ORIENTATION AGENDA

- Welcome!
- Work Day/Year
- Responsibilities
- Things to do
- Things not to do
- Related work items
- Who is Who
- Effective Food Service Worker
- Questions?
WORK YEAR

184 DAYS INCLUDES

• 1 set up day in August other than
  • August 29 and August 30th
  • All school days attended by students
  • Elementary closings: December 6 & March 20
  • Up to 2 additional Superintendent’s Conference Days
  • Last day of work is June 26, 2019
WORK YEAR/DAY

• All food service workers report to work following the student calendar PLUS up to 3 additional days including one set up day in August. (184 days)

• Absences **must** be called into Ms. Grace Fleming at 516-434-6042 AND your head cook
  H.S. – Ms. Catie Troise 516-434-6166
  M.S. – Ms. Yasmira Benavides 516-434-6266

• You must sign in daily at the start of your shift.

• You must sign out daily at the end of your shift.
STAFF DEVELOPMENT DAYS/PTC DAYS I AM EXPECTED TO WORK 2019-2020

Elementary Schools
• August 29 or 30 – Staff Development
• November 5 – Staff Development
• December 6 – Parent Teacher Conference
• March 20 - Parent Teacher Conference

Middle School & High School
• August 29 or 30-Superintendent Conference Day
• November 5– Superintendent Conference Day
SCHOOL CALENDAR

See next page for school calendar

Elementary School Closings: Elementary Staff must report to work on December 6th and March 20th

Make up days in the event school is closed for unforeseen events—(personal days can not be used)

April 8, 2019

May 21, 22, 2019
FOOD SERVICE RESPONSIBILITIES

All food service workers are responsible for all tasks including but not limited to:

Cashiering (*CASH DRAWERS MUST BE CLOSED AFTER EACH TRANSACTION*)

Station set up
Serving
Prepping of Food
Sanitary procedures
Station breakdown and clean-up
Dish Washing
ELEMENTARY PREFERRED MEALS

• One FREE/REDUCED meal for each Free/Reduced student
• Required temperatures must be maintained
• Professional behavior towards all students
• Stations kept clean at all times
• Report any food related issues to your supervisor and/or MS. Grace Fleming
• Report any problems with students/staff to your supervisor and/or to Ms. Grace Fleming
FOOD SERVICE WORKERS DO ..... 

• Exercise portion control
• Protect the identity of FREE/REDUCED Students
  (No one needs to know who they are)
• Report any areas of concern regarding behavior, health, safety and supervision to your supervisor
• Keep work stations and equipment clean at all times
• Respect each other
• ONLY 1 REIMBUSEABLE MEAL SERVED TO A STUDENT WITHOUT FUNDS ON THEIR ACCOUNT—NO ALA CARTE ITEMS
FOOD SERVICE WORKERS DO NOT

• Share Free & Reduced student names or info with anyone!
• Talk on their cell phones or send text messages during the work day.
• Read personal/leisure materials while working (newspapers, books, magazines, text messages, etc.)
• Congregate and have personal conversations
• Sign others in and out on the time sheets
• Sign in and out at the same time.
• Purchase food or supplies from inventory
• Identify in any way those students receiving free/reduced price meals
RELATED WORK ITEMS

• WORK LOCATION: Subject to change per contract

• WORK ATTIRE:

  FOOD SERVICE WORKER: White shirt/Black pants

  COOK/ASST COOK: White or Black shirt
                   Black pants or skirt

  ALL STAFF: Closed rubber soled footwear

  (NO FLIPFLOPS)
RELATED WORK ITEMS

• Physicals are required each year—all completed physical forms due back by October 18th

• Breaks: 6 or more hour workers must take a 30 minute **unpaid** break during their work day

• Attendance: Very important and subject to review

• Punctuality: Very important and subject to review

• Overtime: Must be pre-approved—O/T not pre-approved will not be compensated
PERSONAL DAYS
(ONLY IF YOU WORK 20 OR MORE HOURS PER WEEK)

1. Complete a “Request for Personal Leave Form”. These Forms are available in School front.

2. Request only for personal business that can not be arranged before or after your scheduled work hours.

3. After the request is considered by the Assistant Superintendent for Human Resources, you will be notify by your supervisor indicating whether the request was approved or denied.

4. If the request was denied, then you are expected to be present at work on that date.
SICK DAYS

• Personal illness is for you only

• **Serious** Family Illness is for 20 hour per week workers only
  (DOCTOR’S NOTE REQUIRED FOR FAMILY ILLNESS)

• Medical appointment times must be before or after work hours

• Attendance is expected on workdays when students may be at home. Please make arrangements you deem necessary to assure your presence at work
HIGH SCHOOL
841 ETHYL T. KLOBERG DRIVE

- Head Cook- Ms. Catie Troise Phone: 516-434-6166

- Dr. Neil Testa, Principal

- Dr. Stephanie Boldur, Dr. Arlene Guerrero, and Ms. Jacklyn Guidice - Assistant Principals

- See Ms. Catie Troise for questions and problems

- Principal’s office telephone number 516-434-6101
MIDDLE SCHOOL
3211 SCHREIBER PLACE

- Head Cook, - Ms. Yasmira Benavides Phone: 516-434-6266

- Mr. Timothy Maher, Principal

- Ms. Erica Taylor and Ms. Gayle Manchisi - Assistant Principals

- See Ms. Yasmira Benavides for questions and problems

- Principal’s office telephone number 516-434-6201
BROOKSIDE SCHOOL
940 STANTON AVENUE

- Mr. Unal Karakas, Principal
- Sign in daily when you arrive in the main office
- See Ms. Jeanne Nocera – principal’s secretary - for questions and problems
- Principal’s office telephone number: 516-434-6301
LENOX SCHOOL
551 LENOX ROAD

- Ms. Asheena Baez, Principal
- Sign in daily when you arrive in the main office
- See Ms. Nancy Solazzo, principal’s secretary, for questions and problems.
- Principal’s office telephone number: 516-434-6401
MEADOW SCHOOL
880 JACKSON STREET

- Ms. Echele May, Principal
- Mr. Mark Coccoarelli, Assistant Principal
- Sign in daily when you arrive in the main office
- See Ms. Rossi for questions and problems
- Principal’s office telephone number: 516-434-6501
PLAZA SCHOOL
501 SEAMAN AVENUE

- Mr. Mark Gray, Principal
- Ms. Jackie Graham, Assistant Principal
- Sign in daily when you arrive in the main office
- See Ms. Karen Mannarino – secretary to the principal for questions and problems
- Principal’s office telephone number: 516-434-6601
STEELE SCHOOL
860 CHURCH STREET

- Ms. Nicole Hunn, Principal
- Sign in daily when you arrive in the main office
- See Ms. Gwen Sack, Teacher in Charge of Lunch - for questions and problems
- Principal’s office telephone number: 516-434-6701
CHARACTERISTICS OF THE EFFECTIVE FOOD SERVICE WORKER.

- Enjoy working with young people
- Dependable and Punctual (Good Attendance)
- Versatile
- Common Sense
- Show Initiative
- Positive
- Competent
- Rational
- Sense of Humor
- Team Player
- Professional Tone
QUESTIONS?

• Please make sure that you provide your building secretary with your personal email address so that you can receive Blackboard Connect messages

■ Don’t forget to check your email
TEAMWORK!!
ACKNOWLEDGEMENT OF RECEIPT:
I have received the following document and understand my role & responsibilities as a FOOD SERVICE WORKER:

FOOD SERVICE WORKER HANDBOOK

August 29, 2019

Name: _______________________________________________________

Signature: _____________________________________________________

Date: _________________________________________________________