

"Game Plan for Success"



Citrus County Schools
Food & Nutrition Services
EMPLOYEE HANDBOOK
2022-2023 SY

"ONE Team, ONE Goal, NO Limits"

Citrus County Schools Food & Nutrition Services

"ONE Team, ONE Goal, NO Limits"



KEYS TO EXCELLENCE

1. **"IT TAKES A TEAM"** - Teamwork divides the task and multiplies the successes.
2. **"BE SHOW READY AT ALL TIMES"** - High achievement always takes place in the framework of high expectation.
3. **"ATTENTION TO DETAIL"** - Achieves thoroughness & accuracy when accomplishing a task through concern for all areas involved.

"Our mission is to contribute to the mental, physical, emotional, and social development of all students by continuously providing healthy meal choices and nutrition education."





OBJECTIVES

- Contribute to a decrease in childhood obesity
- Increase Participation
- Contribute to a decrease in childhood diseases
- Maintain high quality, well-trained workforce
- Promote positive communications
- To provide a realistic setting for teaching the importance of healthy food choices, cleanliness, and good group conduct

INTRODUCTION

The Citrus County Schools Food & Nutrition Services operates under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). These programs are federally funded programs that assist schools and other agencies in providing nutritious meals to children at reasonable prices. In addition to financial assistance, the School Lunch Program provides donated commodity foods to help reduce lunch program costs. The United States Department of Agriculture, Food, Nutrition & Consumer Services is responsible for overseeing the program. In Florida, the National School Breakfast Program is required to be offered in all elementary public and charter schools. This year, our program is proud to offer the Community Eligibility Program (CEP), which allows all students, regardless of family income to partake in no cost breakfast and lunch daily.

Requirements

Schools must apply through the Florida Department of Agriculture & Consumer Services, Office of Food, Nutrition & Wellness and complete the requirements prior to the operation of these programs. Once approved, schools will receive funding for each lunch and breakfast meal served provided they meet established state and federal regulations.

- Complete the application process
- Attend Child Nutrition training with a focus on Professional Standards
- Maintain documentation for directly-certified, homeless and migrant students
- Maintain meal production records and inventory records that document the amount and types of food served
- Follow menu planning guidelines based on 2010 Healthy Hunger Free Kids Act
- Maintain records of On-site Accountability Reviews
- Maintain records of all program income and expenditures

The Florida Department of Agriculture & Consumer Services, Office of Food, Nutrition & Wellness will conduct periodic reviews of the school lunch and breakfast programs to ensure that program sponsors comply with state and federal regulations.

Failure to follow established regulations could result in the endangerment of students' health and/or loss of funding for the Food & Nutrition Services (FNS) Program.

ALL FNS employees are responsible for the health and safety of our customers (students and staff). It is imperative that proper operating procedures are followed at all times. If at any time, a FNS staff member observes improper procedures or unsafe practices, they must report such actions to their FNS Manager AND the FNS District office.

This manual will provide FNS staff members with some basic information and guidelines for daily operations and general conduct. FNS Managers will provide additional instructions as needed to specific situations.



GENERAL INFORMATION FOR PERSONNEL

Employee Selection and Appointment:

1. Selection of Food & Nutrition Services Managers will be performed by the Food & Nutrition Services Director in conjunction with the Principal.
2. The selection of Food & Nutrition Services Assistants in a school will be performed primarily by the Food & Nutrition Services Director and / or Supervisor in conjunction with the Operations Specialists.
3. Appointments will be made by the Citrus County School Board.

Duty Days and Hours of Work:

1. Food & Nutrition Services Managers and Assistant Managers shall be on duty eight (8) hours per day for 190 days with ten (10) of the days to be assigned by District Administrator.
2. Food & Nutrition Services Assistants shall be on duty for an assigned number of hours, ranging from 4-6 hours per day, for 181 days per assigned school year.
3. The hours of duty shall include thirty (30) unpaid minutes for lunch for all personnel. Lunchtime assignments shall be made by the Manager.
4. Any employee who works overtime without proper permission will not be paid for overtime or allowed compensatory time.

Payroll Information:

1. The annual salary of Food & Nutrition Services personnel shall be paid in twenty-four (24) equal payments.
2. To view / access pay stub information, visit the district website at www.citruschools.org and click on the Skyward Employee Access link.

Special Functions:

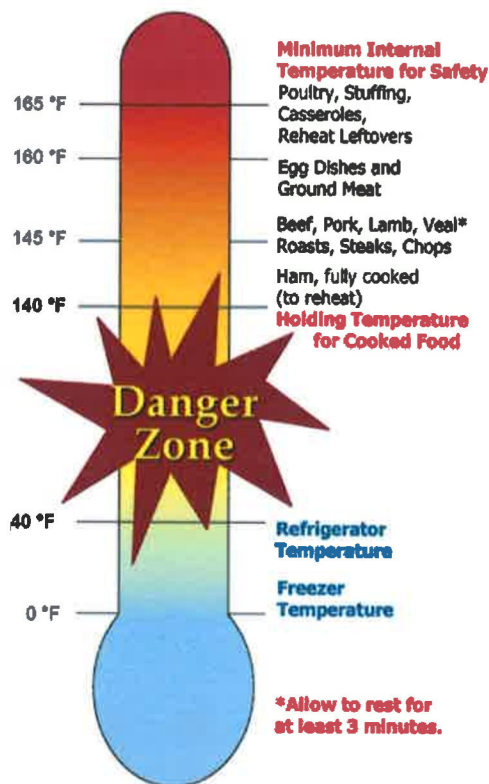
Any and all special functions that require food, beverage or personnel, **must** have approval, and an invoice generated by the FNS Office, prior to committing to said function. Payments made to Food & Nutrition Services for work performed by personnel after regular working hours shall be deposited into the Food & Nutrition Services account by the Manager.

General Conduct of Personnel:

1. Personnel must practice good personal hygiene and grooming at all times. This includes: neatly dressed, well-groomed, wearing of hairnets at all times, and proper washing of hands as needed.
2. Personnel must accept directions and suggestions for improvement of work. Must be willing to assist others and perform whatever job is assigned.
3. No food or other items may be taken from the premises for personal use.
4. The cafeteria, including the Manager's office, is to be used for business only. Excessive visiting should not be allowed. All eating shall be done in the dining room or staff lounge ONLY.
5. Employees must not have personal money in their immediate possession during work hours.

Sanitation, Health, and Safety:

1. Food must not be served if there is any doubt about purity or palatability.
2. A cleaning schedule must be organized, posted and followed.
3. Wash, sanitize, and properly store all pots, pans, storage containers, and serving utensils after each use.
4. Keep all towels and cloths clean and stored in protected areas.
5. Wash all mops after each use and hang to dry.
6. Continuous inspection for any evidence of roaches, ants, or other infestation shall be made by the Manager.
7. Use the proper equipment in the recommended manner.
8. Wipe up spills immediately.
9. Only Food Service employees are allowed in the kitchen area (behind the serving lines) during food preparation and serving times.
10. Floors **MUST** be cleaned **DAILY**.



JOB EXPECTATIONS

Personal Appearance and Conduct:

1. Neatly groomed.
2. Clean uniforms (assigned tops; NO leggings, NO jeggings, NO yoga pants, NO spandex).
3. Hairnets at all times, covering all hair.
4. No use of gum, tobacco (this includes vaping devices), or alcohol while on duty.
5. Black safety shoes – no bells, no whistles, no blinking lights, no hee-ies.
6. Clean, moderately short, fingernails. **If wearing polish or acrylics, GLOVES MUST BE WORN AT ALL TIMES**
7. Jewelry limited to wedding rings and stud earrings or small hoops only.
8. No cell phones, including Bluetooth devices, used during working hours.

Attendance:

1. Arrive five minutes ahead of scheduled work time. Be at assigned work-station, in uniform, with hands washed, ready to work when shift starts.
Please note: Uniform includes badge and hair restraint.
2. Notify Manager if going to be late or absent as soon as possible.
3. Please plan scheduled appointments after working hours or on days off when possible.
4. When requesting days off, whether sick or **emergency** personal time, ALL employees **MUST VERBALLY** contact your manager/immediate supervisor to notify them of your absence.
 - a. This must be done **PRIOR** to entering your leave into Skyward.
 - b. **TEXTING AND E-MAILING IS NOT PERMITTED.**
5. When requesting Personal Leave, a MINIMUM of 3-days notice is required per Teamsters Union Contract Article 16, Section 16.2 A.
6. A doctor's note must be provided if out for an extended period of time (**3 days**).



ONE Team, ONE Goal, NO Limits

Clocking In and Out:

1. All FNS employees will clock in and out using TrueTime.
2. FNS Assistants will not clock in earlier than their assigned start time, nor clock out later than their assigned time **without prior approval**.
3. At Break, FNS Assistants will clock out, take 30 minutes for break then clock back in again.
4. Every FNS employee will review their timesheet weekly before submitting for approval. Timesheets should **NOT** be submitted until correct. Any and all adjustments must be made to timesheet prior to submitting or they will be denied.

Working Relations and Attitudes:

1. Accept and follows instructions.
2. Work well with others; display positive attitude.
3. Accept suggestions for improvement.
4. Cooperate with students, staff, administrators, and parents.
5. Show interest in professional organizations as related to training.

Job Knowledge and Performance:

1. Understand all phases of job assignment.
2. Ensure proper use and care of equipment.
3. Ensure completed work is of the highest quality.
4. Use safe and sanitary procedures.
5. Perform duties as assigned.
6. Follow all rules, regulations, and guidelines as set by the Federal, State, and Local governing body.





Menus and Recipes:

1. Only Management can change menus or substitute items.
2. This should only happen when product(s) are not available.
3. All staff members **MUST** follow recipes and printed directions unless otherwise instructed by Management.

Meal Service:

1. Students **MUST** have all necessary components for a meal, including a minimum of:
 - a. **1 fruit at BREAKFAST**
 - b. **1 fruit or vegetable at LUNCH,**
2. If the above components are ***not*** on the tray, **the meal must be charged A La Carte prices.**



CASH COLLECTION PROCEDURES

1. Verify student's first and last name.
2. **MUST check for counterfeit bills** - denominations of \$5 and above.
3. Verify student PIN number is on all checks.
4. All students and all staff must pay for any item sold strictly as a la carte.
5. NO ONE, other than the following, shall receive meals at NO cost:
 - a. Authorized Food & Nutrition Services employees
 - b. Students approved for free meals
 - c. Students receiving an alternate meal (*not applicable to 22/23 SY*)
6. All money collected shall be made ready for deposit daily. Sheriff's deputies have been assigned to specific schools to pick-up and deposit funds to a local Brannen branch for deposit into the Food Service account. Deposits shall be picked up daily unless otherwise notified.
7. **Employees must not have personal money in their immediate possession during work hours.** Personal money shall not be combined with Food & Nutrition Services funds at any time.



CASH RECONCILIATION PROCEDURES

Cashiers:

1. Count beginning till to be sure all assigned "bank" is present and accounted for.
2. Verify student account number is on all checks and on cash count sheet.
3. Count all money and checks after each meal period.
4. Count and separate till or "bank" money from money collected and verify amount.
5. Complete and sign cash count sheet attaching calculator tape for each meal period.

Manager:

1. Verify cash count with cashier after each meal period.
2. Verify cash / checks collected are what was expected by transaction entry. When necessary, search for and correct discrepancies.
3. Verify till or "bank" is correct and place in locked bank bag and / or locked cabinet.

Manager and Cashier:

1. Cashiers are to rotate weekly for deposit reconciliation.
2. Reconcile cash, print calculator tape and complete deposit slip. Initials of Manager and FNS Assistant shall be placed on each deposit slip along with the bank bag number. Place funds collected and white & pink deposit slips in tamper resistant bank bag.
3. Take deposit to appropriate personnel in the front office, making certain that all funds are secured prior to exiting.

IMPORTANT: Under NO circumstances is it allowable for a staff member to be alone when counting funds at the beginning or the end of the day. The Manager or Assistant Manager should be present at all times during deposit reconciliation.



MEAL COUNT & COLLECTION PROCEDURES

System Overview:

Horizon is the system being used to manage and assess students' data. Our school will use this computerized system to implement and maintain its breakfast and lunch program. The automated system performs the following functions related to the breakfast and lunch program: generates PIN numbers electronically, stores the eligibility status for each student, and prints reports to include daily edit checks and daily meal count rosters and totals by eligibility category.

Full Service Site:

A child takes a complete meal and then proceeds to the cashier. The student enters their PIN into the computer system. The cashier visually verifies that the child has a complete reimbursable meal and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the automated system records the "point of sale transaction". The point of service (POS) is located at the end of the line.

For the FY 2022-2023, all sites will be participating in the Community Eligibility Program.

After meal service is complete, the automated system will generate a summary report reflecting the day's meal counts. The district office also verifies the meal counts

For the FY 2022-2023, the FDOH After School Snack Program will be held at all Elementary, Middle & High School sites.

Special Function Days:

Non-OVS meals consist of all 5 components. A child takes a bag lunch and milk, and then proceeds to the cashier. The student enters their PIN into the computer system. The cashier visually verifies that the child has a bag lunch and milk, and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the automated system records the "point of sale transaction". The point of service (POS) is located at the end of the line.

Backup Procedures:

(Used in case of automated system failure)

A child takes a complete meal and then proceeds to the cashier. The cashier visually verifies that the child has a complete reimbursable meal. The child states his or her name, or the cashier will state the child's name. At the Elementary level, the cashier locates the student name on the Emergency Cashier Form, only posting reimbursable meals in the Reimbursable Meal column; at the Secondary level, the cashier writes the student's information and meal transaction on the Emergency Cashier Form, only posting reimbursable meals in the Reimbursable Meal column. A customer roster is located at the POS. The POS is located at the end of the line.

Once the automated system is operational, the backup meal counts from the emergency cashier form are manually entered into the system. A second-party check of the meal counts will be conducted. This will be done to correctly reconcile counts for the daily reports. The emergency cashier form will be maintained as part of our meal count records for the program.

At no time will staff use their memory to write a transaction on the emergency cashier form.

Meals Served Outside of the Cafeteria Counting Procedures:

See procedures on the attached Meal Delivery Accountability Forms for Programs where meals are served outside the cafeteria. A count of meals being provided is verified, and meals are signed for at time of pick-up and delivery. **The roster will not be marked prior to a child receiving a meal nor will the staff use their memory to mark the POS roster.**

For the FY 2022-2023, the following programs will be utilizing a Meal Delivery Accountability Form for meals served outside the cafeteria counting procedures:

Clinic

In-School Suspension (where applicable)

Meals Taken to Classrooms (ie. CREST because of students with disabilities)

Field Trip Meal Counting Procedures:

Either of the following procedures may be followed for field trip meals:

Inside Cafeteria - A child takes a bag lunch and milk, and then proceeds to the cashier. The student enters their PIN into the computer system or gives name to cashier who marks them on an approved roster. The cashier visually verifies that the child has a bag lunch and milk, and verifies the student's ID as the child states his or her name, or the cashier will state the child's name. Once the meal and ID are verified, the automated system records the "point of sale transaction" and registers the meal count by eligibility category. The point of service (POS) is located at the end of the line. If a roster is utilized, the meals will be entered into the POS for the day the meal was served. A second-party check of the meal counts will be conducted. **The roster will not be marked prior to a child receiving a meal nor will the staff use their memory to mark the POS roster.**

Field Trip Meal Counting Procedures (cont.)

Outside Cafeteria - Bag lunches will be packed in a cooler, temperatures will be recorded, and meals are transported to the field trip site(s). At the time of meal service, the student(s) will receive a complete reimbursable bag lunch from the cooler. They will proceed to the staff in charge of marking the meals served on the roster. The child will give the staff his/her name (or the staff will state the child's name). The staff will then visually verify the child has a complete meal, and the meal served will be marked with a ✓ at the POS. The roster will be returned to the cafeteria at the end of the field trip, and then entered into the POS for the day the meal was served. A second-party check of the meal counts will be conducted. **The roster will not be marked prior to a child receiving a meal nor will the staff use their memory to mark the POS roster.**

Alternate Meals & Charge Policy:

Due to the entire District participating in the Community Eligibility Program (CEP), there will not be any alternate meals nor charging of meals as all students will be served at No Charge for the 2022-2023 SY. Ala-carte and Adult meals are not allowed to be charged.

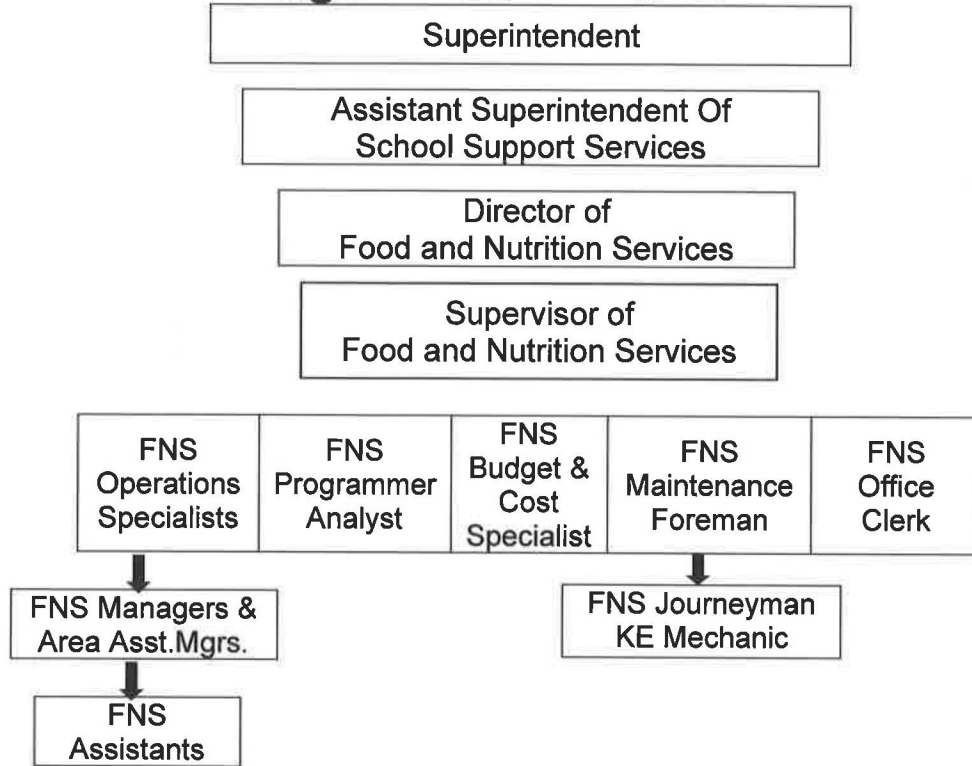


The Fundamental Five

These are the five fundamentals for safe, sanitary food service. Although good sanitation includes other details, if any one of these basic five points is missing, the prevention of food contamination is significantly jeopardized.

1. **Clean Hands**-Dirty hands spread germs. Hands and fingernails should be washed thoroughly with soap and water before work, after using the toilet and every time they are soiled or become contaminated.
2. **Clean Service**-Handling utensils the wrong way may spread disease. Single service items should be handled carefully to keep them sanitary. Other utensils should be washed clean, sanitized as recommended by the health authority, then carefully stored and handled.
3. **Clean Food**-Food may be infected by coughs, sneezes, handling dirty equipment, vermin, animals and wastes. It should be protected during storage, preparation, and service.
4. **Right Temperature**-Cold temperatures slow or stop the growth of germs. Cold foods should be kept cold; hot foods should be kept hot. Prepared food should never be left standing at room temperature except during necessary periods of preparation and service.
5. **Healthy Personnel**-Food Service personnel must be healthy to prevent colds and other diseases from being passed to others. Germs from infected cuts, pimples, or boils can contaminate food.

Organizational Chart



- The Director of Food & Nutrition Services (FNS) reports to the Assistant Superintendent of School Support Services.
- The FNS Managers and FNS Area Assistant Managers report to the FNS Director and/or the FNS Supervisor.
- The FNS Operations Specialists assist FNS Director and the FNS Supervisor with overseeing the school kitchens in which the FNS Managers and Area Assistant Managers preside.
- The FNS Assistants report to the FNS Managers and/or Area Assistant Managers.
- The FNS Journeyman Kitchen Equipment Mechanic reports to the FNS Maintenance Foreman.
- The District Level FNS positions report directly to the Director of Food & Nutrition Services and/or the Supervisor of Food and Nutrition Services:
 - FNS Operations Specialists
 - FNS Programmer Analyst
 - FNS Budget & Cost Specialist
 - FNS Maintenance Foreman
 - FNS Journeyman Kitchen Equipment Mechanics
 - FNS Office Clerk
 - The FNS Office Clerk works closely with the FNS Budget & Cost Specialist

Useful Links & Phone Numbers

- District Food & Nutrition Services Website café.citrussschools.org
- School District Website (INTERNET) www.citrussschools.org
- School District (INTRANET) https://ccsb.sharepoint.com/Intranet
- MyPaymentsPlus (via phone) 1-877-634-9609
- Florida Dept. Of Agriculture,
Food, Nutrition & Wellness www.fdacs.gov
- Florida School Nutrition Assoc. www.floridaschoolnutrition.org
- School Nutrition Association www.schoolnutrition.org

Non-Discrimination Statement per USDA Federal Guidelines

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Required Professional Standards for School Nutrition Employees: Directors, Managers, and Staff

Required professional standards apply to all school nutrition employees, whether the SFA operates the school nutrition program or contracts with a food service management company. SFA-level compliance with the required professional standards is included as a part of the Administrative Review (AR). This section explains job categories, training standards (annual training requirements, topics, and recordkeeping) for all employees, and hiring standards for new directors. Additionally, you will find valuable training resources.

Job Categories

Required professional standards vary by three job categories: directors, managers, and staff. At the local level, there are many different job titles of individuals who perform similar duties. The definitions below are general enough to cover most local school nutrition program employees and can be used to determine their job category:

- **Directors** plan, administer, implement, monitor, and evaluate all district-wide aspects of school nutrition programs. Regardless of its size, a SFA typically only has one director.
- **Managers** have direct responsibility for the day-to-day operations at one or more schools.
- **Staff** prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work. Typically, staff do not have management responsibilities.

The appendixes include reproducible handouts for each job category. You may want to use these need-to-know summaries with your employees as well as administrators.

Annual Training Requirements

School nutrition directors not only have their own annual training requirements, but also oversee annual training requirements for managers and staff. Many SFAs have been providing training at or near the annual levels in the standards. As you implement the standards, keep in mind the following key points:

- The number of annual training hours required each year varies by job category (see Chart 1).
- Training must be job-specific and intended to help employees perform their duties well.
- Training is measured in hours, and may include shorter times. USDA suggests at least 15 minutes per training segment.
- Training needs are best assessed by an employee in consultation with his or her manager, director, or State agency. The USDA does not approve nor require specific training programs.
- Training may be obtained in many ways, such as: in-person or online classes, local meetings, webinars, or conferences.
- The State agency reviews training documentation during the Administrative Review.

Chart 1: Summary of Required Minimum Annual Training Requirements for School Nutrition Employees

Job Category	Annual Training Requirements*
Directors	12 hours
Managers	10 hours
All Other Staff (working 20 hours or more per week)	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category
Temporary and acting employees, substitutes, and volunteers	Any annual training requirements are at the discretion of the State agency and may be required within 30 days of start date

*Annual training requirements apply to the 12 months between July 1 and June 30.

Training Topics by Key Areas

Use the USDA's list of suggested job-specific training topics to guide your choices (See Chart 2). The topics align with four key areas: nutrition, operations, administration, and communications/marketing. To help link training topics to key areas, the first number of each training topic's 4-digit code corresponds with that of the key area's codes, as indicated below.

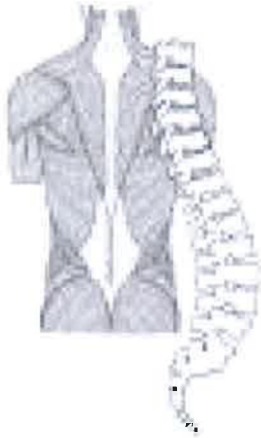
Chart 2: Training Topics by Key Areas

Key Areas	Training Topics
Nutrition – 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
Operations – 2000	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and HACCP (2600)
Administration – 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
Communications and Marketing – 4000	Communications and Marketing (4100)

Circle Up ... for Food Service Safety



Backs and Lifting in the Kitchen



The back is a delicate and complicated system of muscles, nerves and a spine. The spine consists of 24 vertebrae stacked on top of each other. Between each vertebrae is a spinal disk that separates and cushions the vertebrae. The bones and disks protect the main link between the brain and the rest of the body—the spinal cord.

The back can be strained and aggravated by:

- Sitting or standing for extended periods
- Over-exertion (standing, straining, carrying a heavy load)
- Poor physical conditioning



As a person ages, the muscles in the back lose strength and the disks wear. Nerves in the back are often affected by injury or deterioration of spinal disks. Osteoarthritis, another problem associated with aging, can cause back pain.

While a person can't stop the aging process, one should take every precaution to keep the back strong and flexible. Recreational walking is an excellent basic exercise benefiting the back.

BEWARE

- Heavy lifting
- Awkward lifting postures
- Twisting with a heavy load
- Use of extreme force and/or violent movement



Take care of your back and it will take care of you.

Steps to Safe Lifting and Carrying in the Kitchen

Evaluate the load. Is it light enough for you to lift safely? If not, can you get help? Is it hot? Is it liquid? Can the load be divided and lifted in pieces? Can it be lifted and moved on a hand truck or cart? What are your options?



- Lifting alone: Assume the safe lifting position—stand close to the load. With feet spread shoulder width apart, center your body. Squat by bending at the hips and knees. Maintain the back's natural curves—**do not bend the back**. **Hold the load close to your body**. Let the legs do the work of raising the object. Do not twist during the lift.
 - Make sure you can see where you are going. Take small steps, move slowly.
 - Reverse the procedure to put down the load. Back straight, knees bending and doing the work, carefully let go of the load.



- Think *before* beginning the lift.
- Two-person lift: Working as a team, one of the lifters verbally directs the lift. Both lift at the same time. Keep the load level. Move smoothly and release the load together.
- Reaching overhead: Use a step stool or a ladder. Never stand on a chair, shelves or on stacked objects.
- Always avoid reaching above your shoulders. Keep the load close to the body and move slowly.
- Keep the work area clean. Don't clutter aisles, pathways or stairs. Clean liquid and food spills immediately.



Safety
More Dollars to the Classroom



Don't let a french fry get you down.



Carts, Dollies and Hand Trucks

- Use a cart whenever possible.
- Heavy objects loaded on the bottom and centered.
- Secure bulky, loose, delicate or valuable objects.
- Do not obstruct your view.
- Push the load with your arms.
- Keep your back neutral; no bending.
- Avoid pulling heavy loads. If you must pull, stay close to the load and do not bend your back.





Reimbursable
Meals
&
Food Safety

Reimbursable Meal Requirements

BREAKFAST – Must take 3 items, 1 item must be a fruit

Meat/Meat Alternates: No longer required but may be offered and credited as a grain.

Juice/Fruit and/or Vegetable: Fruit and/or vegetable; or full-strength fruit or vegetable juice. Must offer a total of 1 cup daily for all Grades K-12.

Grains/Breads: Must offer a minimum of 1 Grains/Breads equivalent of each. All grains must be whole grain rich.

Weekly Minimums: Grades K-5 = 7 oz. eq. servings; Grades 6-8 = 8 oz. eq. servings; Grades 9-12 = 9 oz. eq. servings.

Milk: 8 fluid oz. for all Grades K-12. Must offer 2 or more types of milk (fat-free flavored, fat-free or 1% unflavored, etc.) Flavored milk must be fat-free.

LUNCH – Must take 3 out of 5 components, 1 component must be a fruit or vegetable

Meat/Meat Alternates: Must offer 1 ounce daily equivalent portion for Grades K-5 & 6-8 and 2 ounce daily equivalent portion for Grades 9-12. Weekly ounce equivalent portions/servings: Grades K-5 = 8-10 oz. eq.; Grades 6-8 = 9-10 oz. eq.; Grades 9-12 = 10-12 oz. eq. Choices also include cheese, regular & soy yogurt, and peanut, sunflower, & other nut butters. May also serve mature/dry beans and peas.

Vegetable: Must offer daily total of 3/4 cup or more for Grades K-5 and 6-8 & 1 cup or more for Grades 9-12. Can be from two or more combined smaller portions or one from a full portion. Must be 1/2 cup under OVS. Weekly sub groups must be met. Can use sub-group codes to assist in documenting/monitoring service of weekly vegetable menu items.

***Vegetable Sub-Group Codes: (DG) Dark Green (R/O) Red/Orange (B/P) Bean/Pea (S) Starchy (O) Other (A) Additional vegetable**

Fruit: Must offer 1/2 cup daily for Grades K-5 and 6-8 & 1 cup for Grades 9-12. Can come from two or more different fruit items. Juice limited to 100% & to no more than one-half of the weekly offerings. Must be 1/2 cup under Offer versus Serve (OVS).

Grains/Whole Grains: Refer to the Grains/Breads Chart for minimum portion weights/sizes. All grains must be whole grain rich. Must offer 1 equivalent serving per day need for Grades K-5 & 6-8 and 2 equivalent servings per day for Grades 9-12. Weekly Ranges: Grades K-5 = 8-9 oz. eq. servings; Grades 6-8 = 8-10 oz. eq. servings; Grades 9-12 = 10-12 oz. eq. servings. Includes rice, pasta, and hot cereals.

Milk Choices: 8 fluid ounces for all Grades K-5, 6-8 & 9-12. Must offer two or more types of milk (e.g., fat-free flavored, fat-free or 1% unflavored, etc.) Flavored milk must be fat-free.

SNACK – Must take both items

Fruits/Vegetables: Must offer 3/4 cup fruit/vegetable/100% juice. Two or more different fruit/vegetable items can make up the full 3/4 cup or from a single item [e.g., 4 oz juice with 1/4 cup carrots or 1 whole apple (138 count) provides 1 component/3/4 cup serving].

Grains/Whole Grains: Refer to the Grains/Breads Chart for minimum portion weights/sizes. All grains must be whole grain rich. Must offer 1 equivalent serving for a full component. Includes grains, breads, grain-based chips, crackers, dry cereal, rice, pasta, and hot cereals.

*Vegetable Subgroups

USDA plans to update the fruit and vegetable sections of the Food Buying Guide (FBG) for Child Nutrition Programs. This listing is intended to be a temporary reference to assist the menu planner in making selections to meet the new meal patterns and to guide managers in choosing appropriate menu selections when emergency substitutions are required. Refer to the updated FBG when it is released.

Method of preparation does not affect the vegetable subgroup. For example, sweet potatoes are in the red and orange group, spinach is in the dark green group or white potatoes are in the starchy group regardless of method of preparation.

Dark Green (DG) Vegetables	Red and Orange (R/O) Vegetables	Beans/Peas (B/P) (Legumes) ¹
Bok-Choy Broccoli Collard greens Dark green leafy lettuce Kale Mesclun Mustard greens Romaine lettuce Spinach Turnip greens Watercress	Acorn squash Butternut squash Carrots Hubbard squash Pumpkin Red peppers Sweet potatoes Tomatoes Tomato juice	Black beans Black-eyed peas (mature, dry) Garbanzo beans (chickpeas) Kidney beans Lentils Lima Beans (mature, dry) Pinto Beans Navy beans Soy beans Split Peas White beans
Starchy (S) Vegetables	Other (O) Vegetables	
Corn Cowpeas, immature (not dry) Field peas, immature (not dry) Black-eyed peas, immature (not dry) Green bananas Green peas Green lima beans Plantains Potatoes Water chestnut	Artichokes Asparagus Avocado Bean sprouts Brussels sprouts Beets Cabbage Cauliflower Celery Cucumbers Eggplant Green beans	Iceberg (head) lettuce Mushrooms Green peppers Mixed Vegetables comprised of various subgroups ² Okra Onions Parsnips Radish Summer Squash Turnips Wax beans Zucchini Any vegetable from the other subgroups except Starchy ³

¹ Why are green peas and green (string) beans not in the Legume/Beans and Peas Vegetable Subgroup?

The legumes/beans and peas vegetable subgroup contains beans and peas that are the mature forms of legumes. That is, they are harvested when the seeds are fully developed and dry. Green peas are harvested before they are fully mature. They are similar to other starchy vegetables and are grouped with them. Note that split peas are the mature form of green peas. Green (string) beans are also harvested before they are mature. They are grouped with other vegetables like lettuce, celery, and cabbage because their nutrient content is similar to those foods. For more information, refer to:

http://teammnutrition.usda.gov/healthierUS/HUSSCkit_pp43-53.pdf.

² If the recipe and production record indicates the amount of each type of vegetable and the contribution to the vegetable subgroups, mixed vegetable dishes may credit towards the individual subgroups. If the amount of each vegetable is unknown or you choose not to list the information, mixed vegetables count in the "Other" or "Additional" vegetables categories.

³ Schools can substitute vegetables from the dark green, red/orange, or beans/peas for "other" vegetables if they desire, but they may NOT substitute starchy vegetables for "Other" vegetables.

	Grades K-5	Grades 6-8	Grades 9-12
Lunch Meal Pattern	Amount of Food Per Week^b (Minimum Per Day)		
Fruits (cups)^c	2 ½ (1/2)	2 ½ (1/2)	5 (1)
Vegetables (cups)^c	3 ¾ (3/4)	3 ¾ (3/4)	5 (1)
Dark Green ^f	½	½	½
Red/Orange ^f	¾	¾	1 ¼
Beans/Peas (Legumes) ^f	½	½	½
Starchy ^f	½	½	½
Other ^g	½	½	¾
Additional Vegetables to reach total ^h	1	1	1 ½
Grains (oz eq)ⁱ	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups)^l	5 (1)	5 (1)	5 (1)

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^fLarger amounts of these vegetables may be served.

^gThis category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAll of the grains offered must be whole grain-rich.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored or flavored).

Leftovers

When an over production of food occurs, this food is considered a “leftover” and may be served at another time, ***IF***, the food has been prepared, cooked, held, and cooled correctly. Food items that are time controlled and have been placed on the serving line ***must*** be ***discarded***.

Leftovers can be stored under appropriate refrigeration, 41 Degrees Fahrenheit, up to 5 days. After 5 days, the food must be discarded. This 5-day window includes all days, not just work days. If a product is placed in the refrigerator on Thursday, it must be ***used*** or ***discarded*** by Tuesday (Friday, Sat, Sun, Mon, Tues).

If the leftover items will not be used within 5 days, they may also be frozen and used within 1-2 months. Leftovers cannot be frozen on day # 5. The decision to ***freeze*** or ***use*** must be made within 24 hours of the food being prepared.





Payroll Information

Job Descriptions

SCHOOL DISTRICT OF CITRUS COUNTY JOB DESCRIPTION

FOOD & NUTRITION SERVICES ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Obtain appropriate number of CE hours annually to maintain USDA Professional Standards requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students and adults to provide a friendly service. Ability to learn to operate food services equipment including a computerized cash register. Ability to follow written and oral instructions in relation to performance of routine duties involving cleaning and serving food. Ability to work efficiently, effectively and safely at a fast pace. Ability to work and communicate in a noisy environment. Knowledge of basic math skills needed for preparation of recipes; i.e., measurement, ratio and proportion, multiplication, division, addition, subtraction and counting necessary for inventory. Ability to follow proper cash handling procedures.

REPORTS TO:

Food & Nutrition Services Manager

JOB GOAL To perform routine manual work in the serving and preparation of food in a school food service facility, including many custodial and housekeeping tasks.
--

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Prepare food items as assigned according to daily menu plans. This may include but may not be limited to fruits, vegetables, sandwiches, pastas, etcetera. *
- (2) Ensure all serving lines are stocked in a clean and organized fashion with the necessary menu components and serving utensils.*
- (3) Scrape trays, wash dishes, pots and pans; empty refuse; clean kitchen floors; clean stoves, ovens, steam tables, food carts, windows, doors, refrigerators and other equipment as assigned by FNS Manager or designee; help maintain clean storage area and stored food in proper condition. *
- (4) Inventory, check in and put up stock items. *
- (5) Use basic math skills necessary for preparation and adaptation of recipes. *
- (6) Use effective, positive interpersonal communication skills. *
- (7) Cross train for back up to other staff. *
- (8) Ability to operate computerized point of sale cashier station for recording of transactions. *
- (9) Ability to follow proper cash handling procedures as outlined in the FNS Employee Handbook. *
- (10) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.*
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

FOOD AND NUTRITION SERVICES ASSISTANT (Continued):

*Essential Performance Responsibilities
Job Description Supplement Code 5
BOARD APPROVED 3/10/98
REVISED: 2/27/18

**CITRUS COUNTY SCHOOLS
SUPPORT PERSONNEL EVALUATION FORM.**

NAME _____ ID # _____
(LAST) (FIRST)

WORK LOCATION _____ POSITION _____

EVALUATION RATINGS
HE – Highly Effective Performance E – Effective Performance D – Developing (1-2 Years) NI – Needs Improvement (3+ Years) U – Unsatisfactory Performance

<u>PERFORMANCE</u>	HE	E	D	NI	U
Knowledge/Skills - Demonstrates knowledge and skills required to complete assigned duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Standards - Adheres to timelines; demonstrates thoroughness, accuracy, quality/presentability and adaptability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies/Equipment - Maintains proper care of and effectively uses technology, equipment and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety - Complies with safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Resourcefulness - Demonstrates initiative and self-reliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy and Procedures - Adheres to all policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication - Demonstrates verbal and written skills appropriate to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>PROFESSIONALISM</u>	HE	E	D	NI	U
Personal Appearance - Maintains professional appearance appropriate to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality - Is regularly present/punctual; and follows appropriate leave policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication - Demonstrates positive communication and interaction with staff, students and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality - Respects and follows all laws and policies regarding confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills - Displays collaborative and cooperative work relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL PERFORMANCE RATING: HE E D NI U

Ratings	Definition of Ratings
Highly Effective	Employee constitutes a model of proficiency based on completion of job responsibilities as outlined in the job description.
Effective	Employee meets all expectations based on completion of job responsibilities as outlined in the job description.
Developing	Employee continues to develop in some areas of the expectations as outlined in the job description.
Needs Improvement	Employee is not effectively meeting areas of expectation as outlined in the job description.
Unsatisfactory	Employee has failed to meet one or more areas of expectation as outlined in the job description.

Supervisor's Comments/Recommendations:
Click or tap here to enter text.

Employee Comments:

Supervisor's Signature Date

Employee's Signature Date
(My signature acknowledges that I have received a copy of the evaluation, it does not necessarily imply agreement.)



Job Performance Improvement Form Support Staff

Employee Name: _____ Employee ID#: _____ Work Location: _____

Work Performance:

The following areas listed below are in need of immediate improvement:

- Employee completes assigned duties in a timely manner
- Employee completes assigned duties accurately
- Employee shows adaptability to duties assigned to him/her
- Employee effectively uses technology
- Employee effectively uses equipment
- Employee effectively uses supplies
- Employee complies with safety procedures
- Employee effectively demonstrates initiative
- Employee effectively demonstrates self-reliance
- Employee effectively adheres to all policies and procedures
- Employee effectively demonstrates good verbal and written skills
- Other (please explain)

Supervisor Comments/Recommendations: _____

Employee Comments: _____

Professionalism:

The following areas listed below are in need of immediate improvement:

- Employee reports to work in a well-groomed manner (ie: wearing a clean uniform and hair restraint (if applicable))
- Employee reports to work on time and ready to work
- Employee is rarely absent from work
- Employee effectively demonstrates positive communication and interaction with students and faculty
- Employee effectively demonstrates positive communication and interaction with fellow staff and supervisor
- Employee effectively demonstrates positive communication and interaction with parents and community
- Employee effectively respects and follows all laws and policies regarding confidentiality
- Employee effectively demonstrates teamwork by working collaboratively and cooperatively
- Other (please explain)

Supervisor Comments/Recommendations: _____

Employee Comments: _____

Supervisor Printed Name: _____

Date: _____

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____

(My signature acknowledges receipt of the Job Performance Improvement Form-Support Staff, it does not necessarily imply agreement)

Skyward Time Off Entry Instructions

District Office, Managers, Assistant Managers, FNS Assistants

Food Nutrition & Services employees will no longer fill out paperwork requests for Time Off. Requests will now be entered in Skyward by the employee. This includes Sick, Personal, Jury Duty, Vacation and TDA's.

IMPORTANT:

- **You MUST have your time VERBALLY approved by Supervisor BEFORE entering your request for any time off in the system.**
- **TEXTING AND E-MAILING IS NOT PERMITTED. This includes appointments (doctor, dental, etc), sick time and personal time.**

Go to www.Citruschools.org website.

Click on **Skyward Employee Access** (bottom left side).

NOTE: Various security pop ups may appear. Click yes to proceed.

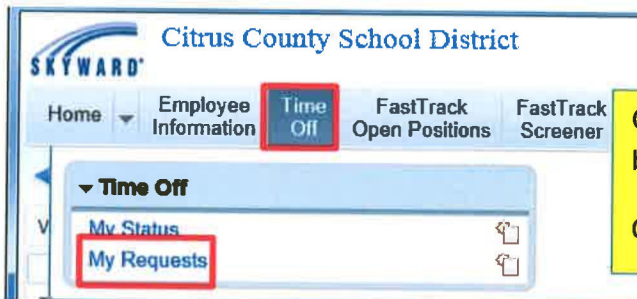


Login ID:

Password:

FNS Assistants: Sign in using Login ID and Password assigned.

All Others: Sign in using the same Login ID and Password you use when logging into your computer.



Click on **Time Off**, pop-up box will appear.

Click on **My Requests**.



Click on **Add**

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available
SICK (EARNED AFTER 6/2001)	525h 15m			525h 15m
SICK BANK	0h 00m			0h 00m
TEMPORARY DUTY	-8h 00m			-8h 00m
VACATION	522h 00m	-10h 00m		532h 00m

Remaining Time per category will appear at top (Personal is included in Sick and will appear when entering Personal Leave.)

Time Off Request

* Time Off Code: VACATION - Hours
 * Reason: VACATION USED
 Description:
 Maximum characters: 200, Remaining:
 Type: Single Day Date Range
 Start Date: 06/25/2013 Tuesday
 Hours: 10 hours 00 minutes
 Start Time: 07:00 AM
 Select additional employees to notify when approved:
 Select Employee(s):

Time Off Code: Choose using drop down arrow.
Reason: Choose using drop down arrow. NOTE: Depending on Time Off Code chosen, Reasons to choose from will vary. BE CAREFUL to choose correct reason.
Description: Very brief, 1-2 words
Type: Single date preferred. If choosing Date Range, do NOT enter more than 1 calendar week at a time. Choose Single Day in Summer as Date Range will only populate 8 hours/day.
Start Date: Click on calendar box and carefully choose correct month and year.
Hours: type in hours and minutes (if needed).
Start Time: Enter start time for leave to begin. If Full Day, enter time you report to work; if partial day, enter time leaving.
Select Employee(s): Click on "Select Employee(s)" to select additional employees to receive e-mail notices.

Active Employees

Active Employees

Select	Employee Name	Type
<input checked="" type="checkbox"/>	Terrano, Jean	Inst
<input type="checkbox"/>	Freier, Mark Allen	Sup
<input type="checkbox"/>	French, Arden F	Sub
<input type="checkbox"/>	Fretz, Edwin James	Inst
<input type="checkbox"/>	Fried, Misty Cherle	Cl Fd
<input type="checkbox"/>	Froehlich, Susan J	Cl 25
<input type="checkbox"/>	Fronk, Alyssa A	Inst
<input type="checkbox"/>	Fry, Clifford M	Pt 25
<input type="checkbox"/>	Frye, Donna Noren	Inst
<input type="checkbox"/>	Fulkerson, Rachel Leigh	Inst
<input type="checkbox"/>	Fuller, Colleen Marie	Cl 18
<input type="checkbox"/>	Fultz, Michelle Amy	Inst
<input type="checkbox"/>	Funk, Jeanette L	Sub
<input type="checkbox"/>	Furniss, Megan Marie	Inst
<input type="checkbox"/>	Furniss, Sean J	Inst
<input type="checkbox"/>	Gadson, Gall Laverne	Sub
<input type="checkbox"/>	Gage, Kristen Michelle	Inst
<input type="checkbox"/>	Gahagan, Terry Lee	Sub
<input type="checkbox"/>	Galner, Daniel	Bus
<input type="checkbox"/>	Gaisford, Esther R	Cl 18

The Active Employees screen appears. In the "Last Name" box (purple box at the bottom), type in **Terrano**, then hit enter. Click on Select box beside Jean Terrano's name. Then type **Freier** in the Last Name box, click enter and select Gwen Freier. Then type **Jervis** in the Last Name box, click enter and select Antae Jervis.

District Office/Asst Managers: Follow above instructions.

FNS Assistants: Following the above instructions, also include your **MANAGER**.

Managers: Following the above instructions, also include your **PRINCIPAL**.

When done, click **Save**.

Filter Options
 Save
 Back
 Unselect All Employees

20 records displayed

Last Name: terrano

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
SICK (EARNED AFTER 6/2001)	525h 15m			525h 15m			
SICK BANK	0h 00m			0h 00m			
TEMPORARY DUTY	-8h 00m			-8h 00m			
VACATION	522h 00m	-10h 00m		532h 00m			

Time Off Request

* Time Off Code: VACATION - Hours Hours per Day: 8h 00m

* Reason: VACATION USED [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 06/25/2013 Tuesday

Hours: 10 hours 00 minutes

Start Time: 07:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

- Terrano, Jean
- Freier, Gwen
- Jervis, Antae

Save
Back

Review all information entered on screen. When finished, click Save.

District Employees Only. In the **Summer**, this pop up will appear on 10 hour days only when time off requested is more than 8 hours. Click on **OK**

Message from webpage

Warning! Time Off requested (10h 00m) is greater than the Hours Per Day setup in Time Off (8h 00m).

Do you want to continue?

OK **Cancel**

Citrus County School District

SKYWARD

Jean Terrano Account Preferences **Exit** ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener

My Time Off Requests

Views: General Filters: *Skyward Default

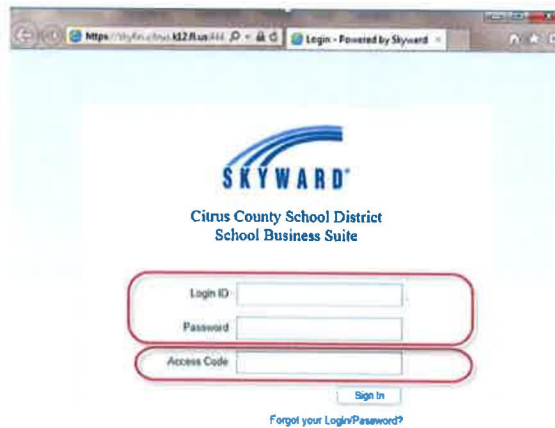
Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
06/25/2013 Tue	07:00 AM	10h 00m	Vacation	Waiting	2013	VACATION	VACATION USED	

Click on Exit to leave the system.

When the Time Off has been approved or Denied, you will receive an e-mail. The Status will then change on the screen above. You can view this information at any time.

Skyward True Time

How to Clock IN and OUT via Electronic Time Clock



Clock In

- 1 – Verify your Name
 - 2 - Click the “IN” icon with your left mouse button.
 - 3 – Verify “IN” Time
 - 4 – Press “Close” to exit the panel
- *** Never use the “X” in the upper right corner of the panel. ***

True Time Quick Entry

Current Status

Current Status: **IN**
Start Time: **8:00 AM**
Current Time: **10:11 AM**
Duration: **2h 11m**
Scheduled Return:
Note:

Totals

Mon 08/01/16 Total: **2h 15m**
Scheduled Hours: **8h 00m**
Weekly Total: **6h 15m**

<Prev Day 08/01/2016 Monday Next Day> View/Submit Time Sheets

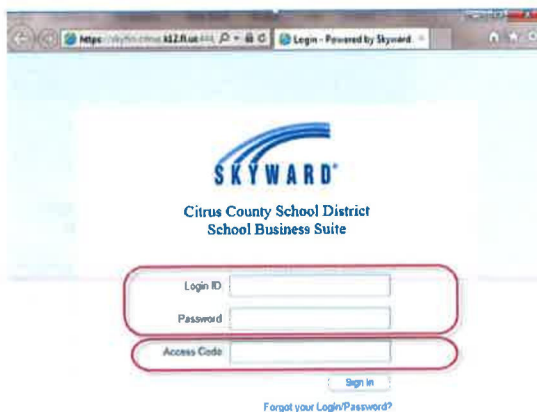
Transactions for Monday 08/01/2016 for

Status	Start Time	End Time	Duration	Note
IN	08:00 AM (7:53)		2h 11m	

Edit Note
Close

Skyward True Time

How to Clock IN and OUT via Electronic Time Clock



Clock Out

- 1 – Verify Your Name
- 2 - Click the “Gone for the Day” icon with your left mouse button.
- 3 – Verify your End Time.
- 4 – Press ‘Close’

*** Never use the “X” in the upper right corner of the panel. ***

True Time Quick Entry

Current Status
Current Status: **IN**
Start Time: **8:00 AM**
Current Time: **10:20 AM**
Duration: **2h 20m**
Scheduled Return:
Note:

Totals
Mon 08/01/16 Total: **2h 15m**
Scheduled Hours: **8h 00m**
Weekly Total: **6h 15m**

<Prev Day 08/01/2016 **Monday** Next Day> View/Submit Time Sheets

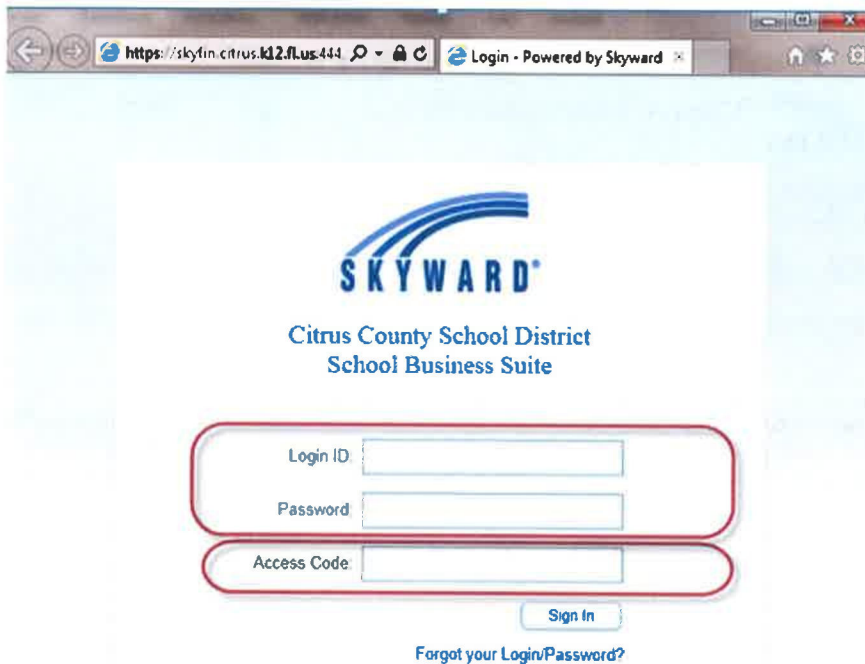
Transactions for Monday 08/01/2016 for

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (1:25:31)	10:20 AM (0:45:30)	0h 00m	

Edit/Notes
Close

Skyward True Time How to Submit My Weekly Time via the Time Clock Short Cut

Important Note - Do not submit your Time Sheet until your Time Off is Entered & Approved!



In

Gone for the day

View/Submit Time Sheets

Current Status

Current Status: **IN**

Start Time: **6:30 AM**

Current Time: **1:54 PM**

Duration: **7h 24m**

Scheduled Return:

Note:

Totals

Thu 06/04/15 Total: **7h 30m**

Scheduled Hours: **8h 00m**

Weekly Total: **38h 30m**

<Prev Day 06/04/2015
 Thursday
Next Day >

View/Submit Time Sheets

Transactions for Thursday 06/04/2015 for _____

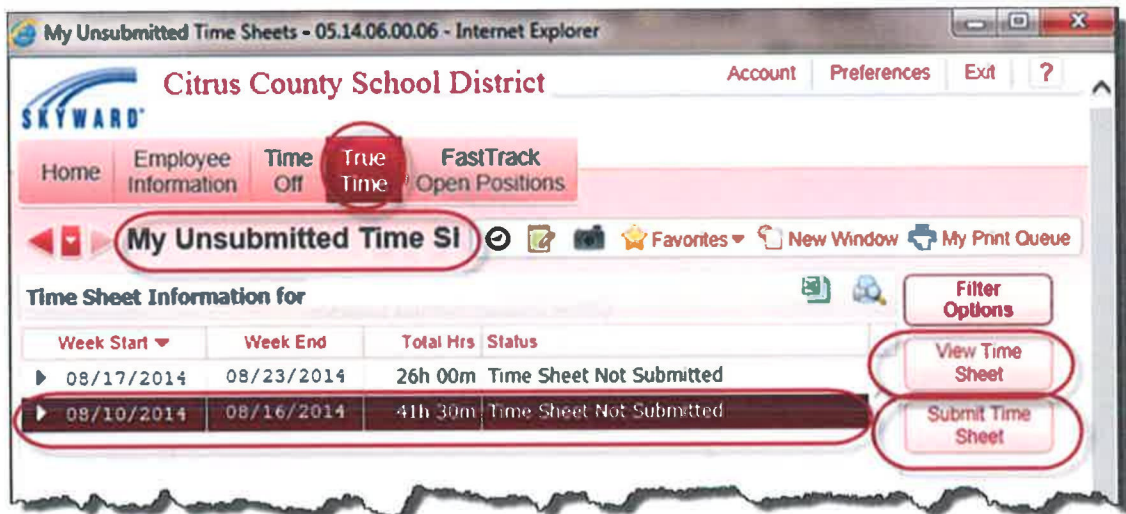
Status	Start Time	End Time	Duration	Note
IN	6:30 AM (6:36)		7h 24m	

Skyward True Time

How to Submit My Weekly Time via the Time Clock Short Cut

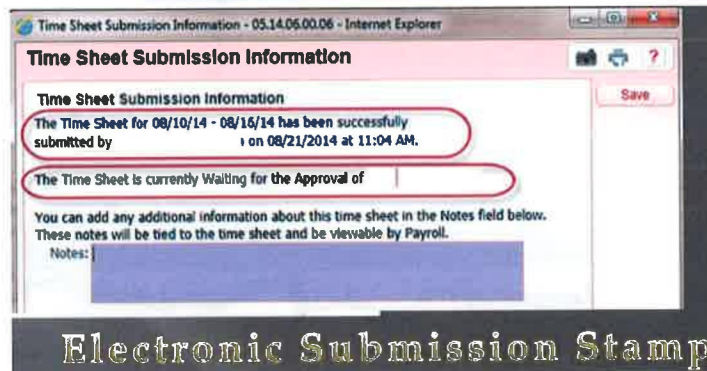
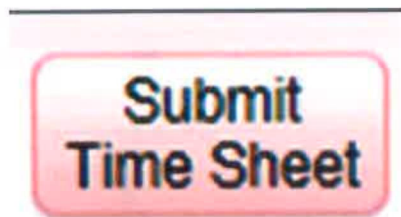
Submit Time Sheet

- 1 – Highlight the week to be submitted
- 2 – View the Time Sheet for accuracy.
- 3 – If the time sheet is correct, click “Submit Time Sheet”



Time Sheet Submission

- 1 – Highlight the week to be submitted.
- 2 – View the Time Sheet for accuracy.
- 3 – If the time sheet is correct, click “Submit Time Sheet”
- 4 – Click “Save” on the “Time Sheet Submission Information” window.



2022 - 2023 School Calendar Citrus County

4	Independence Day	<table border="1" style="margin: auto;"> <thead> <tr><th colspan="7">July</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	July							S	M	T	W	T	F	S						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							<table border="1" style="margin: auto;"> <thead> <tr><th colspan="7">January</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	January							S	M	T	W	T	F	S	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					1-8 Holiday - Christmas Break 9 Professional Development / Teacher Workday 10 Students Return to School 16 Holiday - Martin Luther King Day							
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	Holiday - Schools closed. Students and teachers do not report.		Professional Development - Students do not report.	<i>*Days out of school due to holidays may be affected by possible hurricane make-up days throughout the year.</i>																																																																																																																
	Teacher Workday - Students do not report.		Important Date																																																																																																																	
	Elementary & Middle School Parent Conference Day / High School Professional Development - Students do not report.		End of Reporting Period																																																																																																																	

2022-2023

**Bus Aides, Bus Operators and Food Service Asst.
9 MONTHS - 181 DAYS
0M4, 0M5, OTN AND OL3**

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October 10 - Columbus Day
banks closed

February 20 - PRESIDENTS DAY
banks closed

Calendar: 181D
True Time Calendar: T181D

2022-2023 PAYROLL SCHEDULE

**SUPPORT
9 MONTH - 181 DAYS**

**START DATE: 08/10/2022
END DATE: 05/26/2023**

0M4, 0M5, OTN AND 0L3

RUN	CHECK	WORK DATES	CALENDAR DAYS	CHECKS REMAINING	PAY DATE	COMMENTS/ HOLIDAYS
404	1	NONE	0	23	8/31/2022	
405	2	8/7-8/20/2022	8	22	9/15/2022	
406	3	8/21-9/3/2022	10	21	9/30/2022	
407	4	9/4-9/17/2022	9	20	10/14/2022	LABOR DAY - NON PAID
408	5	9/18-10/1/2022	9	19	10/31/2022	
409	6	10/2-10/15/2022	10	18	11/10/2022	
410	7	10/16-10/29/2022	10	17	11/23/2022	
411	8	10/30-11/12/2022	9	16	12/15/2022	VETERANS DAY - NON PAID
412	9	11/13-11/26/2022	6	15	12/22/2022	THANKSGIVING PAID
413	10	11/27-12/10/2022	10	14	1/13/2022	
414	11	12/11/2022-01/07/2023	9	13	1/31/2023	CHRISTMAS BREAK - NON PAID
415	12	1/8-1/21/2023	8	12	2/15/2023	DR. KING B-DAY - NON PAID
416	13	1/22-2/4/2023	10	11	2/28/2023	
417	14	2/5-2/18/2023	10	10	3/15/2023	
418	15	2/19-3/4/2023	9	9	3/31/2023	PRESIDENTS DAY NON PAID
419	16	3/5-3/18/2023	10	8	4/14/2023	
420	17	3/19-04/08/2023	9	7	4/28/2023	GOOD FRIDAY - NON PAID
421	18	4/9-4/22/2023	10	6	5/15/2023	
422	19	JULY CHECK		5	5/25/2023	
423	20	4/23-5/6/2023	10	4	5/31/2023	
424	21	JULY CHECK		3	6/13/2023	
425	22	5/7-5/20/2023	10	2	6/15/2023	
426	23	AUGUST CHECK		1	6/27/2023	
427	24	5/21-6/10/2023	5	0	6/29/2023	MEMORIAL DAY - NON PAID
	ADJ. CHECK	6/11-6/30/2023	0		7/12/2023	WRAP UP OF HOURS
		TOTAL	181			



Random Board Policies

For a complete list of School Board Policies, visit the district website at
www.citruschools.org .

Citrus County School Board Policies QR Codes

Policy 1.10 District's Mission and Vision



Policy 2.90 Tobacco Use in District Facilities



Policy 2.95 Wellness Policy



Policy 3.42 Alcohol, Alcoholic Beverages, Mood Modifying, or Controlled Substances on School Board Property



Policy 6.10 Employment of Personnel



Policy 6.171 Drug and Alcohol Testing



Policy 6.181 Probationary Status for Noninstructional Personnel



Policy 6.25 Staff Ethics



Citrus County School Board Policies QR Codes (cont.)

Policy 6.30 Violation of Local, State, and/or Federal Laws



Policy 6.32 Telephone Calls, Electronic Communications, and Facsimiles



Policy 6.33 Alcohol and Drug-Free Workplace



Policy 6.40 Assessment of Employees



Policy 6.51 Notification of Absence



Policy 6.511 Absence Without Leave



Policy 6.542 Family and Medical Leave



Policy 6.543 Illness or Injury-In-Line-Of-Duty Leave



Citrus County School Board Policies QR Codes (cont.)

Policy 6.544 Jury/Witness Duty



Policy 6.549 Sick Leave



Policy 6.61 HIV, AIDS, Or Other Communicable Diseases, Blood-borne Pathogens, And Environmental Hazards



Policy 8.13 Infection Control



Policy 8.13G Infection Control - Administrative Guidelines



Policy 8.13G Infection Control - Administrative Guidelines Appendix A and B



Policy 8.41 Meal Patterns



Policy 8.42 Free and Reduced Price Meals and Meal Prices



Citrus County School Board Policies QR Codes (cont.)

Policy 8.44 School Food Service Funds



Policy 8.45 School Breakfast Program



Policy 8.60 Acceptable Use Policy (AUP) For Electronic Resources

