

BRANDYWINE SCHOOL DISTRICT

**DEPARTMENT OF
SCHOOL NUTRITION**

2018-2019

DEPARTMENT HANDBOOK

Caring = Quality

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Our Mission

Brandywine School District School Nutrition Program is committed to protecting and enhancing children's health and well-being. Nutrition influences a child's development, lifelong health status, and potential for learning.

School Nutrition achieves these goals by providing students with nutritious and appetizing meals served courteously, in a sanitary and pleasant dining environment. School Nutrition is an integral part of the school learning environment. Nutrition education activities in the classrooms and the dining rooms support the comprehensive health education program.

Nourishing Minds for the Future

Keep in touch with the latest news in School Nutrition by following our social media accounts:



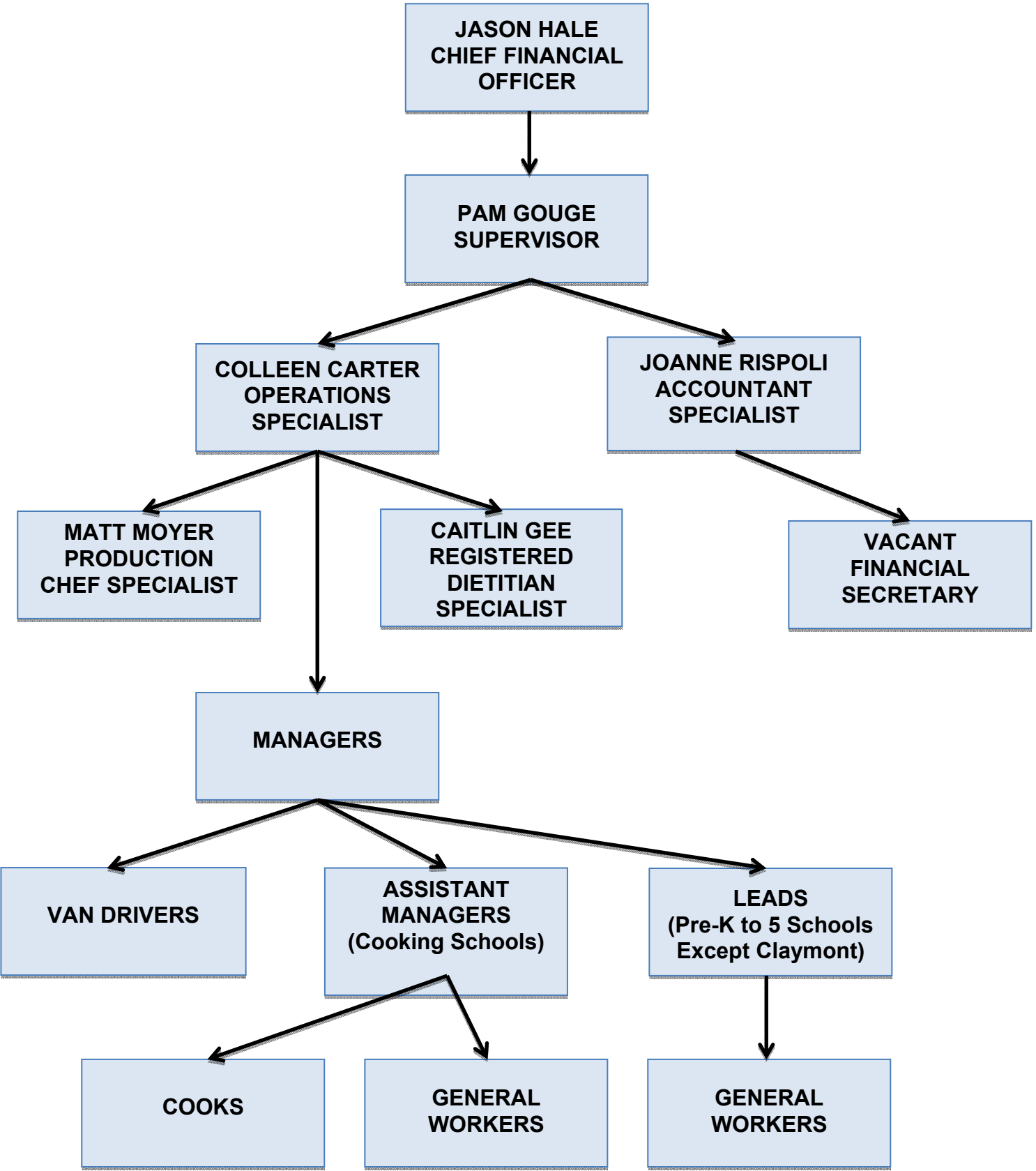
@BSDBrandywine



BSDBrandyDine



BRANDYWINE SCHOOL DISTRICT SCHOOL NUTRITION DEPARTMENT



NATIONAL SCHOOL LUNCH NUTRITION PROGRAM

The Congress of the United States passed the National School Lunch Act in 1946, "to safeguard the health and well-being of the nation's children, and to encourage the domestic consumption of nutritious, agricultural commodities and other foods."

The Secretary of Agriculture sets national standards and maintains general supervision over the program. The National School Lunch Act provides for an annual appropriation of funds by Congress. Legislature provides for the purchase and distribution of commodities to enrich the program. State agencies distribute commodities.

The foods that the USDA buys or makes available to the schools fill a nutritional need. The list of foods offered changes year by year, encouraging students to eat a variety of foods. School lunches contribute significantly to a child's physical and mental development.

The School District, through the Board of Education and the Superintendent, enters into an agreement with the Federal Government through the State. As a participant in the School Lunch Nutrition Program, the school district shall:

1. Serve a nutritious meal based on certain minimums.
2. Provide this meal free or at a reduced price to students who qualify.
3. Provide this meal on a non-profit basis.

The Brandywine School District School Nutrition Program may also provide:

1. School Breakfast Program
2. After School Snack Program
3. Fresh Fruit & Vegetable Snack Program
4. Summer Feeding Program

To gain recognition from citizens and civic groups for the work performed by the School Nutrition Program; Congress approved National School Lunch Week on October 9, 1962 and has requested the President to issue annually a proclamation calling for the observance of the week.

05.2 STATEMENT ON SCHOOL NUTRITION GUIDELINES

- A. PURPOSE:** To develop policy for safely preparing and serving nutritious meals consistent with Division of Public Health Food Code and USDA Breakfast and Lunch requirements, Part 210—National School Lunch Programs.
- B. ISSUE:** The Board is committed to protecting and enhancing children's health and well-being. Nutrition influences a child's development, lifelong health status, and learning potential. School Nutrition achieves these goals by providing children with nutritious and appetizing meals served courteously, in a sanitary and pleasant dining environment.
- C. POLICY:** The Board of Education adopts the regulations of the Department of Education (Reg. No. 852). This policy shall apply to all Federal or State recognized school nutrition programs.
1. The School Nutrition Policy shall establish a program to serve nutritious and well-balanced breakfasts and lunches to children attending District schools based upon State and Federal standards for school nutrition.
 2. The Superintendent, or his/her designee, shall establish written Board regulations establishing criteria for the District to provide nutritious, well-balanced breakfasts and

- lunches to the children attending District schools. All written regulations must be consistent with State and Federal guidelines for school nutrition.
3. Regulations must include, but not be limited to: Designation of the Department responsible for implementation of the Regulations created for this policy;
Establishes School Nutrition Guidelines for breakfasts, lunches, a la carte foods, snacks and drinks consistent with State and Federal definitions and standards;
The process for the financial management of school nutrition funds;
The process for purchasing quality products for food, including snacks, drinks and equipment associated with providing the School Nutrition program; and
Requiring schedules to provide adequate time for children to eat school meals.

BRANDYWINE SCHOOL DISTRICT BOARD OF EDUCATION, USDA, AND STATE MANDATED POLICIES:
All employees must read and be knowledgeable in the below Policies:

1. Board Personnel Policies are located on BSD Website (www.Brandywineschools.org) under School Board, Board Policies, and 06-Personnel.

- 06.1 Statement on Conflicts of Interest and Codes of Conduct
- 06.2 Statement on prohibiting discrimination in employment opportunities
- 06.3 Statement on the Prevention of Harassment of employees
- 06.5 Statement on Employee Attendance
- 06.11 Statement on Drug/Alcohol Free Workplace
- 06.12 Statement on Drug Offenses occurring outside the work place
- 06.15 Statement on Acceptable Use
- 06.17 Statement on Employee-Student communication through social working or electronic media
- 06.17.2 Regulation on emailing students from a personal account
- 06.18 Statement on addressing violence in the workplace

2. USDA CIVIL RIGHTS POLICY

All employees must read and/or review the attached Civil Rights information.

3. STATE REQUIRED POLICIES

All employees must read and/or review video and be knowledgeable in: **Suicide Prevention, Gang and Bullying Identification, Homelessness and reporting Child Abuse.**

DEPARTMENT GUIDELINES

Time Recording

Sign In/Out Sheet

1. Sign In/Out Sheet is to be kept in or near the School Nutrition Lead/Manager Office. Employees are required to sign in and report the actual time they entered the School Kitchen or Cafeteria. (Log must be completed in Employee's handwriting.)
2. ONLY employees leaving the property **during their scheduled shift** for **ANY** reason **MUST** document on the Leaving Building during Work Hours section on the **reverse side** of the Sign In/Out Sheet.
3. Substitute employees are required to Sign In and report the time they entered the kitchen/cafeteria in the section labeled "Substitute". (Log must be completed in Employee's handwriting.)

4. Upon the completion of the shift, employees are required to Sign Out and report the time they are leaving the Facility. Employees are to Sign out **ONLY AS THEY ARE LEAVING** the Facility at the end of their scheduled shift. Under **NO circumstances** are employees to sign out **prior to the end** of their shift. (Log must be completed in Employee's handwriting.)
5. Lead Workers or Assistant Managers need to complete the sections labeled "Overtime/Stipend" and reason for lateness on the reverse time sheet. Assistant Managers and Leads will enter all Overtime and Differentials for employees acting as Cooks, Leads or Assistant Managers.
6. All Secondary schools must send their attendance sheets daily with van driver. All Primary schools must send in their attendance sheets by the next day with van driver.

Personal Day Requests

1. Personal day off requests must be submitted electronically via the DSC computer system at least 4 days in advance. The request is sent to the employee's immediate supervisor for approval/denial. Once the electronic request for a personal day is sent to the Assistant Managers/Leads, they will review request and determine based upon staffing and building operational needs if such request is approved. If approved, the Assistant Manager or Lead will electronically send "approval" to the Supervisor or designee for final approval. An "approval" notice is sent back to the employee via email. If the personal day request is "denied" by the Assistant Manager/Lead, an electronic "denial" notice is sent back to the employee.
2. Special considerations will be granted for an unforeseeable absence on a case-by-case basis. Employee will be **REQUIRED** to contact the Immediate Supervisor for approval. For any unforeseeable absence, submit a request to Immediate Supervisor within 3 (three) workdays after returning to work.

Absence Reporting

Reporting Off Work

Employees should call off as early as possible but **AT LEAST 2 HOURS BEFORE** their shift to their immediate supervisor. Family members or friends are not permitted to call out for you unless there are extenuating circumstances. Van drivers need to contact both the School Nutrition Office and the first building's School Nutrition Assistant Manager on their route. **ALL EMPLOYEES MUST** call off if they are **NOT** planning to report for their regularly scheduled shift regardless of the reason (including unforeseeable Personal Day absences), **UNLESS** they are on an approved extended leave of absence (5 days or more pre-arranged through Payroll/Benefits or Human Resources).

Call outs for 5 consecutive days or more: If you call out 5 consecutive days you must bring in a doctor's note when you return on the 6th day. The note must indicate the date of your return. If you need to be off more than 5 consecutive days you must contact Payroll/Benefits to complete a Leave of Absence form and cannot return to work until cleared by the Benefits' Office.

School Closings

In the event that school is cancelled, delayed or work is interrupted on a regular workday, the following process will apply:

If schools are delayed 1 or 2 hours, the employee is expected to make a reasonable effort to arrive at work at this/her usual reporting time.

If schools are cancelled, a phone message will be sent to all SN employees as soon as the message is received by Administration. Additionally, employees can find out school closing information via BSD website or WDEL radio station.

If schools are cancelled after employees' scheduled work time, employees will be paid for the time worked or for a minimum of two (2) hours whichever is greater.

Attendance/Tardiness Standards

- 1. Absence Occurrence** is defined as an absence happening whether it is just one (1) or more continuous days of absence. One (1) occurrence will be equal to $\frac{3}{4}$ (three-fourth) of a day or more of an employee's absence.

Administrator Approved

In this Brandywine School District procedure, administrator approved absence days, (vacation, personal, FMLA, LOA, suspension days, etc...) will not be counted as an "Absence" occurrence.

Administrator "Not" Approved

In this Brandywine School District procedure, "not" administrator approved absence days, (personal illness, critical family illness, deduct, etc...) will be counted as an "Absence" occurrence unless the absences become Administrator Approved.

Examples:

- An employee who works for $\frac{1}{4}$ (.25) of a workday and leaves $\frac{3}{4}$ (.75) of a workday due to personal illness (01), will receive 1 (one) occurrence.
- An employee who leaves for $\frac{3}{4}$ (.75) day due to personal illness (01) and calls out sick the next two (2) days will receive 1 (one) occurrence for 2- $\frac{3}{4}$ days of absence.
- An employee who works for $\frac{1}{2}$ (.50) of a workday and leaves $\frac{1}{2}$ (.50) of a workday due to personal illness (01), will not receive an occurrence.
(However, disciplinary action may be warranted if an employee develops a pattern of leaving early (.50) day due to personal or critical family illness reasons)

2. Attendance Patterns

An "Attendance Pattern" is defined as a repeating series of three (3) or greater administrator "Not" approved absence occurrences that take place within a five (5) month period.

Examples:

- If an employee called out on three separate occurrences and all 3 occurrences happened on Mondays or Fridays or before or after a holiday within a 5 month period

- If an employee calls out on four separate occurrences and 3 out of the four call-out days were on Tuesdays within a 5 month period

(Please refer to the Agreement between Brandywine School District Board of Education and the School Nutrition Association DSEA/NEA, Article 8.1.2, for Physician's note(s) requirement)

3. Exhausted Sick Bank

When an employee is running out of sick time and only has 3 to 5 sick days left in bank:

- A cautionary letter will be issued to the employee stating that the employee must bring in a physician's note if employee calls out after he/she exhausts all sick time (zero days left in sick bank)
- If the "call-outs" become excessive (3 or more days) after sick time is exhausted, then the employee will be issued a warning letter stating "Management will no longer accept physician notes for any more call-outs and you will be progressively disciplined."
- If an employee has demonstrated a past history or pattern of running out of sick time and has 3 to 5 days remaining in their sick bank for the current year, then the employee will receive a letter stating that once the employee runs out of sick time and if the employee continues to call out, he/she will be disciplined. The first "call out" occurrence after the sick bank is exhausted will result in a written reprimand. The second "call out" occurrence will result in a recommendation to the Board of Education to terminate employment

4. Tardiness

For the purpose of determining tardiness, an employee is tardy if he/she reports for work any time after the designated start of the employee's scheduled workday and is not ready to work at their scheduled start time.

- An employee who arrives to work 1-7 minutes late will receive a tardy occurrence; however, the employee **will not** be deducted in pay.
- An employee who arrives 8 minutes (or more) late to work will receive a tardy occurrence and the employee **will** be deducted in pay according to quarter-hour segments.

The number of times an employee arrives tardy to work in the last ten (10) month period will result in the following disciplinary action:

1-2-3 occurrences	Cautionary (Letter outside Personal File)
4 occurrences	Formal Written Letter of Reprimand
5 occurrences	One day Suspension without pay
6 occurrences	Three days Suspension (without pay) with Final Warnings
7 occurrences	Recommendation for Termination

Dress Code

Personal Cleanliness and Neatness All employees should be free of offensive odor; including body odor, strong perfume or lotions that contain strong perfume and/or strong smelling hairspray.

ID Badge All employees must wear ID badges that must be seen by all students and employees.

Uniforms According to the Agreement between the BSD Board of Education and DSEA employees will be issued School Nutrition Uniforms. It is the employee's responsibility to wash and to take proper care of the uniforms. When or if an employee resigns or retires, the uniforms must be returned within one work week.

Shoes

All Work Shoes: **Closed heel, closed toe, non-skid, black, all leather sturdy construction.**
Substitutes can wear black or white colored work shoes.

Hair Must be clean, neat and restrained with either a hairnet or hair cap. At least 90% of hair must be restrained either by a hair net or hair cap. Hair must be off shoulders and pulled back. Hair caps (baseball caps) must be either solid black color, a district issued cap or a college or university cap. Scarves or curlers are unacceptable. Men (with long, full beards) must wear a beard net when working on the serving line or in the kitchen.

Socks Any color socks are acceptable. Socks are not to be worn outside the pants.

Pins Any school, seasonal, or union related pins are acceptable.

Fingernails: Fake, real or acrylic must be neat, sport length, and clean. If you wear nail polish or have acrylic or fake nails you must wear protective gloves at all times (except on register).

Undergarments Long or short-sleeved black shirts can be worn under the uniform shirt.

Jewelry Employees may wear:

- A plain, smooth wedding ring.
 - Earrings (no longer or larger than a dime in size)
- No other jewelry is permitted.

Substitutes: If School Nutrition Uniforms are not available:

Black or tan colored work pants (no jeans, sweatpants, stretchy or tight fitting pants).

Plain black, white, or school colored shirt (no sleeveless) can be buttoned down or polo style.

White or black sneakers or work shoes. Shoes must be all-leather and must have closed toe and heel. Soles must be non-skid.

Complimentary Meal

School Nutrition provides one (1) complimentary meal for all employees on their non-paid lunch period. The complimentary lunch meal will consist of one entrée and 2 sides and one beverage, (Either milk or a bottled water only. No other beverage allowed.) One bag of chips or cookies is allowed to accompany lunch. If you wish to purchase a beverage or more snacks or a second entrée, etc... you must have money in your account and have the Lead worker or Assistant Manager ring you up at the register.

Employees who work 4 hours or more and sit down for a 15 minute break are entitled to a snack or a breakfast meal (one entrée and one milk or bottled water) in addition to their complimentary lunch meal at their 30 minute unpaid break. Employees must enter their pin number into the register as a Program Adult when they receive a complimentary meal. If an employee cannot finish their meal during their break time, it cannot be taken home unless that employee pays full price for it through a second Paid Adult account setup in the POS Computerized Register System. The meal can be wrapped up and placed in

refrigeration with employee name on it to be saved for the next day. School Nutrition food cannot be stored in personal locker. Lunch time break may not be sacrificed to allow early departure. Food or beverages are not to be consumed while working on the line or at workstations. If the kitchen is hot and humid, you will be permitted to keep a bottled water with lid at an assigned beverage station in the kitchen.

WARNING: It is a federal offense to take anything home from the school cafeteria. No one is permitted to bring a bag into the kitchen (only a purse is allowed). Any employee found stealing food, or cafeteria food stored in your locker, including leftover food, School Nutrition equipment, supplies or money will be subject to disciplinary action, up to and including termination of employment.

Employee Conduct

Customer Service

All employees are expected to act professional at all times. Treat all students, staff and coworkers with respect. *Remember to greet each child with a warm smile to brighten his/her day!!!* Courtesy shall be extended to staff, faculty, and co-workers. Reasonable requests from administrators and teachers will be cheerfully met.

Telephone Calls and Visitors

Employees should not attend to personal business while working. Employees can give the phone number of the school's kitchen you are assigned, to your care givers in case of an emergency. Only emergency phone calls may be made or received. **Cell phones must be left in purses or placed in employee's lockers. Cell phone ear devices are not permitted during work hours.** You may use cell phones during designated scheduled break times. Employees may request authorization from the immediate supervisor (or designee) to keep the cell phone in a pocket during the workday for the purpose of receiving anticipated family emergencies/medically necessary business.

Family and friends of employees are not permitted in the kitchen. Also, no transactions are to be conducted with vendors making deliveries to the kitchens due to State and Federal procurement regulations.

Confidentiality

Children's free and reduced price meal eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) is strictly confidential. The information you may see as a cashier or working as a lead or manager cannot be disclosed to anyone. Unauthorized disclosures of eligibility information will lead to a recommendation to the Board of Education to terminate your employment status.

Break Times

Both break times (15 minute rest periods for those employees who work 4 hours or more) and (30 unpaid break time) are scheduled by the immediate supervisor. The 15 minute break and the 30 minute break cannot be combined together. Break time schedules must be strictly followed.

Environment

Parking is available to all employees. Smoking is not permitted in the school building or on school property. Employees will be disciplined for smoking on school property. Lockers may be available to store personal belongings during the workday but you must provide your own lock.

Accident and Injury Reporting

Accidents and injuries on duty, no matter how minor, **MUST** be reported immediately to an Assistant Manager and/or Lead and to the School Nurse. Failure to obtain prompt medical care may jeopardize the employee's health. Failure to fulfill mandate documentation may lead to the loss of benefits.

Training and Development

Unit Training Courses

School Nutrition unit training courses are available to all interested employees through the School Nutrition Office and the State Department of Education (DOE) in cooperation with the Delaware Technical and Community College. Since there is a limited amount of seats in the program, selection of interested candidates will be: Managers/Assistant Managers, Cooks, and Leads, potential of covering for a Lead or Cook.

Associate Degree Program

The Delaware Technical and Community College also offers an Associate Degree program to interested School Nutrition employees.

On-site Training and Workshops

Staff Development hours are mandatory per the USDA regulations. The Staff Development day(s) is/are announced at the end of the school year for the following school year via email. Staff development training is provided to improve job performance and work knowledge.

My Plate



Breakfast

Breakfast is offered to all students and should be served prior to school hours. The Federal requirements for breakfast are milk, fruit juice or fruit, and grain. The student has the right to select 3 out of the 4 breakfast food items however one selection must be a fruit/fruit juice.

Lunch

Reimbursable Meal- Reimbursable lunch requirements provide the framework for nutritionally sound school lunches. The nutritional goal for school lunches is to furnish the Nutritional Requirements established by the Food and Nutrition Service branch of the United States Department of Agriculture. The Brandywine School District utilizes the USDA Meal Pattern and Offer vs Serve. This means that all 5 components must be offered in appropriate serving sizes and the student has the choice to choose 3, 4 or all 5 food items (one of the food components must be a fruit or vegetable).

Portion sizes vary depending upon which school a student is enrolled (K-5, 6-8, 9-12)

- Protein-Rich Foods: Meat, poultry, fish, cheese, one egg, cooked dried legumes, peanut butter, textured vegetable protein or in combination with another protein enriched food or an equivalent of any combination of the foods listed above. To be counted in meeting this requirement, protein enriched foods must be served as an entree alone or in no more than one other menu item. Dried legumes cannot be counted as both a protein-enriched food and as a vegetable in the same menu.
- Vegetables: Dark green, Red/Orange, Beans/Peas, Starchy, and "Other" vegetables must be offered in the required minimum amounts weekly.
- Fruits: Offered Daily
- Grains: 100% of the Grains offered must be Whole Grain products. Snack or dessert type items cannot be served to meet bread requirements. (i.e. pretzels, chips, cakes or cookies)
- Fluid Milk: (8 oz.) served as a beverage. Unflavored milk may be skim milk or low fat milk. Flavored milk (chocolate or strawberry) is also offered on a daily basis. A minimum of two different milks must be offered. Sanitation requirements of the State Board of Health are required. If emergency conditions prevent a school from temporarily obtaining a sufficient supply of fluid milk, full strength fruit juice may be used. Milk used in food preparation may not be counted toward meeting the milk requirement.

Reimbursable Meal

In order to collect reimbursement from the federal government, accurate meal counting is imperative. Therefore, during breakfast, the cashier needs to ensure that 3 out of 4 food items are selected by the student including a fruit or fruit juice. At lunch time, 3, 4, or 5 food items are selected by each student and that one of the food items chosen must be a fruit or a vegetable. If the student chooses less than the recommended amounts, please recommend that that student chooses another food item to complete a meal. If the student still only wants 2 items than you must charge A La Carte prices.

Free and Reduced-Price Meals

Free and reduced-price meals will be administered in accordance with the policy as adopted by the Brandywine School District and Department of Education. The Reduced price for breakfast is .30 and for lunch is .40. Second meals will be available at the full price. Schools participated in the Community Eligibility Program will provide free meals to all students in the school, regardless of student eligibility.

Adult Meals

Standardized portions shall be served to all adults. Adult portion sizes will follow High School portion sizes. Servers and cashiers do not have the authority to change standardized portions to meet individual requests. Cashiers **cannot** charge adult meals. No food (other than for consumption at breakfast or lunch) is to be sold to faculty or staff. Also, employees shall develop and maintain harmonious working relationships among coworkers and display a positive and cooperative attitude.

Students Returning Food

Students can carry germs and easily spread infections via direct hand contact or indirectly by airborne methods such as coughing, sneezing or breathing on foods. Therefore, not only is it vital that all School Nutrition employees follow good infection control techniques while preparing foods, but also follow some basic guidelines during service line times to reduce the spread of germs. If a student returns unprotected food while they are still on the service line or after the student leaves the serving line, the employee must throw the food away and immediately notify the cashier in case it is a platter (cashier will ring up one dropped platter). If the student returns food after he left the serving line and was in the cafeteria, follow the above procedure.

District Paper and Ala Carte Products, Portions and Pricing

The price of items served in a la carte programs are established at the District level. At the beginning of the school year, current ala carte items, portions and prices will be posted at the cash registers. Items not on the approved list cannot be served or sold.

Competitive School Nutrition

Please refer to the Brandywine School District Wellness Policy for details regarding foods sold during the school day.

Commodities

Each year the federal government secures the USDA funds for the purchase of commodities under Section 416, Section 6 and 32 to be distributed to the state agencies, whereby they allocate these foods to the schools based upon their reimbursable participation. All commodities must be used in School Nutrition programs and cannot be withheld from menus for purposes of student discipline or convenience. Commodity foods are used to help defray the cost of the student meal and to enrich the nutritional value.

Chemical Usage/MSDS -Material Safety Data Sheets

The Right to Know Law entitles you access to information about the chemicals you work with at your facility. MSDS sheets give detailed descriptions of all the products used. These sheets are posted in a specific location close to where all the products are stored.

Information sheets are available for the following products:

SFS Pac All Purpose Cleaner No. 5 & 10

SFS Pac Germicidal Detergent No. 20N

SFS Pac Pot & Pan No. 14 & 15

SFS Pac Degreaser No. 30

SFS Pac Power Wash Dish Detergent No. 11

SFS Pac Sanitize No. SFS 16, 17 & 1



The Starfish Story

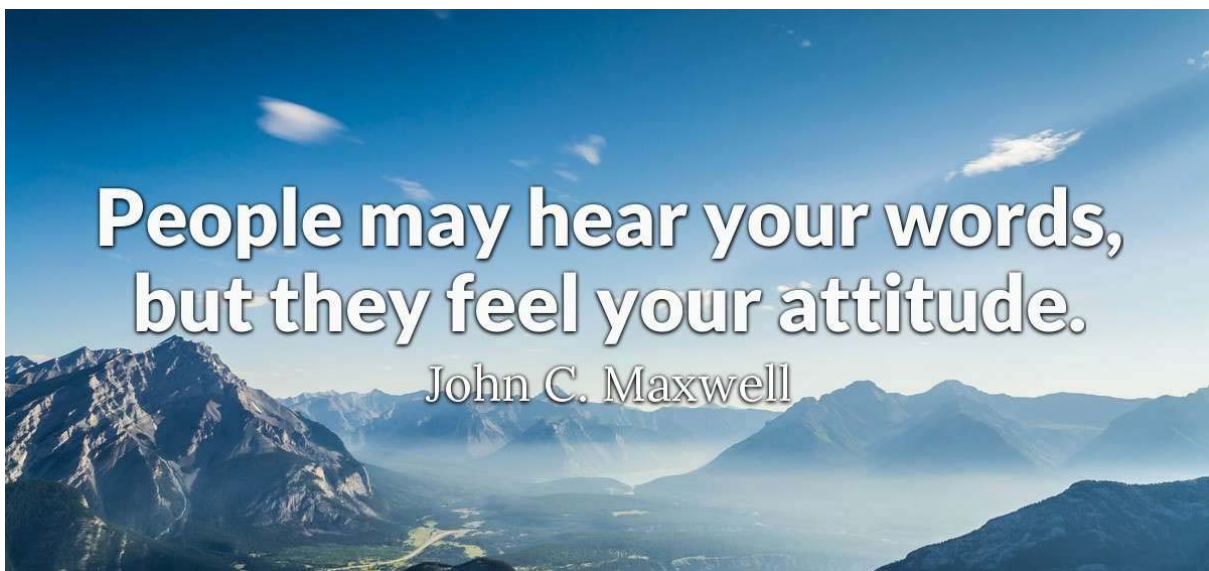
There once was a man who came to the beach to walk along the shoreline. The night before there had been a storm and the beach was littered with all kinds of debris. As far as he could see up and down the beach, there were shells and driftwood and starfish that the tide has washed up on the shore.

Off in a distance, he noticed a dancer. The dancer gracefully stretched low and then lifted arms into the air while spinning around. As the man came closer, he saw that the dancer was actually a young woman. He watched the woman as she bent down to pick up an object and then slowly twirled to throw it into the sea. The man was quite curious and moved closer to ask, "What are you doing?" The young dancer paused to look up before replying, "Throwing starfish into the ocean. The surf has brought them in and stranded them on the sand. When the heat of the day sets in they will dry up and die unless they are returned to the ocean."

The man replied, "But look- there are thousands of starfish on this beach. What difference can you possibly make?"

The woman bent down, picked up yet another starfish and threw it as far as she could into the ocean. Then she turned, smiled and said, "It made a difference to that one!"

Adopted from the Star Thrower, Loren Eiseley (1907-1977) and events for Change at word.press.



**BRANDYWINE SCHOOL DISTRICT
SCHOOL NUTRITION
ADDRESSES AND PERSONNEL**

Phone: 529-3110

Fax: 529-3120

S/Y 2018-19

ELEMENTARY SCHOOLS K- 5

HANBY / BUSH –Leanne Matikonis
2523 Berwyn Rd
Wilm DE 19810
302 479-2226 **110**

CARRCROFT – Alice Masciantonio
503 Crest Rd.
Wilm DE 19803
302 762-7167 **112**

FORWOOD – Diane Allman
1900 Westminster Dr.
Wilm DE 19810
302 475-8481 **124**

LANCASHIRE – Janee Larson
2000 Naamans Rd.
Wilm DE 19810
302 475-3993 **128**

LOMBARDY –Tara Gallagher
412 Foulk Rd.
Wilm DE 19803
302 762-7193 **130**

MAPLE LANE – Sue Allen
100 Maple Ln.
Claymont DE 19703
302 792-3987 **132**

CLAYMONT – Dorothy May
3401 Green St.
Wilm DE 19703
302 792-3976 **151**

HARLAN – Marcie Villanueva
3601 Jefferson St.
Wilm DE 19802
302 762-7161 **156**

MT. PLEASANT ELEM –Lillian Poole
500 Duncan Rd.
Wilm DE 19809
302 762-7112 **176**

MIDDLE SCHOOLS

PS DUPONT – Keiya Johnson
701 W 34th St.
Wilm DE 19802
302 762-7150 **170**

SPRINGER– Kelly Marvain
2220 Shipley Rd.
Wilm DE 19803
302 479-1625 **178**

TALLEY – Noelle Hinderhofer-Markle
1110 Cypress Road
Wilm DE 19810
302 475-3296 **180**

HIGH SCHOOLS

BRANDYWINE – Nikesha Osborne
1400 Foulk Rd.
Wilm DE 19803
302 479-1606 **190**

CONCORD – Amanda Wheeler
2501 Ebright Rd.
Wilm DE 19810
302 529-3083 **194**

Mt.. PLEASANT HIGH – Stephen DeGregoriis
5201 Washington St. Ext
Wilm DE 19809
302-762-7133 **196**

MANAGERS

Lori Wilson - 302-250-8509
Claymont Elementary
Lancashire Elementary
Maple Lane Elementary
Talley Middle
Concord High
Community Center
Site
Kingswood

Michele Hale – 302-319-1858
Carrcroft Elementary
Forwood Elementary
Lombardy Elementary
Mt. Pleasant Elementary
Springer Middle
Mt. Pleasant High

Sue DeBlass – 267-994-7960
Bush/Hanby Elementary
Harlan Elementary
PS duPont Middle
Brandywine High
ECAP

VAN DRIVERS

James Wade – 302-250-8510
Brandywine High
Hanby Elementary
Mt. Pleasant High
Mt. Pleasant Elementary
Talley Middle
Lancashire Elementary
Maple Lane Elementary
Talley Middle
Kingswood Academy
Claymont Elementary
Concord High

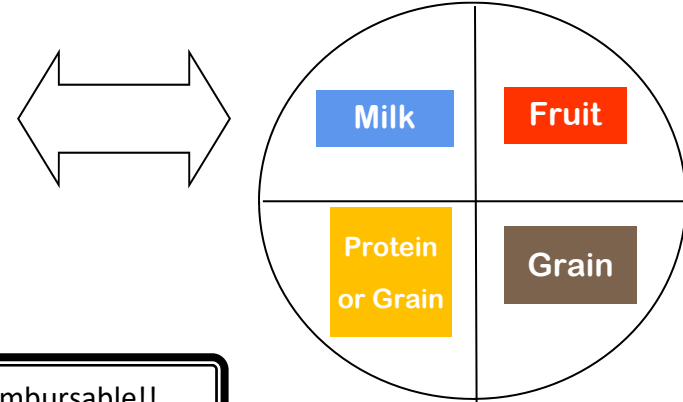
Michael Grier – 302-250-8505
PS duPont Middle
Harlan Elementary
Springer Middle
Lombardy Elementary
Carrcroft Elementary
Forwood Elementary
Concord High
Claymont Elementary
Concord High
Darley Road – Community Program
Claymont to Site Program

Breakfast Meal Program

What items make breakfast a reimbursable meal?

- Students will be offered **4** items.
- Students must select **3** items for a meal.
- One of the selections **MUST** be a Fruit or Fruit Juice.

The Breakfast Meal Pattern consists of 4 items:



Counts as 3 Items
 Fruit & Yogurt Parfait (Protein, Fruit, Grain)

= **Reimbursable!!**

Counts as 2 Items

Mini French Toast	Banana or Blueberry Bread
Mini Bagels	Apple Ways Oatmeal Bar
Cinnamon Roll	Breakfast Bar
Apple or Cherry Frudel	

+ **Fruit** = **Reimbursable!!**

Counts as 1 Item

Cereal	Nutri-Grain Bar
Animal/Elf Crackers	Granola
Cereal Bar	Yogurt (sub protein for grain)

+ **Fruit + Milk** ***OR***

Fruit + 1 Grain
 (Cereal, Cereal Bar, Animal/Elf Crackers, Nutri-Grain Bar, or Granola)

= **Reimbursable!!**



Milk— 8 oz Bottle equals 1 milk Item
Fruit— 1 Juice or 1 canned fruit or 1 fresh fruit equals 1 fruit item

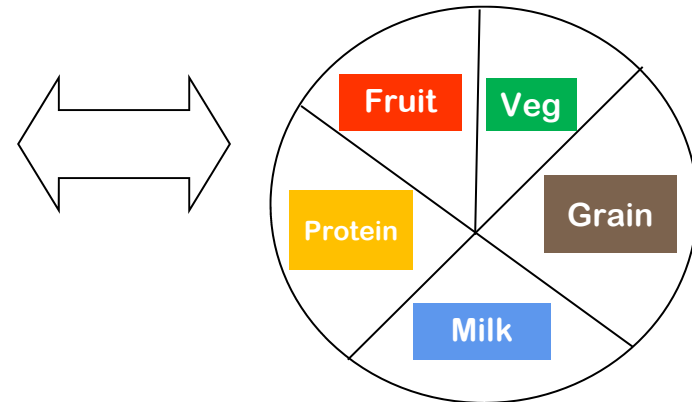


Lunch Meal Program

What items make lunch a reimbursable meal?

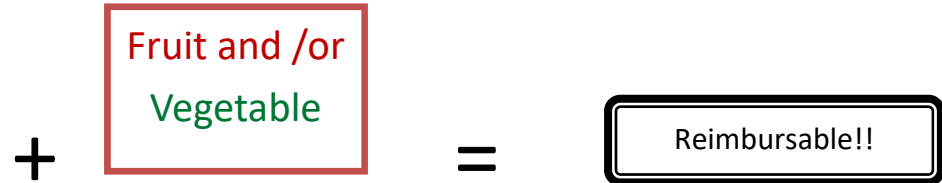
- Students will be offered **5** components
- Students must select **3** items for a meal.
- One of the selections **MUST** be a Fruit or Vegetable

The Lunch Meal Pattern consists of 5 components:



Counts as 2 Components

All Sandwiches	Pizza	Quesadilla
Lasagna	Chicken Nuggets	Lo Mein
Stuffed Shells	Chicken Tenders	Fish Tacos
Ravioli	Popcorn Chicken	Macaroni & Cheese
Baked Ziti	Beef & Cheese Nachos	Fish Nuggets
Max Sticks	Soft Tacos	Waffles & Sausage
Spaghetti w/ Meatballs	Asian Chicken w/ Rice	



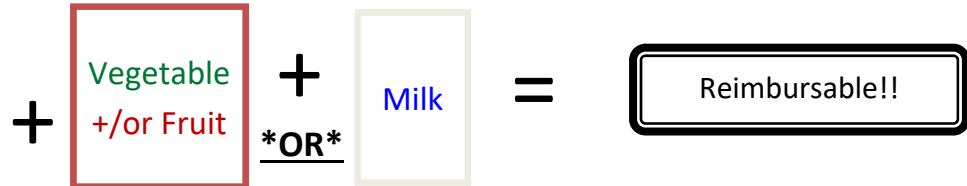
Protein Only

Yogurt (8 oz.) - 2oz Protein
Cheese Stick (1) - 1 oz Protein

OR

Grain Only

Hamb. Bun—2 oz Grain
Dinner Roll—1 oz Grain






Milk— 8 oz Bottle equals 1 Milk component

Fruit— 1 Juice or 1 canned fruit or 1 fresh fruit equals 1/2 cup Fruit



How to Enter a Personal Day Request Online

From a computer at the school:

1. Double-click on the “Internet Explorer” icon. You will see the BSD Portal homepage.
2. Click on the link titled “DSC Web Applications” in the list on the left side of the screen.
3. Enter your user name in the top box (your user name is your first name.last name: example= colleen.carter).
4. Enter your password in the second box (this is the password you created at the training).
5. Click the “Login” button.
6. Click on “Absence Request (Vacation, Personal, PD)”
7. Click on “2. Submit Personal Day Request”
8. Review your sick leave balance amount at the bottom of the page.
9. To select the date, click on the  symbol next to the open box under “Date(s)”. A calendar will appear. Use the calendar and click on the date. If you wish to view a future month, use the  symbol to change the month.
10. Select the percentage of the day (“Time Requested”) example : 100% for 1 day or 50% for ½ day using the drop down box. Click on the  symbol to open the drop box.
11. If selecting less than 1 day (a ½ or ¼ day), please select either AM or PM under “Part of Day”. If you will work the first ½ of your shift and be leaving early, you will select “PM”.
12. Enter a Comment if you wish – but not required.
13. Click the “Submit Request” button.
14. Review your request (check date).
15. If correct, click the “Confirm Request” button.

Your personal day request has been submitted. You will receive a response in your email account within 1 business day.

How to View Reported Time Entered Online

From a computer at the school:

1. Double-click on the “Internet Explorer” icon. You will see the BSD Portal homepage.
2. Click on the link titled “DSC Web Applications” in the list on the left side of the screen.
3. Enter your user name in the top box (your user name is your first name.last name: example= colleen.carter).
4. Enter your password in the second box (this is the password you created at the training).
5. Click the “Login” button.
6. Click on “Timesheets (Reported Time)”
7. Click on “View My History”

For Requesting a Personal Day or Viewing Reported Time from a computer at your home or outside of Brandywine School District:

1. Open your internet program.
2. Go to the website: www.dataservice.org
3. Enter your user name in the top box (your user name is your first name.last name: example= colleen.carter).
4. Enter your password in the second box
5. Select "Brandywine" from the drop down box under password. Click the "Login" button.
6. Follow steps #6-15 above or steps#6-7.

How to Check Your Email Account

From a computer at the school:

1. Double-click on the "Internet Explorer" icon. You will see the BSD Portal homepage.
2. Click on the link titled "District Web Mail" in the list on the left side of the screen. ("Office365 Webmail" if given a choice).
3. Enter your user name in the top box (your user name is your first name.last name: and the full email address. example= colleen.carter@bsd.k12.de.us).
4. Enter your password in the second box (this is the password you created at the training).
5. Click the "Sign In" button.
6. Your email will automatically open to your inbox.
7. To Sign Out, click on your initials in the circle in the top right corner of the screen.

How to Check Your EPay Pay Stub

From a computer at the school:

1. Double-click on the "Internet Explorer" icon. You will see the BSD Portal homepage.
2. Click on the link titled "Employee Self Service (ePay)" in the list on the left side of the screen.
3. Enter your user ID in the top box (this is your employee ID number. If you do not know your ID, you can look it up in the Data Service System: dataservice.org).
4. Enter your password in the second box (this is the password you created at the training).
5. Click the "Sign In" button.
6. Click on "Employee Self Service" Application link
7. Click on "Payroll and Compensation"
8. Click on "Print Paycheck" on the left side list
9. Click on the "View Paycheck" link next to the date you wish to view
10. Click on "Print" in the top center of the pay check to print
11. To Sign Out, click on the 3 lines in the top right corner of the screen.



Cafeteria Table Cleaning Procedure

(While Students are Present)

During Dining

Preparing the Stock Solution Bottle

1. Fill the SFSPac Sanitizer Stock Solution Bottle (grey) to the ridge with cold water.
2. Pour in contents of 1Pac brand pouch of Sanitizer.
3. Attach pump.

Preparing the SFSPac Wiping Cloth Bucket

1. Fill the SFSPac Sanitizer Wiping Cloth Bucket to the first Fill Line with water.
Pump in 1stroke from Grey Stock Solution Bottle.
2. For more Sanitizer Solution, fill SFSPac Sanitizer Wiping Cloth Bucket to the second Fill Line with water.
Pump in 1 additional stroke from Grey Stock Solution Bottle.
3. For best results, rinse and wring clean dry cloths with potable water before placing in Sanitizer Wiping Cloth Bucket.
4. Use Sanitizer Test Strips to ensure solution in the bucket is 200 ppm.

Cleaning Tables

1. From the SFSPac Sanitizer Wiping Cloth Bucket, remove a cloth and wring out excess sanitizing solution.
2. Wipe surface with cloth.
3. Use a new towel on each table.



Cafeteria Table Cleaning Procedure

(No Students Present)

After Dining

Preparing the Stock Solution Bottle

1. Fill the SFSPac Stock Solution Bottle (**red**) to the ridge with cold water.
2. Pour in contents of 1Pac brand pouch of Germicidal Detergent.
3. Attach pump.

Preparing the Spray Bottle

1. Fill the SFSPac Germicidal Detergent Spray Bottle (**red**) to the ridge with cold water.
2. Add one (1) pump from the Stock Solution Bottle.
3. Attach sprayer and adjust the nozzle.

Cleaning Tables

1. Spray table with SFSPac Germicidal Detergent.
2. Wipe food spills, debris and soil using a damp cloth.
3. Use a new towel on each table.
4. Spray and sanitize the table.
5. Allow table to air dry.



Cafeteria Table Cleaning Procedure

Allergy Tables

1. Spray with SFSPac "All-Purpose" Cleaner (green) then wipe down table with clean towel.
2. Spray with SFSPac Germicidal Detergent Spray Bottle (red) then wipe down table with clean towel.
3. Use new towel on each table.

Wash Your Hands

**Wet
hands**



**Apply
soap**



**Wash
for 20
seconds**



**Rinse
well**



**Dry
hands**



**Turn
off tap
with
towel**



Temperatures to Remember

Holding Temperatures:

- ❖ Cold Holding: **41°F or below**
- ❖ Hot Holding: **135°F or above**



Reheating Temperature:

- ❖ If product in Hot Holding falls below **135°F**, reheat the product by the quickest method available to...
165°F or above for at least 15 seconds

Temperatures to Remember

Cooking Temperatures:

- ❖ Fruit and Vegetables: **145°F for 15 seconds**
- ❖ Pizza, Grilled Cheese: **160°F for 15 seconds**
- ❖ Other Foods:
 - Fish - Chicken - Turkey - Beef - Pasta Dishes -
Potato Dishes - Hamburger Patties - Chicken
Nuggets - Chicken Patties
 - 165°F for 15 seconds**





Department of Human Resources
1311 Brandywine Boulevard, Wilmington DE 19809
(302) 793-5000

Job Description

Position Title:	School Nutrition General Worker
School/Department:	TBD
Job Location:	TBD
Supervisory Position:	No
FLSA Status:	NonExempt
Terms of Employment:	10 Months/Year
Benefits Type:	Benefited – Regular Part-Time
Reports To:	Cafeteria Manager
Salary:	Commensurate with the Brandywine School District's School Nutrition Salary Schedule
To Apply:	Please visit our District web site & click on Employment Opportunities

Job Goal: Participates in the overall provision of meal service to children for breakfast and/or lunch. These duties include the setting up of serving lines, the preparation and delivery of food to children and staff, cashiering, dishwashing and maintaining the overall cleanliness of the kitchen facilities and service areas. Successful completion of duties will result in meal service where breakfasts and lunches are prepared, served and stored in an atmosphere that promotes food safety, sanitation and a warm, inviting eating experience for students and staff.

Job Qualifications:

1. Must be able to follow instructions and take initiative.
2. Have willingness to learn or knowledge of meal pattern requirements as specified by the USDA Child Nutrition Program.
3. Display personal cleanliness and be willing to learn and uphold standards of cleanliness and sanitation as related to the preparation, service and storage of meals.
4. Mental demands include the ability to enjoy the fast-paced School Nutrition environment, the ability to work cooperatively with others and the ability to learn new skills as related to job duties.
5. Physical demands include the ability to work in a fast-paced environment. Must be able to tolerate extremes in temperature.
6. Must be able to lift up to 50 pounds and stand on cement floors for up to six hours.

Essential Functions:

1. Shall be able to work in all areas of the kitchen as assigned by the Manager/Lead.
2. Shall accept alternating assignments in food preparation, on the serving line, cashiering, dishwashing and cleaning as directed by the Manager/Lead.
3. Shall follow safe food handling practices and maintain standards of health, sanitation and safety. Shall maintain personal cleanliness while in the performance of work duties.
4. Shall be responsible to learn how to operate, care for and clean School Nutrition equipment.
5. Shall be responsible for the recording of food and/or supplies taken out from storerooms, refrigerators or freezers on a daily basis (perpetual inventory).
6. Shall pick up debris on floor and sweep School Nutrition area before, during and after meal service time. Shall clean and sanitize cafeteria tables after meal service and on an as needed basis. Shall keep all work and storage areas clean.
7. Shall assist co-workers where help is needed and take the initiative to do whatever is necessary to expedite work in the kitchen.
8. Shall be an active participant in the promotion of the Brandywine School District School Nutrition program.
9. Shall display an attitude of cooperation and accommodation to all coworkers, students, faculty and administrators.
10. Must be willing to attend District sponsored in-service for personal and/or professional growth.
11. Shall perform other tasks and assume other duties as needed or as assigned by the Assistant Manager, Building Principal and the School Nutrition Supervisor/Specialist.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, sit, use hands to the finger(s), handle, or feel objects, tools or controls, use fingers to type and/or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close, distance, and color vision, peripheral and depth perception and the ability to adjust focus. The physical demands of this position will also include the ability of the individual to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

Work Environment: This position normally performs the majority of work in a school building or work office environment.

Brandywine School District Employee Responsibilities: All employees of the Brandywine School District are expected as a requirement of their specific job function to:

1. Represent one's self and the District in a positive and professional manner consistent with a personal commitment to fulfilling the District's mission statement and core values while displaying service and involvement, creativity and innovation, dignity and respect, personal and professional integrity, and a duty to safeguard sensitive or confidential information from intentional or unintentional disclosure.
2. Interact and work cooperatively with students, parents, staff and the district community in a timely and courteous manner.
3. Maintain current working knowledge of policies and regulations necessary to answer work-related and general information questions.
4. Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession.
5. Participate in school/departmental activities, meetings, and/or committees to advance District initiatives and to foster personal input and professional teamwork and to assist the District in achieving the goals of the strategic plan.
6. Abide by all Federal and State laws, Board policies and District regulations.
7. Perform other duties as may be assigned by the immediate supervisor(s).

Note: The District has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.

Created By:

Date:

Revised By: Awr

Date: 9/7/11



Department of Human Resources
1311 Brandywine Boulevard, Wilmington DE 19809
(302) 793-5000

Job Description

Position Title:	School Nutrition – Cook (7 hrs/day)
School/Department:	TBD
Job Location:	TBD
Supervisory Position:	No
FLSA Status:	NonExempt
Terms of Employment:	10 Months/Year
Benefits Type:	Benefited – Regular Full Time
Reports To:	School Nutrition Manager and District School Nutrition Supervisor/Specialist
Salary:	Commensurate with the Brandywine School District's School Nutrition Salary Schedule
To Apply:	Please visit our District web site & click on Employment Opportunities

Job Goal: Participates in the overall provision of meal service to children for breakfast and/or lunch. These duties include the setting up of serving lines, the preparation and delivery of food to children and staff, cashiering, dishwashing and maintaining the overall cleanliness of the kitchen facilities and service areas. Successful completion of duties will result in meal service where breakfasts and lunches are prepared, served and stored in an atmosphere that promotes food safety, sanitation and a warm, inviting eating experience for students and staff.

Job Qualifications:

1. Completion of four units of State School Nutrition training or willingness to complete these units as quickly as possible.
2. Knowledge of HACCP (Hazardous Analysis Critical Control Points) necessary sanitation procedures during food preparation and storage.
3. Ability to read and convert measurements to the desired quantities.
4. Knowledge of or willingness to learn requirements of USDA Meal Pattern as specified by the USDA Child Nutrition Program and the PCS Computerized System.
5. Prior experience as a School Nutrition general worker, lead worker or cook.
6. Physical demands include the ability to withstand having hands in water, soap and bleach. Must be able to tolerate extremes in temperature. Must be able to lift up to 50 pounds and stand on cement floors for up to six hours.
7. Mental demands include the ability to manage multiple priorities, to communicate effectively with students and staff, to deal with unexpected stressful situations, to remain calm in emergencies and have good organizational skills.

Essential Functions:

1. Shall be responsible, using the menu as a guide, to plan for the cooking and coordination of all menu food items for breakfast and lunch meal service.
2. Responsible for removing food (purchased and/or commodity) from freezers, refrigerators and storerooms as needed. Shall record items taken out (purchased and/or commodity) on a daily basis in the perpetual inventory book. Shall keep the required daily production book recording the daily amounts of all menu foods prepared and left-over.
3. Shall be responsible for reading and using standardized recipes and be able to convert measurements where necessary.
4. Shall be responsible for the safe thawing of food before cooking.
5. Shall be responsible for preparing sufficient food quantities but to take care to avoid unnecessary left-overs. Shall date, properly store and cover left-overs on a daily basis.
6. Shall be responsible for assuring that food is ready at the appropriate time in adequate portions and quantity all throughout meal service time. Responsible to replenish food as needed and assures that all children have access to all food items as posted on the District menu.
7. Shall inform and work with School Nutrition Manager in a cooperative manner to alert about supplies needed and equipment repairs as necessary.
8. Shall serve food that is attractive and eye-appealing. Shall assure that food is not undercooked or overcooked on a regular basis.
9. Shall follow safe food handling practices, including the taking of food temperatures, and maintain standards of health, sanitation and safety. Shall maintain personal cleanliness while in the performance of work duties.

10. Shall be responsible for the proper use, operation and sanitation of all kitchen equipment.
11. Shall assist co-workers where help is needed and do whatever is necessary to expedite work. Shall work ahead to organize for the next day's menu whenever possible.
12. Shall assume additional responsibilities in the absence of the School Nutrition Manager (including the use of the PCS computerized system).
13. Shall display an attitude of cooperation and accommodation to all co-workers, students, faculty and administration.
14. Shall perform other tasks and assume other responsibilities as needed or as the Building Principal, School Nutrition Manager and/or the School Nutrition Supervisor/Specialist may assign.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, sit, use hands to the finger(s), handle, or feel objects, tools or controls, use fingers to type and/or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close, distance, and color vision, peripheral and depth perception and the ability to adjust focus. The physical demands of this position will also include the ability of the individual to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

Work Environment: This position normally performs the majority of work in a school building or work office environment.

Brandywine School District Employee Responsibilities: All employees of the Brandywine School District are expected as a requirement of their specific job function to:

1. Represent one's self and the District in a positive and professional manner consistent with a personal commitment to fulfilling the District's mission statement and core values while displaying service and involvement, creativity and innovation, dignity and respect, personal and professional integrity, and a duty to safeguard sensitive or confidential information from intentional or unintentional disclosure.
2. Interact and work cooperatively with students, parents, staff and the district community in a timely and courteous manner.
3. Maintain current working knowledge of policies and regulations necessary to answer work-related and general information questions.
4. Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession.
5. Participate in school/departmental activities, meetings, and/or committees to advance District initiatives and to foster personal input and professional teamwork and to assist the District in achieving the goals of the strategic plan.
6. Abide by all Federal and State laws, Board policies and District regulations.
7. Perform other duties as may be assigned by the immediate supervisor(s).

Note: The District has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.

Created By:

Date:

Revised By: Awr

Date: 9/7/11



Department of Human Resources
1311 Brandywine Boulevard, Wilmington DE 19809
(302) 793-5000

Job Description

Position Title:	School Nutrition - Lead Worker (6 hours/day)
School/Department:	TBD
Job Location:	TBD
Supervisory Position:	No
FLSA Status:	NonExempt
Terms of Employment:	10 Months/Year
Benefits Type:	Benefited - Regular Part-Time
Reports To:	School Nutrition Manager
Salary:	Commensurate with the Brandywine School District's School Nutrition Salary Schedule
To Apply:	Click "Apply" designated near the Job ID on the main employment web page for complete application instructions.

Job Goal: Assumes responsibility for the overall daily School Nutrition operations of an assigned unit. Successful completion of job duties will result in an eating environment where breakfasts and lunches are prepared, served and stored in an atmosphere that promotes food safety, sanitation and a warm inviting eating experience for students and staff.

Job Qualifications:

1. Previous experience as a School Nutrition general worker, cook or lead worker.
2. Knowledge of meal pattern requirements for the school breakfast and lunch meals as specified by the USDA Child Nutrition Program.
3. Previous experience with and working knowledge of the POS computerized system.
4. Mental demands include the ability to manage multiple priorities, to communicate effectively with students and staff, to deal with unexpected stressful situations, and to remain calm in emergencies and have good organizational skills.
5. Physical demands include the ability to stand on cement floors up to 6 hours per day, tolerate extremes in temperature and be able to lift up to 50 pounds.
6. Must complete or is willing to complete (within a 2-year period) DOE Food Service Unit Courses 1, 2, 3 and 4.

Essential Functions:

1. Primary responsibility is to ensure that students and staff are served lunches that are in agreement with the published menu. Must be able to plan and serve breakfasts that meet USDA meal requirements.
2. Shall be able to perform the duties of general worker.
3. Shall do all ordering for the assigned unit and shall be responsible for informing the School Nutrition Manager and/or District Office of all food, supplies, equipment repairs and services needed on a daily basis.
4. Shall follow safe food handling practices, including but not limited to, the taking of food temperatures, and maintain standards of health, sanitation and safety.
5. Shall coordinate the overall work flow of the assigned kitchen. Shall delegate tasks to employees as necessary to expedite work and assist co-workers wherever help is needed.
6. Shall be responsible, in cooperation with the School Nutrition Manager, for the orientation, training and evaluation of School Nutrition workers assigned to the unit.
7. Shall operate the POS Computer system and be competent with the operation of the cash register.
8. Shall be responsible for the proper use, operation and sanitation of all kitchen equipment.
9. Shall be responsible for keeping all work and storage areas swept and clean.
10. Attend meetings as convened by the School Nutrition Supervisor/Specialist. Attends in-service and classes to foster professional and personal growth.
11. Displays and enforces approved standards of personal hygiene and grooming, including appearance, cleanliness and appropriate dress code.
12. Shall be an active participant in the promotion and marketing of the Brandywine School District School Nutrition Program with an emphasis on National School Breakfast and Lunch Week and decoration the cafeteria for holidays and special events.
13. Shall display an attitude of cooperation and accommodation to all co-workers, students, faculty and administration.



Department of Human Resources
1311 Brandywine Boulevard, Wilmington DE 19809
(302) 793-5000

14. Shall perform other tasks and assumes other duties as needed or as assigned by the building Principal, School Nutrition Manager, and the School Nutrition Supervisor/Specialist.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, sit, use hands to the finger(s), handle, or feel objects, tools or controls, use fingers to type and/or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close, distance, and color vision, peripheral and depth perception and the ability to adjust focus. The physical demands of this position will also include the ability of the individual to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

Work Environment: This position normally performs the majority of work in a school building or work office environment.

Brandywine School District Employee Responsibilities: All employees of the Brandywine School District are expected as a requirement of their specific job function to:

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2. Interact and work cooperatively with students, parents, staff and the district community in a timely and courteous manner.
3. Maintain current working knowledge of policies and regulations necessary to answer work-related and general information questions.
4. Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession.
5. Participate in school/departmental activities, meetings, and/or committees to advance District initiatives and to foster personal input and professional teamwork and to assist the District in achieving the goals of the strategic plan.
6. Abide by all Federal and State laws, Board policies and District regulations.
7. Perform other duties as may be assigned by the immediate supervisor(s).

Note: The District has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.

Created By:

Date:

Reviewed by HR:

Date:



Department of Human Resources
1000 Pennsylvania Avenue, Claymont, DE 19703
302-793-5000

Job Description

Position Title:	Satellite Meal Handler
School/Department:	School Nutrition
Job Location:	District/Satellite Locations
Supervisory Position:	No
FLSA Status:	NonExempt
Terms of Employment:	10 Months/Year
Benefits Type:	Benefited - Regular Part-Time
Reports To:	School Nutrition Manager and District School Nutrition Supervisor/Specialist
Salary:	Commensurate with the Brandywine School District's School Nutrition Salary Schedule
To Apply:	Please follow the application instructions on the District's web site under Employment Opportunities

Job Goal: Responsible for the efficient delivery of meals and School Nutrition supplies from cooking to satellite schools. Picks up daily cafeteria receipts from individual schools to the bank for deposit.

Job Qualifications:

1. Must be able to read and write.
2. Able to follow instructions, observe and take initiative where needed.
3. Ability to lift up to 75 pounds and tolerate extremes in temperature.
4. Display personal cleanliness.
5. Possess a Class D driver's license and good driving record.
6. Possess the physical ability and mental capacity to perform the above responsibilities.

Essential Functions:

MEAL HANDLER

1. Shall load the food delivery truck.
2. Shall deliver meals and supplies to satellite kitchens and Charter School sites in a sanitary, safe condition arriving no later than the appointed time.
3. Shall unload food and supplies to an area in each unit as designated by the School Nutrition Manager and/or Lead Worker.
4. Shall follow safe food handling practices and maintain standards of health, sanitation and safety.

MONEY RUN

1. Shall perform the duties associated with the collection and delivery of daily cafeteria monies.
2. Shall make sure that money is picked up from schools and delivered to the bank in a safe, timely and efficient manner.
3. Shall fill out appropriate daily paper work associated with the collection and delivery of school monies.

GENERAL RESPONSIBILITIES:

1. Shall maintain the interior and exterior of the truck and all equipment in a clean and sanitary condition.
2. Shall perform routine upkeep of the truck, i.e., gasoline, oil, inflate tires, cleaning of windows and mirrors.
3. Shall lock the truck and house in a secure location as designated by the Supervisor of School Nutrition.
4. Shall display an attitude of cooperation and accommodation to all co-workers, students, faculty and administration of all assigned schools.
5. Shall follow safe driving procedures as established by the Delaware Department of Transportation.
6. Shall perform any other duties assigned by the School Nutrition Managers and District School Nutrition Supervisor/Specialist.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, sit, use hands to the finger(s), handle, or feel objects, tools or controls, use fingers to type and/or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close, distance, and color vision, peripheral and depth perception and the ability to adjust focus. The physical demands of this position will also include the ability of the individual to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

Work Environment: This position normally performs the majority of work in a school building or work office environment.



Department of Human Resources
1000 Pennsylvania Avenue, Claymont, DE 19703
302-793-5000

Brandywine School District Employee Responsibilities: All employees of the Brandywine School District are expected as a requirement of their specific job function to:

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2. Interact and work cooperatively with students, parents, staff and the district community in a timely and courteous manner.
3. Maintain current working knowledge of policies and regulations necessary to answer work-related and general information questions.
4. Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession.
5. Participate in school/departmental activities, meetings, and/or committees to advance District initiatives and to foster personal input and professional teamwork and to assist the District in achieving the goals of the strategic plan.
6. Abide by all Federal and State laws, Board policies and District regulations.
7. Perform other duties as may be assigned by the immediate supervisor(s).

Note: The District has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.

Created By:

Date:

Revised By: PG/AWR

Date: 3/22/12

Brandywine School District School Nutrition Calendar 2018-2019

LEGEND	
Employee Work Day	
Important Notice Day	
Leadership Meeting	☞

JULY

SUN	MON	TUE	WED	THU	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				

Schedule of Events:

- (4) Independence Day Holiday

AUGUST

SUN	MON	TUE	WED	THU	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	

Schedule of Events:

- (20) Meeting: Leads, Asst. Managers, & Managers
- (21) Welcome Back: All School Nutrition Employees
- (29) Cooks Trainings: All School Nutrition Cooks
- (30) Kitchen Opening: All School Nutrition Employees

SEPTEMBER

SUN	MON	TUE	WED	THU	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						

Schedule of Events:

- (3) Labor Day Holiday: Schools Closed
- (4) First Day of School: Grades 1-5, 6, 9 and 12
- (6) State Mandated Training for All Employees
- (7) Professional Development Day: Schools Closed
- (10) Rosh Hashanah: Schools Closed
- (12) Leadership Meeting at 1:30 at BOC
- (19) Yom Kippur: Schools Closed

OCTOBER

SUN	MON	TUE	WED	THU	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			

Schedule of Events:

- (8) National School Lunch Week
- (17) Leadership Meeting at 1:30 at BOC
- (24) Professional Development Day: PK Schools Closed Only
- (25) State Mandated Training for All Employees (Make-Up)
- (25) Parent Teacher Conferences: Schools PK-8 Closed
- (26) Leadership Team Meeting
- (26) Professional Development Day: All Schools Closed

NOVEMBER

SUN	MON	TUE	WED	THU	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	

Schedule of Events:

- (6) Election Day: Schools & Offices Closed
- (12) Veteran's Day Holiday: Schools & Offices Closed
- (14) Turkey Dinner Day
- (16) State Mandated Training for All Employees (Make-Up)
- (19) ServSafe Class—Must Pre-Register before Nov. 1
- (16-23) Thanksgiving Holiday: Schools Closed
- (28) Leadership Meeting at 1:30 at BOC

DECEMBER

SUN	MON	TUE	WED	THU	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					

Schedule of Events:

- (19) Leadership Meeting at 1:30 at BOC
- (24-31) Winter Vacation: Schools Closed

Brandywine School District School Nutrition Operational Calendar 2018-2019

JANUARY

SU	MO	TUE	WED	THU	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		

Schedule of Events:

- (1) New Years Day: Schools & Offices Closed
- (2) Leadership Team: POS Training
- (23) Leadership Meeting at 1:30 at BOC
- (21) Martin Luther King Jr. Holiday: Schools Closed
- (29-31) Mid Terms: Half Days for grades 9-12

FEBRUARY

SUN	MON	TUE	WED	THU	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		

Schedule of Events:

- (1) Cooks Trainings: All School Nutrition Cooks
- (1) Schools Closed PrK-8 & Half Day for 9-12
- (15) Parent Teacher Conferences: Schools Closed
- (18) President's Day Holiday: Schools Closed
- (19) Schools Closed for Professional Development
- (20) Leadership Meeting at 1:30 at BOC

MARCH

SUN	MON	TUE	WED	THU	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						

Schedule of Events:

- (4) National School Breakfast Week
- (20) Leadership Meeting at 1:30 at BOC

APRIL

SUN	MON	TUE	WED	THU	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				

Schedule of Events:

- (5) Staff Day: Schools Closed
- (5) State Mandated Training for All Employees (Make-Up)
- (10) Leadership Meeting at 1:30 at BOC
- (17) Schools Closed for Parent/Teacher Conferences
- (19-26) Schools Closed, Spring Break!
- (23) ServSafe Class—Must Pre-Register before April 1

MAY

SUN	MON	TUE	WED	THU	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	

Schedule of Events:

- (3) School Lunch Hero Day
- (6) School Nutrition Employee Appreciation Week!
- (15) Leadership Meeting at 1:30 at BOC
- (22-24) Senior Exams (Half Days)
- (27) Memorial Day Holiday: Schools Closed

JUNE

SUN	MON	TUE	WED	THU	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						

Schedule of Events:

- (10-13) Final Exams: Half Days for Grades 6-11
- (13) Last Day for Students Grades 6-11
- (14) Last Day for Students Grades PK-5
- (14) Final Check Out Day at BOC for Leadership
- (17) Summer Feeding Begins

WORKING HARD
FOR SOMETHING WE
DONT CARE ABOUT
IS CALLED STRESS.
WORKING HARD FOR
SOMETHING WE LOVE
IS CALLED PASSION.

