



NUTRITION SERVICES

EMPLOYEE HANDBOOK



JOPLIN SCHOOLS

DISTRICT MISSION STATEMENT

Joplin Schools will build a high-performing community of learners engaged in their future through a culture of continuous improvement involving all stakeholders.

DISTRICT VISION STATEMENT

Joplin Schools will engage a community of learners through high expectations, integrity, empowerment, and opportunity.

NUTRITION SERVICES MISSION

To provide a healthy meal, quality nutrition and outstanding customer satisfaction on a daily basis.

NUTRITION SERVICES VISION

To provide a well-balanced, flavorful and nutritious meal.

INTRODUCTION

The purpose of this Handbook is to provide an easy reference for Nutrition Services employees in Joplin Schools. This Handbook is not intended to create any employment rights or benefits and does not modify, amend or supersede State or Federal law, board policy or any negotiated agreement.

DISTRICT STAKEHOLDERS

Students, Teachers/Staff, Parents, Taxpayers, and Community

JOPLIN SCHOOLS GOALS

Student Readiness
Learner Support
Effective and Efficient

GENERAL INFORMATION

Superintendent of Schools
Assistant Superintendent for Operations
Assistant Superintendent for Instruction
Chief Financial Officer
Director of Educational Support and Human Resources

Dr. Kerry Sachetta
Mr. Matt Harding
Dr. Sarah Mwangi
Mrs. Shelly Toft
Mr. Justin Crawford

A copy of this handbook can be found at:

History of School Food Service

For more than 70 years, school foodservice and Nutrition Services professionals have fostered the educational, physical and social well-being of our nation's school children. Every school meal served is more than an isolated investment in a child; it is an investment in America itself.

Nutrition Services programs date back to 1932 when stockpiled agricultural surplus commodities were supplied to some public schools. The devastating effects of the great depression and lack of nutritious foods available to children were seen by the beginning of World War II. The military had to turn away record numbers of recruits due to malnutrition and related health issues. As a matter of national security, Congress signed the National School Lunch Act into law in 1946, providing all schools with operational cash grants and agricultural commodity food. The Department of Defense has continued to be actively involved by supporting the fresh fruit and vegetable pilots. By using agricultural surplus commodities, schools help the USDA keep market prices stable for farmers.

Improper nutrition is not simply an issue of socioeconomic status; hunger does not discriminate. Any student who skips a meal, who has no access to breakfast or lunch or who fails to make healthy food choices, risks incurring serious learning and health deficits. School nutrition programs help to ensure the maximum return on the billions of dollars spent for public education, which will enhance America's future productivity and success. In short, we feed the future.

Everyone – students, teachers, parents, and the entire community – benefits from successful school nutrition programs. The relationship between proper Nutrition Services and the development of young minds and bodies is well documented. Healthy, well-educated children are the future of this nation; their success will have a direct impact on the productivity of America's workforce, her standard of living, and ability to compete in the global arena.



PERSONNEL DEFINITION

EMPLOYEE CLASSIFICATION

Employees shall be classified as follows:

Nonexempt Employees – This includes all District employees not specifically identified as exempt under Federal law. This generally includes non-certified staff; however, in some circumstances non-certified staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

CHAIN OF COMMAND

The normal process of the chain of command always begins with the immediate supervisor, Nutrition Services Director, Assistant Superintendent, Superintendent, and then Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

PUBLIC RELATIONS

It is the responsibility of all employees to promote the positive image of the school district. Your friends and neighbors form their impressions of the District from what you say about it. Make sure the information you provide is accurate. *NEVER* pass along gossip, petty rumors, or other information.

JOB DESCRIPTIONS

Job descriptions are provided for each employee for their benefit and for the benefit of the District. It is expected of each employee to follow and achieve the daily task listed on these job descriptions. Only a Director, Superintendent, or the Board of Education is able to make changes to a job description.

SCHOOL CANCELLATION

In the event school is cancelled, the employee will receive a phone call from the Administration Building stating the reason for cancellation. Also, employees are encouraged to watch and listen for public announcements (television stations and/or radio stations) of such announcements.

TIME CLOCKS

All hours worked by nonexempt employees must be tracked by a time clock system. There is a designated computer or time clock in each District facility that Nutrition Services employees are to use for clocking their time IN and OUT. It is required that all Nutrition Services employees clock herself/himself IN and OUT each day (including lunch periods). Under no circumstances will an employee clock IN or OUT for a co-worker.

Nutrition Services employees are required to approve their time by the end of the day Friday or the last working day of the week. This process can be done on a daily basis as well.

WORK SCHEDULES

The school year will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of instructional support. Support staff employees will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Employees are expected to be ready to work and at their work stations at the start of their shift, which means: clocked in, hair restrained, apron on, and hands washed.

INCLEMENT WEATHER—SCHOOL CANCELLATION AFTER REPORTING TO WORK

If school is cancelled after a Food Service Employee has reported for a regularly scheduled shift, and has clocked in for that shift, the Food Service Employee will be paid for the equivalent of one (1) hour of work at his/her regular rate of pay *or* for the hours actually worked, whichever is greater. At the discretion of the Director, employees already on the clock when school is cancelled may volunteer for additional hours, if needed.

Unless directed otherwise by District Administration, staff are expected to work their shift on inclement weather days (flood, ice, snow, etc.). You may adjust your hours, with supervisor permission, if it is safer for travel arrangements (i.e. coming in an hour later). If, after safely attempting to report to work, you find it physically impossible to report to work, contact your supervisor or the Director (by phone—not text) immediately. You may take the balance of any time shortage, due to those adjustments, by using personal leave or vacation.

BREAK AND MEAL PERIODS

Each employee scheduled to work five (5) or more consecutive hours may receive an unpaid, 30-minute break. An employee may take the meal break after one-half of the employee's daily work shift is complete. The meal break may be interrupted as the needs of the building dictate. An employee may leave the school premises for the entirety of the meal break; however, the employee must follow proper time recording procedures, including clocking out and clocking back in after the 30-minute breaks.

Each employee scheduled to work five (5) or more consecutive hours may receive two (2) paid, 15-minute break. This break will begin two (2) hours after the employee's daily work shift begins. The employee is to remain on the clock during this 15-minute break and may not leave the school building. Rest breaks cannot be combined, or taken concurrently, with meal breaks.

Each employee scheduled to work four (4) or less will receive a paid, 15-minute break, **or** the employee is entitled to receive an unpaid 30-minute meal break. This unpaid meal break will be scheduled with the building kitchen manger with least interruptions to the operation in mind.

EATING AND DRINKING IN KITCHEN

The only time eating is permitted in the kitchen is when taste-testing the food for quality. Each kitchen should have a designated eating/drinking area. This area must be away from all food production areas and storage areas of food supplies used for serving.

Employee's personal food/drinks may be stored in the refrigerator/freezer on the bottom shelf in a clearly marked pan or storage container. Using a pan or storage container helps prevent contamination of food if there should happen to be a spill of the employee's items. All drinks must have a lid and be stored in a designated area. The intention of these practices is to stop cross-contamination of any food, food prep surfaces, serving areas, serving supplies, and cleaning supplies.

EMPLOYEE SERVICE PORTAL

Each employee has access to payroll related information: Benefits & Deductions, Leaves, Payroll like: W-2, Employer Forms like: Leave Forms, Employee Expense Forms, Mileage, Grievance Forms, Social Media, Resignation/Retirement Form.

PERSONAL TELEPHONE CALLS

Cell phones must be placed in your locker, left in your vehicle or in the kitchen manager's office during the work day. Personal telephone calls will be made during breaks or lunch period only, except in case of emergency, you must have your manager's approval to carry your phone during work hours in this emergency situation.

TARDINESS

In order to preserve and maintain effective operations, employees should be present and ready to work by their assigned starting time. Excessive tardiness can be cause for appropriate disciplinary action up to and including termination. Employees are expected to let their supervisor know if they are going to be late.

CALLED MEETINGS

Periodically throughout the school year and summer, it is necessary to bring everyone together for a meeting. Attendance is required at these meetings unless otherwise approved by the Director of Nutrition Services.

VISITORS AT WORK

Joplin Schools desires to provide a workplace for all employees that is professional and free from distractions; however, we desire to be a family friendly place of business to all employees as well.

Employee guests will be allowed in the workplace, as long as the employee has received prior approval from their supervisor, and for a short visit that does not impede the work of the employee or others.

Joplin Schools discourages employees from being accompanied by friends, family, or children while working. The workplace is not the appropriate place for childcare, including leaving children on campus in office areas while employees are at work. This does not eliminate infrequent, short visits from friends, family and children. Anything other than short visits is not permitted due to safety and other workplace concerns.

During the short visit the employee is responsible for accompanying any of their underage visitors at all times.

If an employee is faced with unusual circumstances regarding visitors at work, the employee should speak with his/her immediate supervisor.

ABSENCES AND TARDINESS

Situations do arise due to illness or personal/family emergency that causes an employee to miss work. Employees are required to notify their immediate supervisor of an absence in a timely manner, and as soon as possible. An employee who is absent due to illness may be required to provide written verification from a healthcare provider. Any employee who is sick or cannot come to work for any reason is expected to verbally contact his/her supervisor a minimum of one (1) hour before the start of his/her work schedule. A phone call is expected. Failure to do so will result in a “no call, no show” and will be grounds for employee discipline.

Excessive absences from work can affect our ability to meet the needs of our operation as well as creating additional work for your fellow employees. Excessive absences (*other than for circumstances covered by the Family and Medical Leave Act or emergency medical care*) or tardiness includes situations where employees come to work late, leave early, or abandon their duties without permission from a supervisor and may result in appropriate disciplinary action up to and including termination. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee’s absence or tardiness will be considered excessive or unreasonable in any, but not limited to, the following circumstances:

1. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester, or 40 days per school year, or is otherwise disruptive to District operations, as determined by the District.
2. The absence is for any reason other than the one given for the absence.

Absences from work will also require the employee to register her/his absence in the District system and adjust time sheets accordingly.

OVERTIME

Nonexempt employees will work the regularly scheduled time **unless additional time is approved by their supervisor prior to the additional time requested.** Time worked above and beyond 40 hours is paid at the rate of overtime wages of 1.5 hours for every hour worked over. Overtime is based on having physically worked a 40-hour week. Sick days or other paid leave days do NOT count towards working a 40-hour week. See policy GBA.

Food Service employees will receive overtime pay (1.5 hours for every hour worked) for Special Events.

WORK PLACE INJURY

STEP 1 – (Non-emergency) Employee reports injury **immediately** to supervisor. Even if the injury doesn’t appear to need medical attention, it still must be documented.

Injuries occurring after business hours:

- Employee should contact their immediate supervisor, who will contact HR Director.
- If the employee’s immediate supervisor is not available, the employee will contact the HR Director at 417-684-0591.

STEP 2 – Employee will complete the “Employee Incident/Injury Report” form and other documentation located on Joplin Schools Staff page under Work Place Injury, or http://www.joplinschools.org/UserFiles/Servers/Server_153000/File/District/Staff/Employee%20Work%20Comp.pdf

STEP 3 – Employee will contact HR Representative listed below to report claim.

- If medical treatment is declined at the time of injury, the employee will sign the “Work Comp Declination of Medical Treatment” form.

STEP 4 – The HR Representative and injured employee will call to report claim and contact nurse triage for additional instructions. The injured employee should call from a private area as personal information will be discussed.

- If medical treatment is needed, the employee will receive additional instructions from HR.
 - All employees treated for workplace injuries will be tested for non-prescribed controlled substances or alcohol. Refusal to submit to the test will result in the loss of benefits.

Please note the triage Nurse will follow up with injured workers regardless of need for medical attention.

**** EMPLOYEES WHO SEEK MEDICAL SERVICES FOR INJURIES ON THEIR OWN WILL BE RESPONSIBLE FOR PAYMENT. ****

HR Representative
Becki England
417-625-5200, ext. 2001

HR Representative
Erin Parrigon
417-625-5200, ext. 2013

HR Director
Justin Crawford
417-625-5200, ext. 2009

RETURN TO WORK – Joplin Schools provides early and safe return to work opportunities for employees who experience work-related injuries. Modified work is available (regardless of your normal job duties) and you are to instruct the doctor of this. If your injury permits, you will be expected to return to work in accordance with the doctor’s restrictions for you.

YOUR RESPONSIBILITY – You will be expected to take an active role in your care and treatment and go to all follow up appointments. Please notify HR of the results of your appointment(s) and changes in your care and progress: either in person or by phone. The number is 417-625-5200, ext. 2001.

PAY PERIODS AND WORK WEEKS

A work week consists of seven days, which begins on Saturday and ends on the following Friday. All employees will be paid on a bi-weekly basis on Wednesday of the appropriate week.

RESIGNATION OF SUPPORT STAFF MEMBERS (Employees Not Under Contract)

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board. In addition to a letter of resignation, the staff member is required to complete the Employee Resignation Form issued by HR and an Exit Survey.

EMPLOYMENT REVIEW

The Nutrition Services Director and the Principal of the building where the Manager is assigned, will complete a written evaluation. Managers are expected to evaluate support staff under their supervision. All support staff employees will be evaluated at least once during their first year of employment and then at least once every year thereafter. The following areas will be used to evaluate job performance of employees.

Levels of Performance – 1) Performs job procedures and responsibilities; 2) Organizes work responsibilities while displaying quality, quantity, neatness, and/or accuracy; 3) Uses all available resources efficiently and effectively (e.g. equipment, supplies, and technology); 4) Applies appropriate district, building, and departmental policies, procedures, work rules, as well as State and Federal Law; 5) Adheres to safety practices and procedures appropriate to job responsibilities; 6) Attains and maintains appropriate certifications and training; 7) Attends work regularly and on time.

General Expectations – Professionalism, communication, and interpersonal Skills

1) Exhibits professional demeanor appropriate to position, including dress, grooming, hygiene, and language; 2) Exercises discretion and safeguards confidential information; 3) Demonstrates flexibility; 4) Treats others with respect and civility, values diversity, and resolves conflicts professionally; 5) Listens carefully and asks questions when needed. Understands and follows instructions; 6) Responds to requests in a timely manner with complete information and adheres to job related timelines; 7) Collaborates with others to complete tasks and solves problems; 8) Demonstrates effective written and verbal communication skills; 9) Contributes to open communication with supervisor.

Levels of Performance – The following Levels of Performance assist the employee and supervisor in gauging job performance progress. Employees are encouraged to seek progress across the Classified and Non-Teaching Certified Staff Growth and Evaluation Continuum as listed below:

Note:

“Does Not Meet Expectation:” The employee’s performance is insufficient to meet the standard indicator. Performance is unacceptable at this level. “Does Not Meet Expectation” should not be given on an Evaluation unless Oral/Written Warnings have previously addressed the issue

“Inconsistently Meets Expectation:” The employee performs inconsistently but has a basic understanding of the standard indicator. The employee requires close supervision and needs to improve to meet all standards consistently.

“Consistently Meets Expectation:” The employee clearly understands the concepts of the standard indicator and consistently demonstrates understanding as evident through work performance.

“Exceeds Expectation:” Consistently surpasses standard indicator as evident through their work performance.

Attendance:

Note: Attends work regularly and on time – Attendance Scale

“Consistently Meets Expectation”: 0-9 days absent

“Inconsistently Meets Expectation”: 10-15 days absent

“Does Not Meet Expectation”: 16+ days absent -- (Oral/Written Warning should have been given before “Does Not Meet Expectation is given).

FMLA absences are excluded from days absent.

Note: Attends work regularly and on time – Arriving late and/or leaving early may result in Evaluation Criteria of “Inconsistently Meets Expectation.”

This evaluation will be used to increase job proficiency, and determine eligibility for reemployment. It is anticipated that all employees will have a “consistently meets expectation” relationship with the school district. However, when problems do arise, a verbal warning or written warning may be warranted. When a problem is serious, a written notice will be issued at the first offense. There are situations that will result in immediate termination. These are, but not limited to: stealing from the school district, improperly handling money or financial transaction, falsification of time sheets, abuse and/or fraudulent use of sick leave, deliberate insubordination.

TRAINING

In addition to this Handbook, training and information may be shared periodically. Online training modules will also be required annually in order to comply with State and insurance requirements.

PROGRESSIVE EMPLOYEE DISCIPLINE

Disciplinary actions by the District may include the following three steps:

Step 1 – Oral Warning

Step 2 – Written reprimand

Step 3 – Suspension without pay, or discharge/termination

The extent of any disciplinary action, and the step upon which it enters the progressive discipline process, will be proportionate as determined by the District to the seriousness of the infraction and past infractions, and any step may be skipped in the discretion of the District in order to effectively and efficiently address misconduct.

COMMUNICATION

The District has an email system that is essential for communication between employees. All employees are expected to utilize the District email communication system as prescribed by their supervisor and to stay apprised of department and District information. This means all employees should check their email (minimally) daily during the work week, in the event of communications from their supervisor or the school district.

EMPLOYEE FITNESS TESTING / RETURN TO WORK

Prior to beginning duty, new employees will be required to complete and pass an essential functions test to determine if the assigned job functions of lifting, twisting, bending and other physical requirements of the job can be met on a daily basis. Employment is conditional upon successfully passing the test.

Employees returning to work following extended medical leave must present the Fitness for Duty Certification to Human Resources prior to returning to work.

The District reserves the right to request additional essential functions tests or other assessments as needed within its discretion.

POSTING OF VACANCIES

Openings will be posted on the Joplin Schools website at <https://joplin.tedk12.com/hire/index.aspx>. Employees must complete an online application at this location. Employees who wish to relocate (transfer) must be in good standing for at least a period of one year (no oral / no written warnings) in their current location before they will be considered eligible to relocate (transfer). Employees who have applied will be notified of the outcome.

SINGLE-FUNDING CERTIFICATION

Employees are paid solely with Federal funds and should be available for audit and review during the monitoring visit by a staff member of Missouri Department of Elementary and Secondary Education (DESE).

OMB Circular A-87, dated May 17, 1995 states, "where employees are expected to work solely on a single Federal award...their salaries and wages will be supported by periodic certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee."

GRIEVANCE PROCEDURE

A "grievance" is a formal written complaint by any employee. Any employee who wishes to file a grievance must do so under Board Policy GBM - Staff Grievances.

PROFESSIONAL STANDARDS

USDA has established minimum professional standards requirements for all school nutrition professional 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; and

- 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/>

Training Standards for All School Nutrition Program Employee

All Directors	Each year, 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	Each year, at least 10 hours of annual continuing education/training.
All Other Staff Works 20 or more per week	Each year, at least 6 hours of annual continuing education/training.
Part-Time Staff works < 20 per week	Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.

SAFETY

SafeSchools Training: Joplin Schools provides online Guidelines and Training on our website. Areas of concern are covered very well in the “Environmental Section” of the training website. There are separate lessons under each of the following titles appropriate for the Child Nutrition Department:

1. FERPA: Confidentiality of Records
2. Sexual Misconduct Staff to Student
3. Youth Suicide—Awareness and Prevention
4. Discrimination Awareness in the Workplace
5. Child Abuse—Mandatory Reporting
6. Health Emergencies: Life-Threatening Allergies
7. DESE—Civil Rights
8. Bloodborne Pathogen Exposure Prevention
9. Back Injury and Lifting

Food Safety Training: Hazard Analysis Critical Control Points (HACCP)

The purpose of our Standard Operating Procedures (SOP) is to safeguard public health and provide to customers food that is safe, unadulterated, and honestly presented. A copy of the SOP is located in the supervisor’s office.

School Violence:

Incidents or threats of school violence should be reported. These include, but not limited to, bullying, assault, threats, sexual misconduct, weapons, and self-harming behavior. Reporting is anonymous and may be done in the following ways:

1. Call: Courage2Report Missouri 1-866-748-7047, toll-free
2. Online: Fill out a form – 24/7/365 @ <https://www.p3campus.com/tipform.aspx?ID=5250#>
3. Download: the free App from the home page or call the toll-free number
4. Report situation to Building Supervisor.

DISTRICT EMPLOYEE INJURY PREVENTION AND MANAGEMENT PLAN

https://www.joplinschools.org/UserFiles/Servers/Server_153000/File/District/Staff/Staff%20Handbooks/District%20School%20Employee%20Injury%20Prevention%20and%20Management%20Manual%20%20Handbook%20June%202021.pdf

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. Joplin Schools is committed to maintaining a safe environment to protect the health, safety and welfare of students.

Any District employee who has reasonable belief that a student may be at risk of suicide, will immediately take the following steps.

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT (Crisis Response Team) member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

BOARD OF EDUCATION (BOE) POLICIES

TO SEE A FULL LISTING OF JOPLIN SCHOOLS BOARD POLICIES AND PROCEDURES, PLEASE GO TO THE DISTRICT WEBSITE AT:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

FINGERPRINTS – BACKGROUND CHECK

IMPORTANT: Please see entire policy GBCC at:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEBC&Sch=236&S=236&C=G&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

STAFF CONDUCT - Policy GBCB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, and administrative procedures, other directions given by District administrators, and State and Federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the District and all patrons of the District.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the District in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by District administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, District procedures, and the employee's supervisor.
9. Immediately report any dangerous situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.

14. All staff members should be neat, clean, and dress in a professional manner that will not detract from the educational environment. All staff members will dress appropriately for their position and in compliance with stated guidelines provided by their supervisor and/or through employee training. Body piercings, other than in ears, should not be worn when performing one's duty as an employee in the Joplin Schools. Acceptable earrings do not include gauge or plug style earrings. Employees with tattoos shall cover the tattoo with clothing or by other appropriate means.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees and agents of the District may not engage in political activities (promoting, advocating or opposing any issue or candidate) while engaged in the performance of their District duties, whether during or outside of regular school hours. Except as otherwise provided by law, employees or other persons may not distribute political literature on school property.

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. Employees of the District are expected to conduct themselves in a just and courteous manner with coworkers, pupils, parents/guardians, staff members and all others visiting the school district. Employees are expected to conduct themselves in a professional manner of dress; general behavior and actions bringing credit to their school and community.

IMPORTANT: Please see the entire policy GBCB at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

**PROHIBITION AGAINST DISCRIMINATION,
HARASSMENT AND RETALIATION** - Policy AC

The Joplin Schools Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. Joplin Schools is an equal opportunity employer.

IMPORTANT: Please see the entire policy AC at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

STAFF GRIEVANCES - Policy GBM

Joplin Schools is interested in employee concerns and ideas for improving the District. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion. Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all District employees to cooperate in the grievance process.

If more than one (1) District grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

IMPORTANT: Please see the entire policy GBM at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

SUPPORT STAFF LEAVES AND ABSENCES - Policy GDBDA

Consistent staffing is important to the learning environment and District operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide the District verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance

with law, the District may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave under Board policy or law.
- The absence results in the employee exceeding the amount of leave granted by the Board.
- The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
- The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
- The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
- The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
- The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

The superintendent or designee will address any apparent abuse of leave and generally advise the Board of actions taken.

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the district, the district will assume that the employee has voluntarily resigned from his or her position with the district. If the employee still does not contact the district, the district will assume that the employee has resigned and will consider the position vacant.

The district may share with potential employers seeking information about a former employee the fact that the employee failed to contact the district or resign.

Sick Leave – Absences may be charged against Sick Leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, incapacity or death of a member of the *immediate family*. The Board defines "*immediate family*" to include:
 - *The employee's spouse*
 - *The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings, and any other family member residing with the employee*
 - *Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver*
- c. Illness, injury, incapacity or death of other relatives, with permission granted by the director of human resources.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Personal Leave – A maximum of two days of Personal Leave will be available per school year. Unused personal leave days carry over as sick leave.

Absences may be charged against Personal Leave for the following reasons.

- a. Tax investigation
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral
- d. Observance of a religious holiday

- e. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday, or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy, or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the director of human resources.

Bereavement Leave – The District will grant up to three work days for the bereavement leave to grieve the death of a member of their immediate family as defined in this policy, with approval of the employee’s immediate supervisor. If additional time off is needed, employees may use accumulated sick leave and/or personal days to grieve the death of a member of their immediate family, as defined in this policy, with approval of the employee’s immediate supervisor.

IMPORTANT: Please see the entire policy GDBDA at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

FISCAL RESPONSIBILITY – Policy DA

The Board acknowledges its fiduciary responsibility for funds received by the district. Board members, staff and others who have a business relationship with Joplin Schools will act with integrity, diligence and professionalism in matters involving employees, consultants, vendors, contractors or any other parties who have a business relationship with the district.

Fraud Prevention

For the purpose of this policy, fraud (or fraudulent act or activity) is the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Fraudulent activity includes misappropriation and other fiscal irregularities, examples of which include, but are not limited to:

1. Any dishonest or fraudulent act.
2. Misappropriation of funds, supplies or other assets.
3. Impropriety in the handling or reporting of money or financial transactions.
4. Profiteering as a result of insider knowledge of district activities.
5. Violation of applicable conflict of interest policies.
6. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district except as allowed in the applicable conflict of interest policy.
7. Destruction, removal or inappropriate use of records, furniture, fixtures or equipment.
8. Any similar or related irregularity.

Reporting Suspected Fraud

Any person who has reasonable cause to suspect fraud should report that suspicion to the superintendent immediately. Employees or district volunteers who have reasonable cause to suspect fraud are required to report it and may be disciplined or dismissed for not doing so.

The superintendent may designate another administrator to receive such reports. If the allegation of fraud involves the superintendent or the designated administrator, the report should be made to the Board president. Reports will be kept confidential to the extent allowed by law. The person filing the report must not contact the suspected individual in an effort to determine facts or demand restitution and must not discuss the case, facts, suspicions or allegation with anyone until the investigation is complete unless specifically authorized to do so.

Investigating Suspected Fraud

The superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy and the authority to delegate that responsibility to another appropriate entity. During an investigation, the superintendent or designee will have access to all district records pertinent to the investigation and the authority to examine, copy or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises without the prior knowledge or consent of any individual who might use or have custody of any such items. The superintendent or designee will maintain a record of any property or files removed. No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify any record or document with the intent to impede, obstruct or influence an investigation.

If the investigation substantiates allegations that fraudulent activities have occurred, the superintendent or designee will issue reports to the Board of Education and any personnel deemed appropriate by the superintendent or designee. After consultation with the superintendent and legal counsel, the Board will decide whether to prosecute or refer the investigation results to appropriate law enforcement.

If the superintendent is the subject of the investigation, the Board president will designate an appropriate person to conduct the investigation.

Prohibited Activity

Employees who violate any portion of this policy are subject to discipline, including termination and referral for prosecution when appropriate.

No Board member or employee of the district will take adverse employment action against any individual who, in good faith, reports suspected fraud in accordance with this policy. No Board member or employee of the district will retaliate against any individual for providing truthful information to law enforcement in conjunction with an investigation regarding alleged financial misconduct.

Students who, in good faith, report suspected fraud or financial misconduct will not be disciplined or penalized for making such a report. Staff members who receive such a report are obligated to notify the superintendent or designee.

IMPORTANT: Please see the entire policy DA at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

TOBACCO-FREE DISTRICT - Policy AH

To promote the health and safety of all students and staff and to promote the cleanliness of District property, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus. This prohibition extends to all facilities the District owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with District policies and procedures.

IMPORTANT Please see the entire policy AH at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

HAZARDOUS MATERIALS - Policy EBAB

To promote the health and safety of the students, staff and patrons of the District, and to ensure that hazardous materials are handled appropriately, the Joplin Schools Board of Education directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the District.

The Board directs District staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district. In addition, District employees shall follow the procedures developed by the

administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all Local, State and Federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed in a State approved facility or landfill.

Emergency Plans

The superintendent or designee will include in District emergency plans appropriate responses and evacuation plans for situations where hazardous materials threaten the health or safety of persons on District property or when hazardous materials on District property threaten the health or safety of people in the surrounding area.

IMPORTANT: Please see the entire policy EBAB at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

WORKERS' COMPENSATION - Policy EBEA and GBEA

Pursuant to State law, an employee of Joplin Schools who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

Reporting

An employee must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the District's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

The District does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the District will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The District may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of District-designated providers will be available to employees upon request. If a medical provider has been designated by the District and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the District or obey rules adopted by the District for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the District's Drug-Free Workplace policy or any other District policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

IMPORTANT: Please see entire policies for EBEA and GBEA at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

STAFF / STUDENT RELATIONS - Policy GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the District.

Although this policy applies to the relationships between staff members and District students, staff members who inappropriately interact with any child may be disciplined or terminated when the District determines such action is necessary to protect students.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student, should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy (AC) will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the District's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the District's discrimination and harassment policy (AC) to the District's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The District will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

IMPORTANT: Please see entire policy GBH at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

PERSONNEL RECORDS - Policy GBL

It is the intent of the Board of Education to maintain complete and current personnel files for all District employees. Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records the District determines are necessary to effectively manage the employment relationship and verify compliance with relevant State and Federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals.

Confidentiality

The District creates and maintains personnel records for District purposes, and in general personnel records will only be available to District employees or independent contractors who are authorized by the District to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, the District will provide access to personnel records to the District's legal counsel, to State and Federal agencies with appropriate authority, and in situations where the record is used to defend the District in a legal or administrative action.

Storage

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the District have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

IMPORTANT: Please see entire policy GBL at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

STAFF USE OF COMMUNICATIONS (and DEVICES) - Policy GBCC

The Joplin Schools encourages District employees to use technology, including communication devices, to improve efficiency and safety. The District expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate District policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the District's policy on student-staff relations.

General Use

The District prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with District

operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the District.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the District, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving District-provided commercial motor vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for District use in a District activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The District will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The District may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off District property. Use of a District-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in District-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect District-provided communication devices from damage or theft and must report any such incidents immediately. The District may require employees to reimburse the District for any damage or theft that was the result of the employee's negligence. Users of District-provided communication devices must abide by any use limitations included in the District's service contract.

Personal Use of District-Provided Communication Devices

Personal use of District-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the District for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

IMPORTANT: Please see entire policy GBCC at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&C=C=Y

Disclaimer: District and BOE policy supersedes Department Handbook Confidentiality Expectations – BOE Policy

Future copies of this Handbook will be updated on Joplin Schools Food Service home page. http://www.joplinschools.org/departments/food_service

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APPENDIX

- **JOB DESCRIPTIONS FOR EACH POSITION WITHIN THE DEPARTMENT**
- **SCHOOL CALENDAR and WORK CALENDARS**
- **UNIFORM POLICY**
- **#1 - SICK LEAVE & CALL IN POLICY**
- **#2 - FOOD NOT LEAVE THE KITCHEN**
- **#3 - ALA CARTE FOODS**
- **#4 - CASH HANDLING PROCEDURE**
- **EMPLOYEE RIGHT AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**
- **REQUEST FOR PERSONAL LEAVE FORM**
- **JURY DUTY FORM**
- **GRIEVANCE FORM**
- **AGREEMENT TO REPORT TO THE PERSON IN CHARGE**
- **SIGNATURE PAGE** (indicates you have received a copy of the Handbook)
- **EVALUATION INSTRUMENT**
- **INCIDENT/ACCIDENT FORM—Employee Sector / WORKMAN'S COMPENSATION REPORTING FORM** Or go to http://www.joplinschools.org/UserFiles/Servers/Server_153000/File/District/Staff/Employee%20Work%20Comp.pdf

**Joplin Schools
Nutrition Services
Director of Child Nutrition Services
Job Description**

Position Title: Director of Nutrition Services Program
Salary Schedule: By Contract
Department: Nutrition Services Program
Reports To: Assistant Superintendent of Support Services

SUMMARY: Direct the district's Nutrition Services Program in conformance with Local, State and Federal regulations and requirements including public health and safety. Plan, organize, and direct the operations of the Nutrition Services Program including meal planning, facilities planning, personnel management, resource allocation, financial management, organization and implementation of nutrition programs. Exhibit positive leadership of the District's Nutrition Services Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

- Develop and administer a District-wide Nutrition Services program, including program planning, implementation and evaluation
- Manage employee bids on open positions in the area of Nutrition Services Program
- Be involved in the interview and hiring process for Nutrition Services Office Staff
- Annually update the Food Service Managers Book
- Conduct inspections of each school District facility on a monthly basis
- Oversee the corrective and preventive maintenance programs for the District's physical kitchens
- Coordinate the procurement of food and supplies funded by the Nutrition Services budget
- Supervise the development and the administration of Nutrition Services Program
- Supervise, evaluate and direct the work of all Nutrition Services Supervisors
- Interpret school rules and regulations
- Supervise the staffing of Nutrition Services personnel
- Direct the evaluation of Nutrition Services personnel and programs
- Relate Capital Project needs and Nutrition Services operating needs in the preparation of the budget
- Administer the department's approved budget
- Develop and administer a District-wide Nutrition Services Program, including program planning, implementation and evaluation to meet all requirements of the daily instructional program
- Oversee the inspection, maintenance and repair of school kitchens
- Oversee the scheduling and work assignments of special events
- Investigate requests and complaints relating to Nutrition Services and respond or make recommendations to the school principal or the Assistant Superintendent for Support Services
- Oversee the development of substitute training programs
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Nutrition Services
- On call at all times for security, freezer and refrigerator alarms

SUPERVISORY RESPONSIBILITIES: Child Nutrition Service Program

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess competence in microcomputer operations including word processing, spreadsheets, relational databases and presentation software.

EDUCATION and/or EXPERIENCE:

- College diploma (Registered Dietitian) or equivalent technical training helpful but not required
- Minimum of seven years' experience in the food service operation with at least five years in a supervisory position
- Knowledge of Free and Reduced Regulation
- Knowledge to operate a point of sales software system
- Knowledge of warehousing
- Such alternative to the above qualifications as the Board may find acceptable

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquires or complaints from patrons, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to Add, Subtract, Multiply and Divide. Ability to work with mathematical concepts as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: SNA Certified, or SNA Credential's.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff, and the community. Ability to perform duties with awareness of all District requirements and Board of Education Policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. Specific vision abilities required by this job include close vision, distance vision and depth perception.

The employee must occasionally lift and/or move up to 75 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin Schools
Nutrition Services
Assistant Director / Operation
Job Description**

Position Title: Assistant Director of Nutrition Services / Operation
Compensation: Salaried/Exempt
Department: Nutrition Services Program

SUMMARY: Assist Director of Nutrition Services Program in conformance with Local, State and Federal regulations and requirements including public health and safety. Assist with menu planning, facilities planning, resource allocation, and organization and implementation of nutrition programs. Exhibit positive leadership of the District's Nutrition Services Program.

GENERAL EXPECTATIONS:

- Support the mission of Joplin Schools
- Support the value of education
- Comply with the privacy rights of students
- Safeguard confidential and/or sensitive information
- Communicate effectively with all the members of the school district and community
- Provide excellence in customer service both internally and externally
- React to change productively
- Keep abreast of new information, innovative ideas and techniques
- Maintain accurate records and filing systems for accountability and audit purposes
- Ensure that all activities conform to District and State guidelines

SUPERVISORY RESPONSIBILITIES: Assist in supervision of kitchen (site) managers and participate in performance management for staff.

REPORTS TO: Director of Nutrition Services Program

ATTENDANCE: Regular and consistent attendance is an essential function of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be involved in the interview and hiring process for Nutrition Services Personnel
- Conduct inspections of each school district facility on a monthly basis
- Utilize government commodities according to Federal guidelines when planning menus
- Assist with the procurement of food and supplies funded by the Nutrition Services budget
- Insure menus meet the Federal government nutrition standards
- Assist in the implementation of the money collection and cash handling procedures for the Nutrition Services Program
- Assist with accurate preparation and timely filing of all reports, records, and documentation required for the Nutrition Services Program
- Assist with the inspection, maintenance, and repair of school kitchens
- Assist in training of Nutrition Services Personnel in Standardized Recipes, Product Record, Point of Sale Software, and Inventory Control Software
- Oversee the development of substitute training programs
- Assist in the processing of the Free and Reduced Application
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Nutrition Services
- Oversee vending/competitive food sales to ensure compliance with District, State and Federal policies
- Carry out all other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess competence in microcomputer operations including; word processing, spreadsheets, relational databases and presentation software.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in related area preferred. Equivalent technical training considered
- Knowledge of Dietetic/Nutritional Standards of PK-12th grade preferred
- Knowledge of Standardized recipes preferred
- ServSafe certified preferred
- Knowledge of Free and Reduced regulation preferred
- Knowledge of operating a Point of Sales software system preferred
- Knowledge of operating an Inventory Control software system preferred
- Seven years of experience in Food Service operation with at least five years in a supervisory position preferred
- Any such combination of education and experience as the Board may find acceptable

CERTIFICATES, LICENSES, REGISTRATIONS: SNA Certified, or SNA Credentials preferred

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 75 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to Add, Subtract, Multiply, and Divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education Policies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally

work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin Schools
Nutrition Services
Assistant Director / Registered Dietitian
Job Description**

Position Title: Assistant Director of Nutrition Services / Registered Dietitian
Compensation: Salaried/Exempt
Department: Nutrition Services Program

SUMMARY: Assist Director of Nutrition Services Program in conformance with Local, State and Federal Regulations and requirements including public health and safety. Assist with menu planning, facilities planning, resource allocation, and organization and implementation of nutrition programs. Exhibits positive leadership of the District's Nutrition Services Program.

GENERAL EXPECTATIONS:

- Play a significant role in menu planning
- Support the mission of Joplin Schools
- Support the value of education
- Comply with the privacy rights of students
- Safeguard confidential and/or sensitive information
- Communicates effectively with all the members of the school district and community
- Provide excellence in customer service both internally and externally
- React to change productively
- Keep abreast of new information, innovative ideas and techniques
- Maintain accurate records and filing systems for accountability and audit purposes
- Maintain discretion with confidential information
- Ensure that all activities conform to District and State guidelines

SUPERVISORY RESPONSIBILITIES: Assist in supervision of kitchen (site) managers and participate in performance management for staff

REPORTS TO: Director of Nutrition Services Program

ATTENDANCE: Regular and consistent attendance is an essential function of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Play a significant role in menu planning
- Ensure menus meet the Federal government nutrition standards
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Nutrition Services
- Assist in training of Nutrition Services personnel in standardized recipes, product record, **Point Of Sale** software, and inventory control software
- Conduct pre-cost analysis
- Oversee vending/competitive food sales to ensure compliance with District, State and Federal policies
- Play a significant role in the management of the item nutritional data base
- Assist in the processing of the Free and Reduced Applications, and play a significant role in the verification process
- Be involved in the interview and hiring process for Nutrition Services personnel
- Conduct inspections of each school district facility on a monthly basis
- Utilize government commodities according to Federal guidelines when planning menus
- Assist with the procurement of food and supplies funded by the Nutrition Services budget
- Assist in the implementation of the money collection and cash handling procedures for the Nutrition Services Program

- Assist with accurate preparation and timely filing of all reports, records, and documentation required for the Nutrition Services Program
- Assist with the inspection, maintenance, and repair of school kitchens
- Assist in staff and substitute training program.
- Maintain discretion with confidential information
- Use website and social media to promote the Nutrition Services Department
- Carry out all other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess competence in microcomputer operations including; word processing, spreadsheets, relational databases and presentation software.

EDUCATION and/or EXPERIENCE:

- Registered Dietitian Certified
- Bachelor's Degree in related area preferred. Equivalent technical training considered
- Knowledge of Dietetic/Nutritional Standards of PK-12th grade preferred
- Knowledge of Standardized recipes preferred
- ServSafe certified preferred
- Knowledge of Free and Reduced regulation preferred
- Knowledge of operating a Point of Sales software system preferred
- Knowledge of operating an Inventory Control software system preferred
- Seven years' experience in Food Service operation with at least five years in a supervisory position preferred
- Any such combination of education and experience as the Board may find acceptable

CERTIFICATES, LICENSES, REGISTRATIONS: Registered Dietitian Certified (required), SNA Certified, or SNA Credentials preferred

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 75 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education Policies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin School
Nutrition Service
Supervisor of Warehouse Shipping and Receiving
Job Description**

Position Title: Supervisor of Warehouse Shipping and Receiving
Salary Schedule: Salaried/Exempt
Department: Nutrition Services

SUMMARY: Manage the District warehouse: shipping and receiving of supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned
Must be proficient in EXCEL. Inventory control manager. Evaluate orders, evaluate inventory needed and perform various warehouse tasks such as operating equipment (pallet stacker, pallet jacks, etc.), receive orders, pick orders, deliver supplies and inventory all items such as dry, frozen and refrigerated supplies. Maintain stock in a neat, clean and orderly fashion in all areas (dry storage, cooler, and freezers). Maintain all safety and code requirements of the state, Local and Board of Education guidelines.

SUPERVISORY RESPONSIBILITIES:

- Inventory Control
- Prepare, publish, and evaluate bids
- Order food and supplies needed for the District Food Service operation
- Shipping and Receiving of all products at Joplin Schools Food Service Warehouse
- Management of delivery routes
- Management of warehouse personnel

REPORTS TO: Director of Nutrition Services Program, Assistant Directors of Nutrition Services

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor of Science degree preferred or 5 years of management experience
- Associate degree or 8 – 10 years of experience

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Class E (Chauffer) license with good driving record

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 160 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to pass a District written and physical test. Have the ability to establish and maintain effective working relationships with students, staff, and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education policies

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally with others. The employee may occasionally be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin School District
Nutrition Services
Administrative Assistant / Accounts Payable
Job Description**

Position Title: Administrative Assistant to the Director, Nutrition Services Program
Accounts Payable

Salary Schedule: Clerical Salary Schedule – 26-12

Department: Nutrition Services Program

SUMMARY: Assist Director of Nutrition Services Program in conformance with Local, State and Federal regulations and requirements including public health and safety. Responsible for Accounts Payable, Free and Reduced Application processing, verifying Child Nutrition staff timesheets with attendance logs, and preparation of monthly menus. Exhibits positive leadership of the District's Nutrition Services Program.

GENERAL EXPECTATIONS:

- Support the mission of Joplin Schools
- Support the value of education
- Comply with the privacy rights of students
- Safeguard confidential and/or sensitive information
- Communicate effectively with all the members of the school district and community
- Provide excellence in customer service both internally and externally
- React to change productively
- Keep abreast of new information, innovative ideas and techniques
- Maintain accurate records and filing systems for accountability and audit purposes
- Maintain discretion with confidential information
- Ensure that all activities conform to District and State guidelines

SUPERVISORY RESPONSIBILITIES: None

REPORTS TO: Director of Nutrition Services Program, Assistant Directors of Nutrition Services

ATTENDANCE: Regular and consistent attendance is an essential function of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Greet visitors in a friendly manner
- Answer phone calls and direct to proper offices as requested
- Process and file paperwork on Nutrition Services personnel (F50 and F51)
- Process the Free and Reduced Applications
- Send Letters of Notification of Free, Reduced, and Denied Eligibility
- Process and file all invoices for Accounts Payable within the Nutrition Services Program
- Assist with the procurement of food and supplies funded by the Nutrition Services budget
- Prepare monthly menus for all schools and post them to the District's website
- Assist in the implementation of money collection and cash handling procedures for the Nutrition Services Program
- Receive and post payment for student meals
- Assist parents transferring money between children and/or accounts

- Reconcile daily deposits made for the Nutrition Services Program
- Order deposit books and security bags for schools' daily bank deposits
- Assist with accurate preparation and timely filing of all reports, records, and documentation required for the Nutrition Services Program
- Oversee the Nutrition Services requests for repair work to be completed in our facilities
- Assist in training of Nutrition Services personnel in **Point Of Sale** software
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Nutrition Services
- Gather sizes and order uniform shirts for existing Nutrition Services Staff annually as well as ordering throughout the school year as new staff members are hired
- Receive and file current Single Funding forms on all Nutrition employees
- Monitor and edit timesheets daily for approximately 100 Nutrition Employees
- Receive, sort, and distribute daily inter-school and U.S. mail
- Submit requisitions to Human Resources for open positions within the Nutrition Department
- Request maintenance and supplies for copy machine when necessary
- Process and file paperwork for Child Nutrition Services Personnel (F50, and F51)
- Assist in the processing of the Free and Reduced Application
- Notification of Free, Reduced and Denied Eligibility
- Process and file all invoices for Accounts Payable within the Nutrition Services Program
- Assist with the procurement of food and supplies funded by the Nutrition Services budget
- Prepare monthly menus and post them to the District's website
- Assist in the implementation of money collection and cash handling procedures for the Nutrition Services Program
- Reconcile daily deposits made for the Nutrition Services Program
- Assist with accurate preparation and timely filing of all reports, records, and documentation required for the Nutrition Services Program
- Oversees the Nutrition Services requests for work to be completed in our facilities
- Assist in training of Nutrition Services Personnel in Point of Sale Software
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the area of Nutrition Services

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess competence in microcomputer operations including word processing, spreadsheets, relational databases, and presentation software.

EDUCATION and/or EXPERIENCE:

- College diploma or equivalent technical training helpful, but not required
- Minimum of five years' experience in Accounts Payable
- Knowledge of Free and Reduced Regulations
- Knowledge of operating a Point of Sales software system
- Such alternative of the above qualifications as the Board may find acceptable

CERTIFICATES, LICENSES, REGISTRATIONS: SNA Certified or SNA Credentials

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education Policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to reform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 50 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin Schools
Nutrition Services
Manager
Job Description**

Position: Nutrition Services Manager
Term: 9 Months
Classification: Classified/Non-exempt
Location: District-wide

QUALIFICATIONS: ServSafe Certificate; previous experience with computer (PrimeroEdge, Excel, e-mail, etc.); inventory management grocery ordering and receiving, managing people; cafeteria styled food preparation; serving; clean up; and other miscellaneous duties as may arise or be directed.

SUPERVISORY: Yes

REPORTS TO: Assistant Director of Nutrition Services / Operations; Director of Nutrition Services

The individual in this position assists in the preparation and service of quality food to students in a quick and pleasant manner.

GENERAL EXPECTATIONS:

- Support the mission of Joplin Schools
- Support the value of education
- Comply with the privacy rights of students.
- Safeguard confidential and/or sensitive information
- Communicate effectively with all the members of the school district and community
- Provide excellence in customer service both internally and externally
- React to change productively. Keep abreast of new information, innovative ideas and techniques
- Maintain accurate records and filing systems for accountability and audit purposes
- Ensure that all activities conform to District, state, or Federal guidelines

ESSENTIAL FUNCTIONS:

- Daily management of student accounts
- In charge of receiving and depositing money.
- Grocery ordering
- Inventory control
- Follow production records
- Manage daily kitchen operations, ensuring required State and Local health and safety regulations are being met
- Attend monthly Managers meetings
- Plan the preparation of and prepares all food item.
- Assist with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met
- Report inferior quality of food or faulty equipment to the appropriate authority
- Prepare food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served
- Record all food requisitions from the storeroom
- Set up and break down of serving lines (salad bar, hot food, ala carte, etc.)
- Operate oven, pressure steamer, steam jacket kettle, tilting skillet (braising pan), range, slicer, chopper, mixer, dish machine, and other food preparation and clean up equipment
- Collect funds from meal participants
- Count funds, makes change, and complete related reports
- Deposit funds to account
- Carry out all other duties as assigned

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 75 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin Schools
Nutrition Services
Nutrition Services Helper
Job Description**

Position: Nutrition Services Helper
Term: Full-Time and Part-time / 9 Months
Classification: Classified/Non-exempt
Location: To Be Decided

QUALIFICATIONS: High school diploma, or equivalent; previous experience with large scale production, preferred; Completion of, or participate in, State, Department of Education, or School Nutrition Services statewide training program or equivalent preferred

SUPERVISORY: No

REPORTS TO: Nutrition Services Manager

The Nutrition Services Helper assists in the preparation and service of quality food to students in a quick and pleasant manner and assists in the collection of funds for meals to deposit.

GENERAL EXPECTATIONS:

- Support the mission of Joplin Schools
- Support the value of education
- Comply with the privacy rights of students
- Safeguard confidential and/or sensitive information
- Communicate effectively with all the members of the school district and community
- Provide excellence in customer service both internally and externally
- React to change productively
- Keep abreast of new information, innovative ideas and technique
- Maintain accurate records and filing systems for accountability and audit purposes
- Ensure that all activities conform to District, State, or Federal guidelines

ESSENTIAL FUNCTIONS:

- Plan the preparation of and prepares all food items
- Assist with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met
- Report inferior quality of food or faulty equipment to the appropriate authority
- Prepare food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served
- Record all food requisitions from the storeroom
- Set up and break down of serving lines (salad bar, hot food, ala carte, etc.)
- Operate ovens, pressure steamer, steam jacket kettle, tilting skillet (braising pan), range, slicer, chopper, mixer, dish machine, and other food preparation and clean up equipment
- Collect funds from meal participants
- Count funds, makes change, completes related reports
- Deposits funds to account
- Carry out all other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools,

or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator, computer, or cash register.

The employee must occasionally lift and/or move up to 75 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

**Joplin School District
Nutrition Services
Warehouseman
Job Description**

Position Title: Warehouse / Delivery
Salary Schedule: Classified/Non-exempt
Department: Nutrition Services

SUMMARY: Perform general labor inside and outside of the warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Perform various warehouse tasks such operating equipment, receiving orders, picking orders, delivering supplies and inventorying all items such as mail, custodial supplies, computer department supplies, and Food Service supplies. Maintain stock in a neat, clean and orderly fashion in all areas (dry storage, cooler, and freezers). Maintain all safety and code requirements of the state, Local and Board of Education guidelines. Other duties may be assigned.

SUPERVISORY: No

REPORTS TO: Supervisor of Warehouse Shipping and Receiving

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED)

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Class E (Chauffer) license with good driving record

OTHER SKILLS and ABILITIES: Ability to pass a District written and physical test. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must pass a random drug screening. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to walk and talk and hear. The employee frequently is required to stand and/or sit. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently is required to use fingers, tools, or controls. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a calculator or computer.

The employee must occasionally lift and/or move up to 160 pounds safely. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and depth perception.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community. Have the ability to effectively present information to top management, public groups, employee groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide. Have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with staff and the community. Have the ability to perform duties with awareness of all District requirements and Board of Education Policies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, sprays, and non-household dust. The employee must be able to meet deadlines with server time constraints. Frequently the employee will work alone and occasionally with others. The employee may be asked to work irregular or extended hours. The noise level in the work environment is usually moderate. The employee may occasionally work in a loud area.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

****** Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position perform additional duties and additional duties may be assigned.

Joplin Schools 2021-2022 Calendar



EVERY FRIDAY IS EAGLE PRIDE DAY!

JULY 2021						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021							(7)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

SEPTEMBER 2021							(21)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

OCTOBER 2021							(20)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

NOVEMBER 2021							(18)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

DECEMBER 2021							(13)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	

JANUARY 2022							(19)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

FEBRUARY 2022							(18)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

MARCH 2022							(17)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

APRIL 2022							(20)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MAY 2022							(17)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

JUNE 2022							(17)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

August 16-17	TOPS - 1st Year Teachers
August 18-20	Teacher Professional Development
August 23	First Day of School
September 6	Labor Day - Holiday
October 15	End of 1st Quarter
October 20-21	Parent Teacher Conferences
October 22	No School
October 29	1/2 Day for Students/Teachers
November 1	No School - Teacher Professional Development
November 24-26	Thanksgiving - Holiday
December 17	End of First Semester, 1/2 Day for Students/Teachers
Dec. 20-31	Christmas Break
January 3	No School - Teacher Professional Development
January 4	Classes Resume - 1st Day of Second Semester
January 17	MLK Holiday - No School (Teacher PD)
February 11	1/2 Day for Students/Teachers
February 14	No School
February 21	No School - Teacher Professional Development
March 11	End of 3rd Quarter
March 16-17	Parent Teacher Conferences
March 18	No School
March 21-25	Spring Break
April 15	Good Friday - Holiday
May 24	Last Day of School (no snow days)
May 30	Memorial Day - Holiday
June 2	Last Day of School (including 6 snow days)

- 🍷 TOPS - 1st year teachers
- 🕒 **Early Dismissal Days for Students:**
7:45 a.m. - 11:45 a.m. Elementary
8:30 a.m. - 12:30 p.m. Secondary

- 🟡 **No School - Teacher Professional Dev.**
- 🟠 **No School - Holiday**
- 🕒 **End of Quarter/Semester**
- ❄️ **Make-Up Snow Day**

- ★ **Parent Teacher Conferences:**
Elementary Schools:
Wed./Thurs. 3:00-6:30 p.m.
Secondary Schools:
Wed./Thurs. 4:00-7:30 p.m.

170 ATTENDANCE DAYS IN 2021-22 SCHOOL YEAR

SCHOOL HOURS	Elementary: 7:45 a.m. - 2:55 p.m. Secondary: 8:30 a.m. - 3:40 p.m.
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NUTRITION SERVICES UNIFORM STANDARDS AND GROOMING

Joplin Schools commitment to excellence requires standards of personal grooming from staff that are consistent within the department and which meets health codes requirements. Each employee is a representative of the District and is expected to present a professional image to students, staff, and patrons of the District.

UNIFORM STANDARDS AND GROOMING (Uniform Policy)

- All employees must wear clean uniforms daily. Employees are expected to bathe daily and practice good personal hygiene.
- Joplin Schools polo shirts are to be worn by all employees.
- Uniform pants should consist of only four colors: black, navy, gray, or khaki. Scrub pants are acceptable. Avoid fabrics that are clingy, thin, or transparent. Uniform skirts are acceptable as long as they are below the knee. **No leggings, no fleece, no shorts or skorts, no yoga pants, no bicycle pants, no cargo pants, no capris, or spandex type material. Ripped or holey jeans are NOT acceptable.**
- Jeans may be worn on Fridays (or the last working day of the week). Food service related or school spirit tee shirts may be worn on Fridays. Tank tops are not permitted.
- All clothing attire must be laundered, free of wrinkles and stains, and odor free.
- Special event or promotional attire is permitted to coincide with school events (example—pajama day, crazy socks day, school spirit day, etc.)
- A department provided visor or hairnet is to be worn at all times. Hair is to be clean and neatly combed. All hair that reaches the collar and along the side of the face must be restrained. Hair spray is not an acceptable restraint. Hair that is shoulder length or longer must be up and restrained with a hairnet or a visor. Wigs and hairpieces will be treated as natural hair and shall comply with the above requirements.
- Leather or leather-type athletic shoe or duty shoe. Skid resistant soles are recommended. Mesh is not allowed. No high heels, no boots, no open-toed shoes, no open-back (sling style), no shoes that have cut-out patterns (including crocs). Shoes should be kept clean and in good repair. Socks should be worn.
- A “placed” employee may be reimbursed up to \$50 for appropriate work attire. Undergarments and/or socks are not reimbursable items.
- Underclothing--Employees should avoid printed fabrics or bold colors that can be seen through uniform fabric. Under clothing and socks are not reimbursable items.
- In addition to proper washing, hands need other regular care to ensure safety of food products. Keep fingernails short and clean. Employees may not wear nail polish or artificial/gel nails.
- Hands must be washed with soap and running water for 20 seconds before returning to work after using the toilet, coughing or sneezing (which should be covered), blowing your nose, touching your face or running your fingers through your hair, etc. Use paper towels for drying hands.
- Do not wear excessive jewelry, including bracelets. Wedding band/set, small earrings, and a watch are acceptable. No necklaces should be worn outside the collar. Small earrings are acceptable, while body piercing jewelry is not acceptable. Nose rings or studs, tongue rings, or eyebrow studs are not allowed.
- Visible tattoos should be professional/appropriate. Tattoos should not be sexual in nature, nor exhibit profanity of any kind according to Joplin Schools Board of Education Policy.
- Gum chewing while on duty is not allowed.
- ID badge should be worn at all times.
- A person with open boils, cuts, or burns should report this situation to the supervisor so appropriate action may be taken.

Uniform and grooming are important aspects of our customer service focus. Employees that do not meet the standards are subject to disciplinary actions and at a minimum, may be asked to return home. Time spent going home to change to appropriate clothing will be unpaid.

THE GOAL IS A PROFESSIONAL APPEARANCE!

NUTRITION SERVICES
WAREHOUSE UNIFORM STANDARDS

Joplin Schools commitment to excellence requires standards of personal grooming from staff that are consistent within the department and which meets health codes requirements. Each employee is a representative of the District and is expected to present a professional image to students, staff, and patrons of the District.

UNIFORM STANDARDS AND GROOMING (Uniform Policy)

- **Personal Hygiene** – All employees must wear clean uniforms daily. Employees are expected to bathe daily, practice good personal hygiene, and follow *Personal Hygiene Standard Operating Procedures*.
- **Shirts** – Four (4) shirts will be provided to every employee. School spirit shirts or shirts with a message regarding school meals or nutrition are acceptable on Fridays (or last working day of the week). Tank tops are not permitted.
- **Pants** – Uniform should consist of pants or hemmed shorts in good condition. Avoid fabrics that are thin or semi-transparent. Uniform skirts are acceptable as long as they are below the knee. **No leggings, no fleece, no shorts or skorts, no yoga pants, no bicycle pants, no cargo pants, no capris, or spandex type material. Ripped or holey jeans are *not* acceptable.**
- **Work Shoes** – Leather or leather-type athletic shoe or duty shoe. Work boots are also acceptable. No high heels, no open-toed shoes, no open-back (sling style), **no shoes that have cut-out patterns (including crocs)**. Shoes should be kept clean and in good repair. Socks should be worn.
- **Under Clothing** – Employees should avoid printed fabrics or bold colors that can be seen through uniform fabric. Under garments and/or socks are NOT reimbursable items.
- **ID Badge** –should be worn at all times.
- **Hats, Hair Nets or Visors** – Each employee shall wear a hair net or a visor at all times while working in the kitchen (does not include deliveries). Hats are allowed if clean and within District guidelines for content. Hair must be kept clean, and kept out of employee's eyes at all times. ***Extreme hairstyles or colors will not be tolerated***
- **Jewelry** – Wedding band, small earrings and a watch are acceptable. No bracelets, no necklaces should be worn outside the collar. No rings other than a wedding band should be worn. NO facial piercing.
- **Hands and Fingernails** – In addition to proper washing, hands need other regular care to ensure safety of our food. Keep fingernails short and clean. Employees may not wear artificial nails or nail polish.
- Visible **tattoos** should be professional/appropriate. Tattoos should not be sexual in nature, nor exhibit profanity of any kind according to Joplin Schools Board of Education Policy.

Uniform and grooming are important aspects of our customer service focus. Employees that do not meet the standards are subject to disciplinary actions and at a minimum, may be asked to return home. Time spent going home to change to appropriate clothing will be unpaid.

THE GOAL IS A PROFESSIONAL APPEARANCE!

**JOPLIN SCHOOLS
NUTRITION SERVICES
Policy and Procedure**

Policy and Procedure # 1 - Sick Leave Procedure

1. Any employee who is sick or cannot come to work for any reason is expected to verbally contact his/her supervisor one hour ahead of his/her work schedule. A phone call is expected.

Text messages, emails, or voice mails are not acceptable forms of communication for tardiness or absences. Failure to verbally contact the supervisor will result in a “no call, no show” and will be grounds for employee discipline.

2. Manager calls the Nutrition Services Office to report the illness and request a sub.

Manager must call the Nutrition Services Office daily to report the status of the employee’s illness by 1:15pm. In the event we do not hear from the employee, we will retain the sub. If you do not call, you could be subject to working without a substitute. **(If the employee has not contacted the manager by 1:15 and comes to work the next day, the regular employee can be sent home or to another location if the sub was retained).**

3. When an employee is ill more than one day, she/he must phone her/his immediate supervisor daily or give an expected date of return.

The following information is required at the Nutrition Services Office:

1. Who (Name of Employee or Family Member requiring employee’s absence)
2. What (Hours needed to cover this illness)
3. When (Times of employee absence)
4. Where (Building)
5. Why (Reason for absence).

Example: Dr. appointment, Personal Day, Sick—self or other

For doctor’s appointments the following information is required. “Short-hour” employees should make arrangement for doctor’s appointments *before or after* work.

1. Who (Name of Employee or Family Member)
2. When (Date of the appointment and approximate time)
3. What (Hours needed to cover this appointment—if any)
4. Why (With some discretion—private details are not required)

Policy and Procedure # 2 - Food will NOT leave the Kitchen!

Leftovers will be used in the kitchen. Food is not to be taken home or sold to employees. This includes produce and bread that is leftover around Thanksgiving, Christmas, Spring Break, and at the End of the Year

Policy and Procedure #3 - School Meal / Ala Carte Foods

In an effort to be consistent from school to school, we have established some guidelines for food consumed by employees. So that we can manage ala carte sales and protect our employees, *all sales of ala carte items will be run through the POS system.*

Every Nutrition Services employee of Joplin Schools shall be entitled to a school meal (at no charge) which consists of: entrée, vegetable, fruit and ½ pint milk.

Any other food items, which are sold to students at a higher rate, will be considered ala carte items and must be purchased at the higher rate by everyone--Students, Faculty, and Nutrition Services Employees. This includes bottled water.

Policy and Procedure #4 - Cash Handling Procedures

When handling envelopes—Elementary:

- A. Make sure the envelope is sealed.
- B. Name of child and the amount must be on the envelope.
- C. When the amount on the outside does not match, we communicate with the parent. After three times of parent non-compliance, the parents are added to a list at the Nutrition Services Office
- D. When handling without an envelope, create an envelope or use Cashier Log Sheet
- E. Save all envelopes for the current school year by date of deposit.
- F. Scan deposit slip and check(s) into the computer.
- G. When parents call in to complain that we are mishandling money, they are referred to talk with Director/Assistant Director at the Nutrition Services Office.

When handling checks—we *DO NOT* give back change.

When handling vending machine money:

- A. One person counts the money.
- B. Someone else calculates how much should be collected.
- C. Both parties sign off on the Vending Machine Recap Sheet.

Someone in each kitchen will make daily deposits if cash is collected or entered into the computer (usually the Manager). If the cash/check collected is less than \$5.00, you may hold the money until Friday, but it must be deposited Friday. All money collected and held must be deposited by Friday.

This person will be allowed to leave the school 15 minutes before the end of her shift to accommodate travel and banking time.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Joplin Schools

STAFF GRIEVANCE

GRIEVANCE INITIATION FORM

This form provides the opportunity for an employee to allege that a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. The purpose of the grievance process is to secure at the lowest administrative level an equitable, prompt and satisfactory solution. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

Grievant Information

Name: _____ / _____ / _____

Home Address: _____

Phone Number(s): _____

Work Location: _____ Position: _____

Grievance

Identify the Board-adopted policy or regulation for which application is at issue and attach a copy of the disputed provision to this form.

Explain in detail the reason you believe that a violation or misinterpretation of the above provision occurred. Provide as many facts as possible. Use full names, dates, exact locations and specific occurrences, if appropriate. (Use additional sheets if necessary.) _____

What results are you seeking from this grievance initiation? (Use additional sheets if necessary.) _____

Signature of Grievant

Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

For Office Use Only

Date Received by Immediate Supervisor: _____

**AGREEMENT TO REPORT TO THE PERSON IN CHARGE
Per Joplin Food Service Sanitation Ordinance 2014**

The purpose of this agreement is to ensure that Food Service Employees notify the Person in Charge when they experience any of the following conditions listed below so that the Person in Charge can take appropriate steps to prevent the transmission of food borne illness.

Future Symptoms:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice (yellow skin)
5. Sore throat with fever
6. Skin sores on hand, wrist, or exposed body part (such as boils and infected wounds, however small)

Future Medical Diagnosis:

If diagnosed as being ill with salmonella, shigellosis, E-coli, hepatitis A

Future High-Risk Conditions:

1. A household member diagnosed with salmonella, e-coli, and hepatitis A
2. A household member attending or working in a setting experiencing a confirmed outbreak of salmonella, shigellosis, E-coli, hepatitis A
3. Exposure to or suspicion of causing any confirmed outbreak of salmonella, shigellosis, e-coli, and hepatitis A

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement. I agree to comply with:

1. The reporting requirements specified above involving symptoms, diagnosis, and high-risk conditions.
2. Work restrictions or exclusions that are imposed upon me.
3. Good Hygienic practices and Personal Hygiene Standard Operating Procedures.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Food Service Employee Name: _____
(Please Print)

Signature of Food Service Employee: _____ Date: _____

Signature of Person in Charge: _____ Date: _____

**JOPLIN SCHOOLS
NUTRITION SERVICES**

Signature indicates you have received a copy of the Nutrition Services Handbook.

Handbook contains the following information:

- Personnel Definitions
- Board of Education Policies and where to obtain updated versions
- Employee Right and Responsibilities Under the Family and Medical Leave Act (FMLA)
- Uniform Standards and Grooming
- Policy and Procedure #1 – Sick Leave Policy
- Policy and Procedure #2 – Food will not leave the kitchen
- Policy and Procedure #3 – School Meal / Ala Carte Foods
- Policy and Procedure #4 – Cash Handling Procedure
- Job Description for each position within the Nutrition Services Department
- Agreement to report to the person in charge

Employee Name (Please Print)

Employee Signature

Date

Nutrition Services Signature

Date