director of Food Service to collect the outstanding debt from the parent.

When in doubt always refer patrons to the school nutrition supervisor

Remember: Without the students, we have no CUSTOMERS!



School Nutrition Association

The School Nutrition Association (SNA) is the only professional association dedicated solely to the support and well being of school nutrition professionals in advancing good nutrition for all children. Founded in 1946, SNA is dedicated to your success and the success of your school district's nutrition program and to the health and wellness of American's school children.

We have over 55,000 members nationwide, most of whom work directly in schools with the students.

Certification runs from Level 1 to the highest Level 3, depending on your qualification status.

SNA Certified

Rieth, Lori	Level 3
McGlochlin, Lyllia	Level 3
Mumm, Roxie	Level 3
McHenry, Gail	Level 1
Padia, Debbie	Level 1
Goller, Jessica	Level 1

Member Benefits:

Subscription to School Nutrition Magazine

Broad range of seminars and classes online and in local area

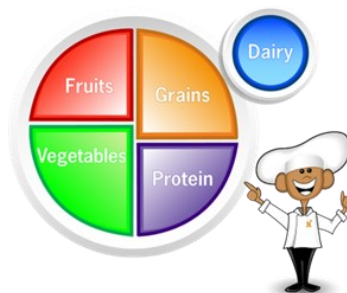
Local chapter meetings in local area to keep up to date on food service & nutrition topics

Certification and credentialing programs

Scholarships and grants for continuing education

Join online at: <http://www.schoolnutrition.org/>

Or call the Child Nutrition Office at 733-0134 for more information



**Given a choice
between a smiling person
and one who is frowning,
who would you approach?**

FOOD SERVICE DEPARTMENT

ATTENDANCE AND PUNCTUALITY

1. Employees are expected to maintain regular attendance.
2. Employees are expected to arrive dressed appropriately and ready to commence work at the start of their shift.
3. If an employee is unable to report to work as scheduled, they are required to notify their supervisor as soon as possible, no less than one and one half (1-1/2) hours prior to beginning of shift.

EATING/DRINKING DURING SHIFT

1. Eating or drinking beverages during the regular shift is prohibited. Food and beverages must be consumed only during designated break times in designated break areas. Employees must keep beverages away from food preparation and serving areas in a space designated by site supervisor.
2. Employees may eat one lunch daily at no charge.
3. **Employees may not remove food from the premises without purchasing the item. This includes from the student share table.**

PERSONAL HYGEINE AND SAFE FOOD HANDLING POLICY

1. Wear clean clothing every day. Be mindful of possible contamination of clothing that may occur before your shift while going to the grocery store, gas station, etc. on your way to work. Remember, foodborne pathogens are becoming much more dangerous and harder to control.
2. Wearing dirty, soiled, or contaminated aprons that have been worn more than one time without laundering is not permissible as it can contribute to a foodborne illness outbreak.
3. Employees are required to remove aprons when leaving the production floor/kitchen for any reason.
4. Employees shall restrain hair when preparing or handling food or utensils.
5. Fingernails must be kept clean and trimmed short, to follow Health Department policy, in preventing contamination and the outbreak of a foodborne illness. No polished or fake nails are allowed.
6. Bathe daily and wash hair frequently.
7. Wearing or applying perfume, cologne, or scented body spray during or just before your shift is discouraged as it endangers the health of co-workers who may have serious allergies.
8. No jewelry, necklaces, watches, bracelets or earrings may be worn during your shift. Wedding rings may be worn if they are covered by a plastic glove.
9. Do not prepare or serve food when ill, especially with vomiting, diarrhea or fever.
10. Wear plastic gloves or use utensils to serve ready to eat foods that are not packaged.
11. Wash hands and change gloves when changing tasks, after visiting the restroom, touching body, face or hair, after eating food, drinking a beverage, coughing, or using a tissue.
12. Use disposable towels to dry hands after washing them. Do not use apron or dish towel.

MSDS SHEET AND THE SAFE USE OF FOOD CHEMICALS

1. Employees are instructed in the safe use of chemicals and the Material Safety Data Sheet (MSDS) by site supervisor. Employees are oriented to the procedure that will be used should a chemical accident occur. The MSDS binder is kept on site and used as an emergency first aid resource in the event of a chemical accident.
2. Employees are responsible for wearing proper protective gear (gloves, closed toe shoes) and following requirements after receiving instruction for safe chemical usage.
3. It is not permissible for employees to use chemicals without being instructed in their safe use and the location and use of the MSDS sheet and binder.

FOOD SERVICE EQUIPMENT

1. Employees are not permitted to work with food service equipment without instructions on how to safely operate the equipment.
2. Employees are responsible for following safety precautions after receiving instruction on the safe operation of food service equipment.

INDUSTRIAL INJURY PROCEDURE

1. Employee will notify supervisor immediately when injury occurs.
2. Employee will fill out the Employee's Report of Injury whether they see a doctor or not.
3. If employee injury warrants seeing a doctor, they will be directed to St. Luke's Occupational Health, located on the south side of St. Luke's Regional Medical Center. In the event of a life threatening injury, proceed immediately to the emergency room at St. Luke's.

CELL PHONES AND USE OF HEADPHONES/EARBUDS DURING SHIFT

1. Answering personal cell phones during the work shift is not permitted. An emergency call for an employee needs to be made to the site or cafeteria telephone number. Cell phones should be stored in a locker or left in supervisor's office to minimize danger of contaminating food which may contribute to a food-borne illness outbreak.
2. For safety purposes, employees shall not use earphones or earbuds to listen to any electronic devices (such as iPhones, iPods or mp3 players) during their shift.

DRESS CODE

Clothing must be clean, pressed and free of spots. Street clothes should not be worn at work. Reserve several changes of clothes for work only.

Sweatshirts, sweat pants, jeans and shorts are prohibited. Blouses must have short or mid-length sleeves so as not to become entangled in equipment or food.

No open toe shoes are allowed.

SMOKING

In compliance with Idaho Code, there will be no smoking on any District #411 property.

FOOD TEMPERATURES

Cooking foods to the correct temperature is the best way to destroy any harmful germs that may be present in foods. Most types of germs are killed through cooking. Remember the safe cooking temperatures for many common foods:

Poultry	165 degrees
Meats	155 degrees
Eggs not eaten right away	155 degrees
Non-ground meats	145 degrees
Seafood	145 degrees
Eggs eaten right away	145 degrees

Any foods cooked in the microwave oven must be cooked to 25 degrees F more than the required temperature. Due to uneven heating, stir at least once during cooking, and then let stand, covered, for a minimum of two minutes prior to serving.

The Temperature Danger Zone

Many school lunch foods served come uncooked. Others, like cold cuts, are pre-cooked when they arrive at your work-place. It is important to guard these foods against contamination as they will not be cooked to remove germs. It is also important to prevent the growth of any germs that may already be there by holding foods at a safe temperature.

Cold foods must be held at 41 degrees or less.

Hot cooked foods must be held at 140 degrees

The range between 41 and 140 degrees is the temperature danger zone.

Cooling Foods

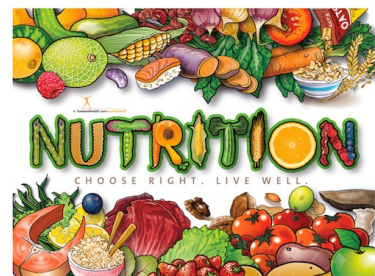
Cooling food brings the most risk in preparation. The food must be cooled to 70 degrees within two hours, and from 70 degrees down to 41 degrees within another four hours.

Six hours may seem like a long time to cool foods, but most foods will not cool this quickly unless you're giving them some help. Use a stem thermometer to make sure the cooling methods you are using are adequate.

Thawing Foods

1. Placing food in the refrigerator is the safest way to thaw food, but will take longer (be sure to put raw meats in a container to prevent the juices from dripping into other foods).
2. Hold the food under cool running water.
3. Thaw it in a microwave, but only if the food will be cooked immediately.

REMEMBER: WHEN IN DOUBT, THROW IT OUT!



PREVENTING CROSS-CONTAMINATION

1. To prevent cross-contamination, the following preparation equipment should always be properly cleaned and sanitized:
Food-contact surfaces, equipment, utensils, holding and serving containers
2. Raw food should be kept separate from cooked and ready-to-eat foods.
3. Separate equipment (such as cutting boards) should be used for raw foods from cooked and ready-to-eat foods (Color coding of equipment is helpful, e.g. red cutting board for meat, green cutting board for fresh produce).
4. Raw meats and other potentially hazardous foods should be stored in the refrigerator on a lower shelf than cooked and ready-to-eat foods.
5. Raw and ready-to-eat foods should be prepared in separate areas.
6. Ready-to-eat foods should be prepared before raw foods.
7. Food service workers should know when and how to properly wash THEIR HANDS.
8. Food service workers should have good personal hygiene.
9. Food service workers should know how to put on and take off gloves properly, and when to change them.

FOOD TO FOOD

- A. Raw, contaminated ingredients cannot be added to foods already cooked or ready-to-eat.
- B. Fluids from raw foods cannot be allowed to drip into foods that receive no further cooking.
- C. Thawing meat on a top shelf in the refrigerator is not an acceptable practice as it allows fluids to possibly drip down into prepared foods stored below (e.g. raw chicken stored above potato salad).

HAND TO FOOD

- A. Microorganisms are found in and on the human body:
 - on hair, on skin, in the mouth, nose and throat, in the intestinal tract, on scabs or scars from skin wounds
- B. Microorganism often end up on the hands where they can easily spread to food.
- C. People transfer microorganisms by touching raw food and then touching cooked or ready-to-eat foods.

Ready-to-eat foods are foods that can be eaten without washing, cooking, or additional preparation by the consumer. Examples of ready-to-eat foods include cheese, luncheon meats, fruits and vegetables, salad items, hot dogs, and hard boiled eggs.
- D. Except when washing fruits and vegetables properly, the FDA food code **does not** allow bare-hand contact with ready-to-eat foods for employees in food establishments that serve “at risk” populations. These populations include young children, pregnant women, elderly or immune compromised individuals.

EQUIPMENT TO FOOD

- A. Microorganisms may pass from contaminated equipment to food due to improper cleaning and sanitizing of the equipment. For example, cross-contamination can occur when surfaces used for cutting raw poultry are subsequently used to cut foods that will be eaten raw, such as fresh vegetables.
- B. Coverings such as plastic wrap, and holding and serving containers can contain microorganisms that can spread to food.
- C. A can opener or food slicer can also become a source of cross-contamination if not properly cleaned and sanitized between uses.

DRUG FREE WORKPLACE

The district recognizes drug and alcohol dependency as a serious problem, as well as a health, safety, and security threat. To comply with Idaho Code, the district has established a Drug Free Workplace Policy. As part of this policy, the district will not hire anyone who tests positive for drugs or alcohol. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of the policy while conducting Twin Falls School District business.

CONCERNS AND COMPLAINTS

District protocol requires you to follow the chain of command.

Concerns and complaints should be discussed directly with the person with whom an employee is having difficulty. If the problem is not resolved at this level, the concern is then forwarded to the immediate supervisor. **All concerns need to remain highly confidential and may not be discussed with others in the kitchen, school or in other school kitchens or buildings or the general public.**

If concerns are not resolved at the school level, the next step is to set up an appointment with the Child Nutrition Supervisor. All parties may be brought in for independent and/or group meetings on the issue or complaint. An investigation by Human Resources may be necessary to adequately resolve an issue, complaint or grievance.

GRIEVANCE PROCEDURES

The district recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between personnel. We also understand that from time-to-time there may be misunderstandings and questions concerning rules, policies, and personnel issues. In many cases, simple misunderstandings can be cleared up immediately. If the misunderstanding is not resolved, the district's grievance policy provides a way to resolve problems and address complaints rapidly, fairly, and without fear of reprisal.

The first step in any grievance procedure is for an employee to discuss the problem directly with the person with whom he or she is having difficulties or with his or her direct supervisor. If an employee feels a complaint has not been adequately answered or settled, he or she then needs to follow proper district protocol, established by the board through the Grievance Policy (P.476), to ensure equitable resolution of any grievance or complaints.

GIFTS/CARDS TO STUDENTS

We understand that relationships with students are built over the year and we applaud you having a professional relationship with the students you serve. However, we ask you not give presents, fliers, or cards to students without checking first with your schools administration.



As an employee in the food service department, we expect you to:

1. Have an active interest in your job and in the success of the operation.
2. Give your job your best effort.
3. Keep in mind that the future of the Food Service depends on how well the customer is pleased.
4. Strive to improve yourself in your job.
5. Cooperate in a friendly and “Team Spirit” way with the other employees and your manager/supervisor.
6. Learn your job and do it well.
7. Be pleasant, polite and courteous at all times.
8. Have a sense of pride in your employment with Food Service.
9. Use your initiative, make improvement suggestions and work quietly and skillfully.
10. Take problems concerning your work to your manager/supervisor. It is his/her job to help you solve them.
11. Help where needed and as requested.
12. Refrain from visiting with other employees or friends on your shift.
13. Know, understand and follow the rules in this handbook.

To keep our environment free of germs, we expect you to:

- A. Wash your hands often and wash them well.
- B. Work only when you are healthy, not when you are sick.
- C. Use only foods from approved sources.
- D. Prevent food poisoning by keeping food out of the “danger zone” between 41 and 140 degrees F.
- E. Cool and reheat foods quickly.
- F. Cook foods to the proper temperature.
- G. Keep food safe from cross contamination by utilizing careful storage and sanitizing techniques.
- H. Store chemicals away from food, utensils and equipment.
- I. Keep your workplace clean and safe.



WAREHOUSE

Warehouse operations are by definition behind the scenes but the safety practices of all personnel must be at the forefront of all actions.



All employees driving for the Twin Falls School District must have proof of a valid drivers license and proof of insurance.



On the job accident prevention is the responsibility of all employees. It is the further responsibility of each employee to correct or immediately report any unsafe condition or practice that may be observed.

Each supervisor is responsible for the prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

FOOD STORAGE LIMITS

Foods should always be used in the order they were received. **FIFO (first in, first out). All arriving foods should be marked with a date to help denote which inventory to use first.**

The proper storage of food immediately after it has been received and checked is an important factor in the prevention and control of loss or waste from pilferage, deterioration, or infestation. When food is left unguarded in the receiving area or exposed to the elements or extremes of temperature for even a short time, its safekeeping and quality is jeopardized.

Storage areas must be kept clean and orderly. A few general procedures are: wash floors, walls and shelves routinely; inspect incoming food for damage, spoilage, or infestation, as well as weight and count, before storing. **Check against invoice or order sheet for accuracy.** Store foods in an orderly and systematic arrangement, **usually dated and left in the original package, group similar items together with the oldest stock in front;** store items on racks or shelves rather than directly on the floor or against walls; check often the condition of stored food and the temperature of the storage units.

Temperature and humidity controls and provisions for circulation of air are necessary to retain the various quality factors and the nutritive values of the stored foods. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly. Keep aisles, stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies. Sweep and clean the floors on a regular basis. Sweep and clean the loading dock routinely to keep it free of dirt and garbage.

TOXIC CHEMICALS AND RODENT CONTROL

Accidental poisonings from careless use of chemicals in food operations happen frequently. All items such as lotions, medicines, soaps, detergents, sanitizers and other chemicals must be stored separately from food, utensils and food work areas. If the chemical is not necessary to the functioning of the food business, it should not be kept there at all. Any container used for chemicals must be labeled. If the chemical is transferred into another container, such as a spray bottle, this container must be labeled too.

Pesticide use in food facilities is very restricted. No pesticide may be applied except by a licensed pesticide applicator. Any pesticide the licensed applicator uses must be specifically approved for food service use. No pesticides or pesticide equipment can be stored at the food business. Any pesticide used should only be used as a last resort, after every available preventative step has been taken. The best way to control cockroaches, mice, flies and other pests is to keep the establishment and garbage areas clean, and to eliminate hiding places and routes of entry.



GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major contributor to the tremendous number of claims for back injuries. The following procedures should be followed:
 - A) Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - B) Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - C) Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - D) Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - E) Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - F) Lift gradually, don't jerk, but use a slow steady movement.
 - G) Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - H) Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - I) If the load is too heavy, either enlist another helper or use a mechanical device.
2. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.
3. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
4. Smoking will not be allowed at any district facility.
5. Use caution when opening doors which serve two-way pedestrian traffic.
6. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
7. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
8. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
9. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
10. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
11. Immediately report all accidents to your supervisor so an accident report can be filed.
12. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use it.

WAREHOUSE SAFETY RULES

The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from hazards of a shifting load.
3. Do not misuse forklifts or pallet jacks.
4. Do not jump off docks, pickup trucks, or other elevated surfaces.
5. Keep aisles unobstructed.
6. Stow pallets flat.
7. Do not store chemicals with food items, they should be kept in a separate storage area.
8. Avoid stacking materials on the floor. Use shelves or pallets.
9. Do not run, watch your step, and try to maintain balance.
10. Never overload electrical circuits.
11. Never use chairs, carts, tables, counters, boxes or other substitutes for ladders or work platforms.
12. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.
13. Store combustible, flammable, or hazardous materials in approved cabinets or rooms only, and always use approved safety containers.
14. All ladders should be inspected and set up properly before using.
15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.
16. Use common sense at all times. If you are unsure about something, ask!
17. Take care when lifting. Lift properly and stay within your limitations.

THANKS
FOR
BEING
AWESOME

Attitude is everything



so pick a good one 

USDA Nondiscrimination 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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

USDA Nondiscrimination Statement 2015 (Spanish Translation)

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf. y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) correo: 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; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

**ACKNOWLEDGEMENT OF
TWIN FALLS SCHOOL DISTRICT
CHILD NUTRITION
HANDBOOK**

I certify that I have read and fully understand the rules, regulations, policies and procedures listed in the Food Service Employee Handbook. If in the future I have any questions regarding any of the rules, I will immediately seek clarification from my supervisor.

Signature of Employee _____ Date _____

Signature of Manager/Supervisor _____ Date _____

This page is part of the Food Service Employee Handbook.

After signing it, remove and return it to your manager/supervisor.

No contract exists as a result of this handbook.

Twin Falls School District Child Nutrition reserves the right to modify this handbook.

This handbook has been prepared to serve as a quick reference to address basic district policies and procedures. It is not designed to be a comprehensive document detailing all district policies and procedures. If you have questions or concerns, or need in-depth information, please consult with your supervisor, building administrator, or the Human Resources Department for assistance.

Your employment with the Twin falls School District is at-will. This means that the District may alter the terms of your employment, and either you or District may terminate your employment with the District at any time and for any reason or for no reason at all, with or without notice. No employee of the District, including any administrator, has the ability or authority to alter the employment-at-will relationship, whether such attempt be through an oral statement/comment or in writing. The handbook you are being provided does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee.

This handbook does not take the place of, nor does it supersede, any of the policies that have been established by the Twin Falls School District.

The entire Twin Falls School District #411 Policy Manual can be accessed via this website:

<http://www.tfsd.org/Your District/Policy/tabid/181/Default.aspx>

Basics at a Glance

Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

Volume Equivalents for Liquids



60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.65 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

Equivalent Weights

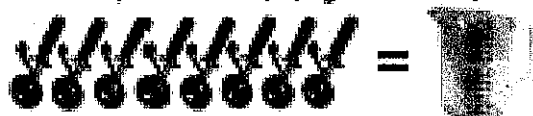


16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

Scoops (Dishers)

Size/No. ¹	Level Measure	Color Code ²
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

¹ Scoops are left or right hand or squeeze type that can be used for both hands. Number on the scoop indicates how many level scoops make one quart. For example, eight No. 8 scoops = 1 quart.



² Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers

Ladle	Approx. Measure	Portion Server
11 oz		11 oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

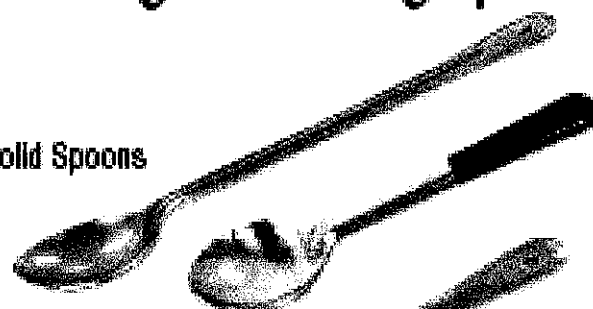
Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

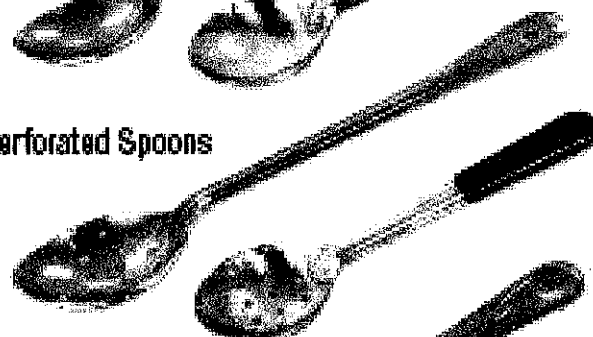
Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons

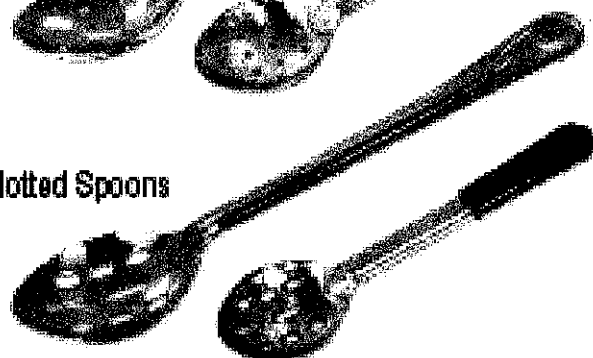
Solid Spoons



Perforated Spoons



Slotted Spoons



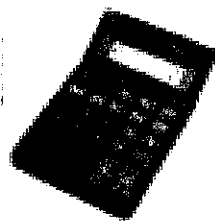
Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

Fraction to Decimal Equivalents



1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

Metric Equivalents by Weight



Customary Unit (avoirdupois)	Metric Unit
Ounces (oz)	Grams (g)
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	Grams (g)
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	Kilograms (kg)
2.2 lb	= 1 kg (1000 g)



Metric Equivalents by Volume



Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L



©National Food Service Management Institute

The University of Mississippi

800-321-3054




www.nfsmi.org

EX60-02A

Revised 2002, Reprinted 2004

This project has been funded by the USDA, Food and Nutrition Service through a grant to The University of Mississippi. The University of Mississippi is an EEO/AA/ADA/Title VI & IX/SECTION 504 Employer. 04/04

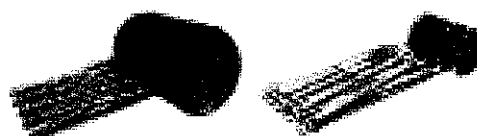
Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2" 	2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4" 	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6" 	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

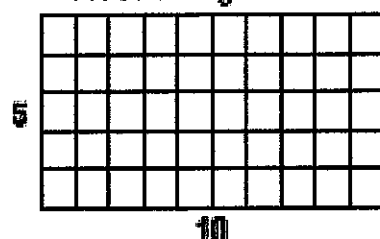
Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan		
Baking or steamtable	12" x 20" x 2-1/2"	25	50	100
Sheet or bun	18" x 26" x 1"	2" x 3-3/4"	2" x 2"	1-3/4" x 2-1/2"

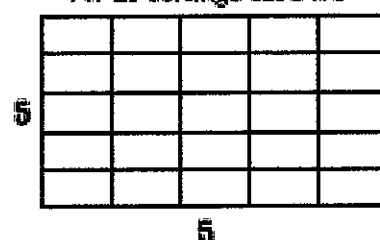
Cutting Diagrams for Portioning



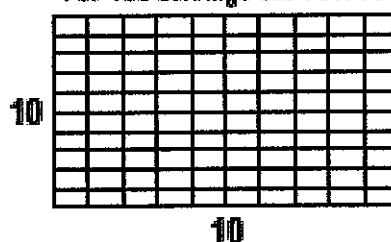
For 50 servings cut 5 x 10



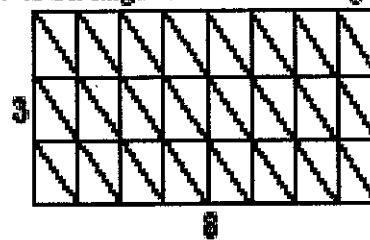
For 25 servings cut 5 x 5



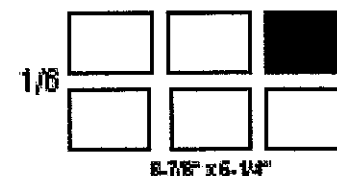
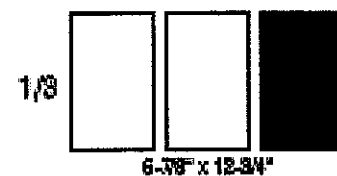
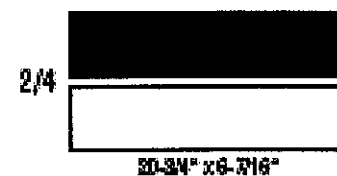
For 100 servings cut 10 x 10



For 48 servings cut 3 x 8 then diagonally



Other Pan Sizes



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.

Reheating Foods

**Reheat leftover
foods to 165 °F
for 15
seconds.**



National Food Safety Inspection Agency
110, Lianhua Road, Beijing, China
2014

Good Receiving Practices

- **Inspect then accept or reject deliveries only during operational hours.**
- **Post the delivery schedule with names, days, and time.**
- **Keep receiving area clean and well lighted.**
- **Date product when delivered.**
- **Compare invoice with products delivered.**
- **Move foods to storage quickly for**
 - **refrigerated foods**
 - **frozen foods**
 - **foods for dry storage.**



National Food Service Managers Institute
Food Service Management
2000

CUTTING BOARDS

How to clean cutting boards

- Wash, rinse, and sanitize after each use.
- Scrape off all food and other debris before washing.
- Wash in a mechanical dishwasher whenever possible. If a dishwasher is unavailable, clean and sanitize in a three-compartment sink:
 - ▣ In the first sink, wash with hot soapy water.
 - ▣ In the second sink, rinse using clean water.
 - ▣ In the third sink, immerse in a chemical sanitizing solution and use the required contact time for sanitizing.
- Allow cutting boards to air dry.
- Follow state or local health department regulations.

Use multi-color cutting boards to help prevent cross contamination.



National Food Safety Association
1100 North 17th Street, Suite 100
Tulsa, Oklahoma 74103
(918) 596-1000

Use That Thermometer!



Insert probe into the thickest part of the food, avoiding bone, fat, and gristle.



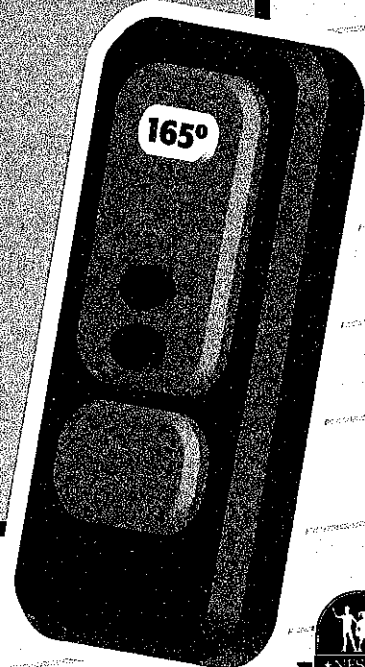
Read temperature when indicator stops moving.



Clean and sanitize thermometer after each temperature check.



Follow local procedures if temperature does not meet standard.



USDA is an equal opportunity
provider and employer.



2000

Storeroom Basics

**Maintain temperature
between 50°F and 70°F.**

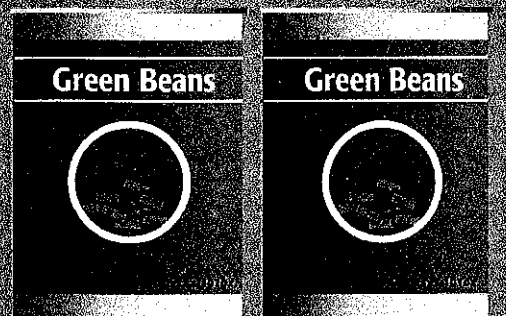
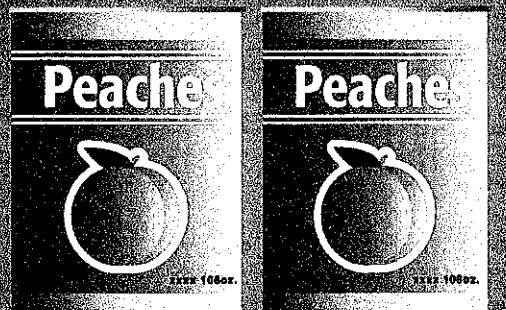
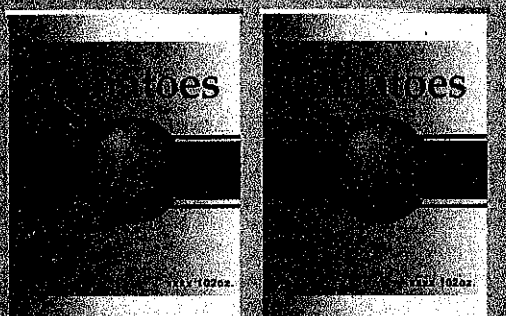
**Use FIFO Storage—
First In, First Out.**

**Store items at least six
inches above floor surface.**

**Store chemical items
separately from food.**

Keep floors clean.

Keep area free from clutter.



USDA is an equal opportunity
provider and employer.



2000

Serving Line Employees

- Wash hands after each new task; follow correct hand washing procedures.
- Wear a clean and neat apron.
- Use gloves properly.
- Wear hair restraint.
- Be friendly and courteous.

Smile!



USDA is an equal opportunity
provider and employer.



Refrigerate for Safety!

**Cover, label, and
date all items.**

**Hold cold food
at 41°F or below.**

**Store raw meat
on bottom shelf
away from other food.**

**Check and log
temperatures frequently.**

CLOSE THAT DOOR!



USDA is an equal opportunity
provider and employer.



2010

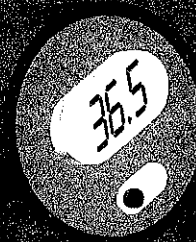
Receiving Area

Visually inspect all items and look for signs of container damage.

Check and record temperatures of frozen and refrigerated items.

Reject unacceptable goods and note on invoice.

Store frozen and refrigerated items immediately.



USDA is an equal opportunity provider and employer.



Produce/Salad Area

Avoid Cross Contamination

Use clean and sanitized utensils for each different task.

Use separate cutting boards for raw meats and vegetables.

Clean and sanitize slicers, choppers, and other equipment before and after each use.

Clean and sanitize work surfaces before and after each use.



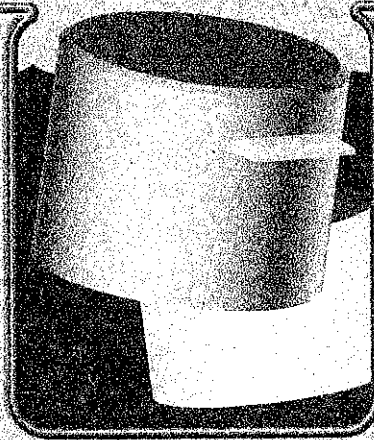
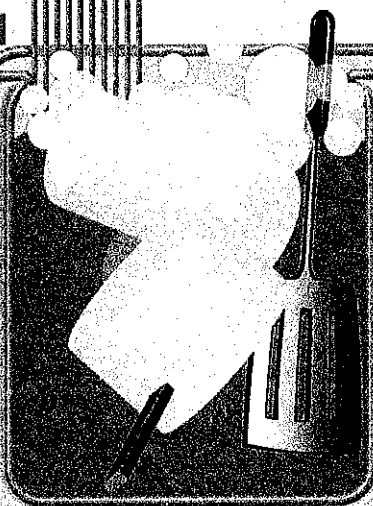
USDA is an equal opportunity provider and employer.



Pot Sink

Dishwashing By Hand: The Basics

- Use a three-compartment sink.
- Wash: 110°F water with detergent.
- Rinse: Hot, clean water.
- Sanitize: 171°F water only or 75°F water with sanitizer. (Follow manufacturer's directions.)
- Maintain correct temperatures and sanitizer concentration.



USDA is an equal opportunity
provider and employer.



2000

Personal Hygiene

YOU are the most important part of food preparation.

- Take a bath or shower daily.
- Keep hair clean.
- Use deodorant/antiperspirant.
- Have clean, washed hands and fingernails.
- Wear a clean uniform.



United States Department of Agriculture
Food Safety and Inspection Service



Personal Appearance

**Wear hairnet,
hat, cap,
or other
hair covering
approved for
your operation.**

**Remove jewelry before
reporting to work.**

**Wear a clean uniform that is
free from stains and wrinkles.**

**Keep fingernails short and
without artificial nails
or nail polish.**



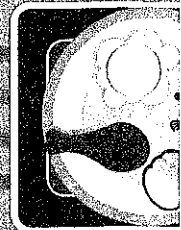
USDA is an equal opportunity
provider and employer.



2011

On the Serving Line

- **Check and maintain proper temperatures.**
(hot foods 135°F or above; cold foods 41°F or below)
- **Cover food between serving periods.**
- **Place pans of food in a single layer on the steam table.**
- **Keep serving area clean, and wipe up spills promptly.**



USDA is an equal opportunity
provider and employer.



Revised 2005

**Keep
Hot Foods
HOT!**
**Keep
Cold Foods
COLD!**

135°F

DANGER

41°F



USDA is an equal opportunity
provider and employer



Use Disposable Gloves Properly

- Wash hands before and after use of disposable gloves.
- Wear gloves when preparing and serving ready-to-eat foods such as fresh fruits and vegetables, sandwiches, and salads.
- Change gloves frequently and between tasks.
- Never handle money and food while wearing the same gloves.
- Change gloves after sneezing, wiping nose, touching hair, or other contact with germs.
- Never re-use gloves.
- Dispose of soiled gloves after use.



Department of Agriculture
Food Safety and Inspection Service



Washing Fruits and Vegetables

- Wash hands before handling fresh fruits and vegetables.
- Wash, rinse, sanitize, and air dry all food contact surfaces, equipment, and utensils that will be in contact with fresh fruit.
- Remove any damaged or bruised areas of the fruits and vegetables.
- Serve cut melons within 7 days if held at 41 °F or below.
- Label, date, and refrigerate fresh-cut items.



TEMPERATURE MINI-POSTER

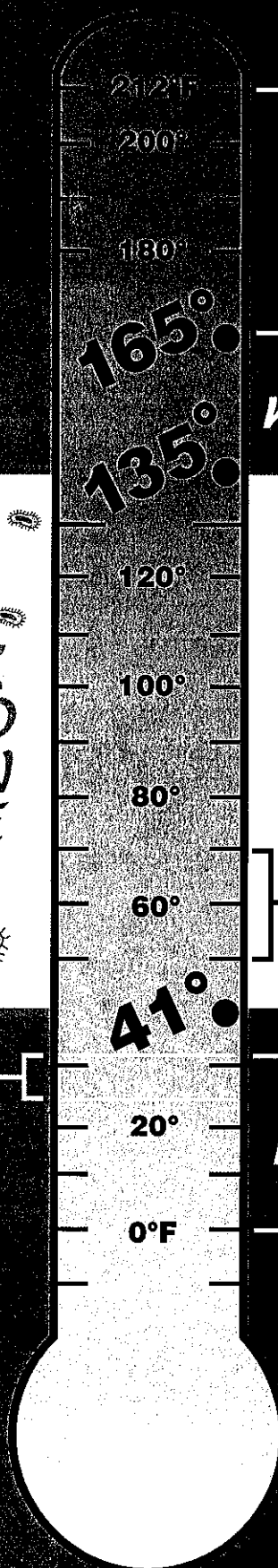
*Use A
Thermometer!*

**THE
DANGER
ZONE**

Quick chill storage
(26 - 32°F)



**National Food Service
Management Institute**
The University of Mississippi
800-321-3054
www.nfsmi.org
ET16-97(B)



— Boiling

— Reheat — 165° for 15 seconds

Keep Hot Foods Hot!



— Store dry food (50 - 70°F)

— 32°F Freezing

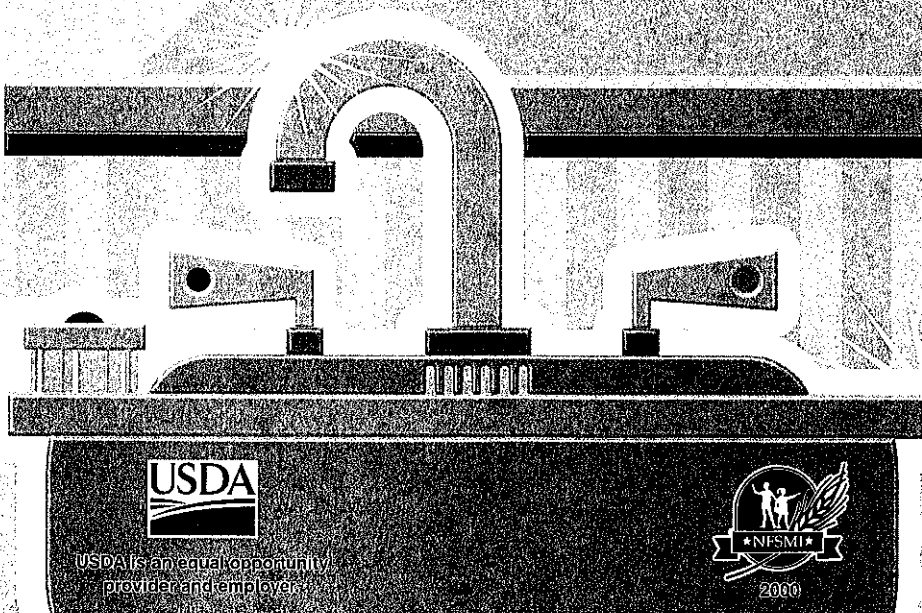
Keep Cold Foods Cold!

— Store Frozen Food

Always follow local
& State requirements.

Revised 2008

ALWAYS
wash hands
with soap and
warm running
water before
returning
to work.





- ▶ **Use soap and warm running water.**
- ▶ **Lather hands with soap up to the elbows; rub hands together for 20 seconds.**
- ▶ **Wash backs of hands, wrists, between fingers, and under fingernails.**
- ▶ **Use fingernail brush as specified by local health regulation.**
- ▶ **Rinse hands under warm running water.**
- ▶ **Turn off running water with a paper towel, not bare hands.**
- ▶ **Dry hands with paper towel or air dryer.**



USDA is an equal opportunity
provider and employer.



2000