

DENVER PUBLIC SCHOOLS

NUTRITION SERVICES DEPARTMENT

PROFIT SHARING THROUGH PERFORMANCE EXCELLENCE



DENVER FEDERATION FOR
PARAPROFSSIONALS &
NUTRITION SERVICE EMPLOYEES



INTRODUCTION:

The mission of the Denver Public Schools Nutrition Service Department is “To Feed Every Child Every Day”. The Nutrition Service Department Profit Sharing Through Performance Excellence program seeks to recognize and reward those individuals who consistently demonstrate exceptional work performance toward that mission. The program is based on the Nutrition Service Department making a profit. If a profit exists, eligible employees will share. The program is designed to offer performance incentives and to motivate employees to provide the highest quality customer service and nutrition products to students.

A. OBJECTIVES:

The objectives of the Profit Sharing Through Performance Excellence program are as follows:

1. Link employee goals with the Nutrition Service Department’s goals
2. Promote teamwork within each site and reward team performance
3. Increase individual accountability for results and reward individual performance
4. Increase customer participation and satisfaction while effectively managing costs
5. Increase employee retention

B. ELIGIBILITY:

Individuals eligible to participate in the Profit Sharing Through Performance Excellence program must meet the following criteria:

1. Satisfactory score on the **Individual Performance Evaluation** as outlined:
 - a. Two evaluations will be done each year with one occurring in the first semester and one occurring in the second semester
 - b. Evaluation results from the year in which the employee is seeking the Profit Sharing Through Performance Excellence award will apply
 - c. A satisfactory score on the Individual Performance Evaluation for Workers will be considered **96** points or above
 - d. A satisfactory score on the Individual Performance Evaluation for Managers will be considered **141** points or above .
 - e. Employees must earn an overall satisfactory score or above on the evaluation done in the second (Spring) semester to qualify for the total Profit Sharing Through Performance Excellence award
 - f. Employees earning less than an average score on the second semester evaluation will not be eligible for a Profit Sharing Through Performance Excellence award
2. **Corrective Action** – an employee receiving any corrective action (written warning or above) during the year will not qualify for the Profit Sharing Through Performance Excellence award

3. **Hire Date** – individuals will be eligible for pay-out based on the following:
 - a. Individuals hired on or before December 31st of the current academic year will be eligible for payout the following August
 - b. Individuals hired after December 31st of the current academic year will be eligible for payout the August following the next academic year
4. **Employees must be employed in Nutrition Services at the time of the payout**

C. ASSIGNED LOCATIONS:

- a. Awards will be calculated based on the location to which the employee is assigned at the time of the award
- b. Awards for Individuals who have transferred will be calculated based on the location to which the employee is assigned at the end of the academic year
- c. Employees that float between schools will be assigned a home school and awards for those individuals will be calculated based on the home school performance

D. PERFORMANCE FACTORS :

The Profit Sharing Through Performance Excellence award will be based on the following three Performance Factors:

1. Customer Service
2. Operational Excellence
3. Attendance

1. Customer Service

- a. Lunch and A-La-Carte data will be used
- b. Customer service will be measured utilizing meals served data.
- c. Awards will be paid for achieving or exceeding the participation goal
- d. School goals are calculated by the Nutrition Service department and are based on the percentage of meals served the previous year. Goals will be calculated using the following formula:

Serving 90% or above = hold serving level

Serving 70.1-89% = increase 5 meals

Serving 60.1-70% = increase 6 meals

Serving 50.1-60% = increase 7 meals

Serving 50% and below = increase 8 meals

- e. Any school with a Kitchen Manager is considered a stand-alone site
- f. In umbrella school (Prep-site) situations, schools within the umbrella with no Manager will be combined and treated as a single school under the umbrella Manager
- g. A baseline for new schools will be calculated using an average of meals served from the previous year for schools with similar enrollment.

2. Operational Excellence

- a. Operational Excellence will be measured by the following two factors:

- i. Health Inspection

- 1. Health Inspections are performed by the State of Colorado – Denver Health Department
- 2. One inspection will be performed within the year. If two inspections are done, the inspection that is closest to the end of the year will be counted.
- 3. For purposes of the Profit Sharing Through Performance Excellence award, the Nutrition Service Department will utilize an amended version of the Health Inspection which removes those factors outside the control of the kitchen employees
- 4. Critical performance areas are established on the amended version of the Health Inspection
- 5. A Health Inspection is considered acceptable if it contains no violations on the critical performance areas defined by the Profit Sharing Through Performance Excellence design team.
- 6. Sites must receive no critical violations on yearly Health Inspections to qualify for the total Health Inspection performance award
- 7. Sites earning an acceptable score on only one of the two yearly health inspections will only qualify for 50% of the Health Inspection performance award
- 8. Sites which receive a critical violation on both of the yearly Health inspections will not qualify for any portion of the Health Inspection performance award
- 9. If the Colorado Health Department fails to perform a Health Inspection during one or both semesters an alternate inspector will be assigned from the Nutrition Service Department by the Executive Director

- ii. Peak Performance

- 1. There are two aspects to Peak Performance
 - a. Counting and Claiming
 - b. Operations
- 2. A site must achieve the following scores to earn the awards
 - a. Counting and Claiming – 100%

- b. Peak Performance Operations – 95%
- 3. Two inspections will be performed for both Counting and Claiming and Operations within the year
 - a. The first inspection will occur October - December
 - b. The second inspection will occur February - April
- 4. Inspections will be performed by an Area Supervisor. Fall inspections will be done by the Supervisor assigned to the school. Spring inspections will be done by an Area Supervisors not assigned to the school and randomly selected

3. Attendance

- a. The attendance award will be calculated based on absences within the academic year. The payout will be as follows:
 - i. 0-3.0 days absent = 100% of the award
 - ii. 3.1-5.0 days absent = 50% of the award
 - iii. 5.1+ days absent = 0% of the award
- b. The following will be excused absences and will not be considered part of the award calculation:
 - i. Jury Duty
 - ii. Military Service
 - iii. Personal Leave (2 days)
 - iv. Worker's Compensation
 - v. FMLA (Family Medical Leave Act)
 - vi. Bereavement – Family and Friends up to 7 days per year (must have documentation)
 - vii. Subpoena
 - viii. Educational Leave related to Nutrition Service related knowledge or skills

E. PERFORMANCE FACTOR WEIGHTS:

Performance factors will be weighted using the following:

- a. Participation = 40%
- b. Operations = 40%
 - i. Health Inspection = 10%
 - ii. Peak Performance Fall = 10%
 - 1. Counting and Claiming = 5%
 - 2. Peak Performance Operations = 5%
 - iii. Peak Performance Spring = 10%
 - 1. Counting and Claiming = 5%

2. Peak Performance Operations = 5%

c. Attendance = 20%

F. AWARD TIMELINES:

Award payout will occur once based on the entire academic year. Payment will be made during September for the previous academic year.

G. AWARD AMOUNTS :

1. Awards will be based on overall District participation
2. Award targets will be established each year based on previous year's participation
3. Award targets for new schools will be established based on data from existing schools of the same size and demographic

H. APPENDIX

Kitchen Manager Performance Evaluation

Overall Performance Scale

Level	Rating	Definition
5	Results and Impact Exceed Expectations	Results exceed expectations on a consistent basis. Results exceed goal. Makes significant contributions well beyond requirements.
4	Results and Impact Fully Meet Expectations	Achievements are fully and consistently on target. Goals fully met. Makes a valuable contribution. Is fully competent.
3	Results Generally Meet Expectations, With Opportunity for Improvement	Meeting expectations in most areas, improvements needed in remaining areas. Still learning how to perform responsibilities independently.
2	Needs Improvement	Improvement clearly needed. Inconsistent performance. Needs ongoing support.
1	Does not meet expectations	Results do not meet expectations for experience and job level.

Job Factors

1. CUSTOMER SERVICE

- Smiles and demonstrates polite and professional behavior
- Takes ownership to address customer service concerns
- Willing to market and support marketing efforts
- Fosters positive relationships with students, parents and staff
- Ensures students receive all components for reimbursable meals

2. TEAMWORK

- Communicates in respectful inclusive and appropriate manner
- Takes instruction and incorporates it into tier work
- Takes initiative to create a positive work environment
- Takes initiative to help others
- Does not engage in gossiping nor supports it in others
- Flexibility to accommodate changes
- Demonstrates respect for differences of co-workers and others
- Follows work schedule
- Manages time efficiently
- Ability to work independently (doesn't need constant supervision)
- Demonstrates effective problem solving and decision making
- Makes suggestions for improvements
- Assists with training other employees

3. FOOD PREPARATION

- Follows recipes
- Accurately calculates the number of portions to be served ensuring all students have the same choices
- Prepares appealing food displayed in an attractive manner
- Follows the menu
- Demonstrates organizational skills – plans ahead (Mise en Place)
- Cleans workstation on an on-going basis
- Menu worksheets – Log temperatures as you go – Timely

4. FOOD SAFETY

- Temperature log
- Thermometer calibration
- Prepares and maintains "Charlie Plate"
- Follows proper storage procedures
- Cleans kitchen following proper procedures

5. POLICY COMPLIANCE – all policies can be found on FANS

- Complies with Uniform Policy
- Complies with Cash Handling Policy
- Complies with Cell Phone Policy
- Complies with Tardiness / Call-in / Kronos expectations
- Reports injuries in a timely manner
- Follows HACCP policy and procedures

6. LEADERSHIP

- a. Models expected work practices and behaviors for employees
- b. Provides training and cross training for all staff
- c. Assigns back-up responsibilities
- d. Rotates work assignments
- e. Sets up regular work schedules
- f. Complies with on-time reporting expectations
- g. Provides timely feedback to employees
- h. Fosters “open” communication and feedback among employees
- i. Effectively communicates information
- j. Maintains and updates appropriate documentation (employee files; issues and/or concerns regarding the school; customer complaints)
- k. Manages inventory effectively and accurately
- l. Maintains appropriate confidentiality
- m. Addresses problems in a timely manner
- n. Holds staff accountable
- o. Takes initiative to build relationship between the kitchen and school community

Scoring

Description	Scoring Range
Exceeds Expectations – no rating under “Meets Expectations”; at least 26 factors must be “Exceeds Expectations”	230-255
Fully Meets Expectations – no rating under “Generally Meets Expectations”; at least 26 of the ratings must be “Meets Expectations” or greater	179-229
Generally Meets Expectations with Opportunity to Improve – no rating of “Does Not Meet Expectations”; at least 39 ratings must be “Generally Meets Expectations” or above	141-178
Needs Improvement – must have no more than 5 “Does Not Meet Expectations	97-140

Employee Performance Evaluation

Overall Performance Scale

Level	Rating	Definition
5	Results and Impact Exceed Expectations	Results exceed expectations on a consistent basis. Results exceed goal. Makes significant contributions well beyond requirements.
4	Results and Impact Fully Meet Expectations	Achievements are fully and consistently on target. Goals fully met. Makes a valuable contribution. Is fully competent.
3	Results Generally Meet Expectations, With Opportunity for Improvement	Meeting expectations in most areas, improvements needed in remaining areas. Still learning how to perform responsibilities independently.
2	Needs Improvement	Improvement clearly needed. Inconsistent performance. Needs ongoing support.
1	Does not meet expectations	Results do not meet expectations for experience and job level.

Job Factors

1. CUSTOMER SERVICE

1. Smiles and demonstrates polite and professional behavior
2. Takes ownership to address customer service concerns
3. Willing to market and support marketing efforts
4. Fosters positive relationships with students, parents and staff
5. Ensures students receive all components for reimbursable meals

2. TEAMWORK

1. Communicates in respectful inclusive and appropriate manner
2. Takes instruction and incorporates it into tier work
3. Takes initiative to create a positive work environment
4. Takes initiative to help others
5. Does not engage in gossiping nor supports it in others
6. Flexibility to accommodate changes
7. Demonstrates respect for differences of co-workers and others
8. Follows work schedule
9. Manages time efficiently
10. Ability to work independently (doesn't need constant supervision)
11. Demonstrates effective problem solving and decision making
12. Makes suggestions for improvements
13. Assists with training other employees

3. FOOD PREPARATION

1. Follows recipes
2. Accurately calculates the number of portions to be served ensuring all students have the same choices
3. Prepares appealing food displayed in an attractive manner
4. Follows the menu
5. Demonstrates organizational skills – plans ahead (Mise en Place)
6. Cleans workstation on an on-going basis
7. Menu worksheets – Log temperatures as you go – Timely

4. FOOD SAFETY

1. Temperature log
2. Thermometer calibration
3. Prepares and maintains "Charlie Plate"
4. Follows proper storage procedures
5. Cleans kitchen following proper procedures

5. POLICY COMPLIANCE – all policies can be found on FANS

1. Complies with Uniform Policy
2. Complies with Cash Handling Policy
3. Complies with Cell Phone Policy
4. Complies with Tardiness / Call-in / Kronos expectations
5. Reports injuries in a timely manner
6. Follows HACCP policy and procedure

Scoring

Description	Scoring Range
Exceeds Expectations – no rating under “Meets Expectations”; at least 1/2 factors must be “Exceeds Expectations”	162-180
Fully Meets Expectations – no rating under “Generally Meets Expectations; at least 1/2 of the ratings must be “Meets Expectations” or greater	126-161
Generally Meets Expectations with Opportunity to Improve – no rating of “Does Not Meet Expectations”; at least 2/3 ratings must be “Generally Meets Expectations” or above	96-125
Needs Improvement – must have no more than 5 “Does Not Meet Expectations	62-95

Noncritical Items – uncorrected, these can become serious problems

9. Food Labeling and Protection	V	C	13. Utensils – Single Service Articles	V	C
a. Not in original container, improperly labeled - Critical			a. Utensils not provided; used/stored improperly - Critical		
b. Food unprotected from contamination - Critical			b. Single service articles improperly stored, dispensed, used - Critical		
			c. Reuse of single service articles - Critical		
10. Improper Equipment Design and Construction	V	C	14. Physical Facilities	V	C
a. Food contact surfaces			a. Plumbing not installed/maintained		
b. Nonfood contact surfaces			b. Garbage and refuse accumulation/uncovered		
c. Dishwashing facilities			c. Floors; walls; ceilings in disrepair		
11. Testing Devices	V	C	d. Lighting inadequate		
a. Refrigeration units not provided with accurate, conspicuous thermometer			e. Ventilation inadequate		
b. Dish machine not provided with accurate thermometer and gauge clock - Critical			f. Personal items stored incorrectly		
c. Chemical test kits not provided; inaccessible - Critical			g. Premises not maintained		
			h. No separation of living; laundry		
12. Improper Cleaning of Equipment and Utensils	V	C	i. Restrooms		
a. Food contact surfaces - Critical			15. Other Operations	V	C
b. Nonfood contact surfaces - Critical			a. Personnel: unauthorized; unclean clothes; hair unrestrained - Critical		
c. Dishwashing operations - Critical			b. Linen improperly stored		
d. Wiping cloths - Critical					

Item	Comments



Counting & Claiming Performance Tool #1

To be our best, we need the proper tools! Study, Learn and Do...

All questions must be answered correctly to achieve Performance Excellence

Is a current student roster printed, updated weekly and available at each POS? **(in case of computer failure, it does happen)**

Does the POS system produce an accurate count of reimbursable meals (free / reduced price, paid) served to eligible children daily? **(Are there any flags on the end of day, Make sure cashiers are charging the correct amount for each customer)**

Does the POS System prevent overt identification of the eligible needy? (ie., the meal counter does not identify student with free, reduced or paid status) **(On POS screens make sure that no child's screen says status)**

At the POS, is there a Generic Form being used and are there student i.d. numbers that correspond with the student name and status? **(Generic Forms are used with the A & B Keys. A for students that are free, B for students that are reduced.)**

Is the Generic Form being used correctly? **Both of these keys relate to DPS students that are transferring from another DPS school. Remember to verify what the student tells you with the school they came from.**

If the POS is at the beginning of the line or if the salad bar is after the POS, does the school have CDE approval to account for reimbursable meals? **(Is your supervisor aware of the set up?)**

Has the manager and at least one additional person been trained on the POS and also on the Cash Handling Policy? **(Even in a two person kitchen this helps to make sure that everyone is protected)**

Is the Cash Handling Policy posted in the kitchen with signatures of all cashiers? **(Ask cashiers to state in general terms, the cash handling policy)**

Date Reviewed: _____

Reviewed By: _____



Performance Excellence starts with You!

Counting & Claiming Performance Tool #2

To be our best, we need the proper tools! Study, Learn and Do...

All questions must be answered correctly to achieve Performance Excellence

Does the Cashier/staff (meal counter) know how many items constitute a reimbursable meal? (Ask at least 3 staff members to name the 5 food components and how many components are needed for the meal to be reimbursable)(**For Breakfast and Lunch**)

Are only meals that meet meal requirements counted and claimed for reimbursement? (**A la carte is not a reimbursable meal, second meals are not reimbursable**) For a meal to be reimbursable, $\frac{1}{2}$ cup fruit or $\frac{1}{2}$ cup vegetable or $\frac{1}{2}$ combination of fruit and vegetable must be on each student t tray along with at least 2 other meal components (milk, protein, grain). When a student selects only three items and 2 are from the fruit and vegetable components...the student must select the full required minimum portion size of one along with $\frac{1}{2}$ cup minimum of the other. Example: for High School : mild + 1 cup fruit + $\frac{1}{2}$ cup vegetable; for K-8: grain + $\frac{1}{2}$ cup vegetable = $\frac{1}{2}$ cup fruit.

Does the Cashier know how to charge and record non-reimbursable meals?(**All cashiers should be comfortable on the POS**)

Are meal counts and cash totals consistent with prior week's figures?

Does the POS system ensure that only one meal per child per day is claimed for reimbursement?(**If not make sure that IT knows about it so that this problem can be fixed**)

On the day of this review, does the number of meals claimed at free and reduced status exceed the number of eligible free and reduced students as evidenced on the edit check?(**Check on End of Day worksheets**)

On the day of this review, does the total number of meals claimed exceed the daily attendance as evidenced on the edit check? (**Check on End of Day worksheets**)

Are correct breakfast, lunch, and a la carte prices posted for students and adults?(**Make sure monthly because these prices are subject to change with market prices**)

Are the Justice for All posters & DPS Mission and Vision Statement (English) posted in the lunch room in English and Spanish? (**Color posters**)

Date Reviewed: _____

Reviewed by: _____

PEAK OPERATIONS PERFORMANCE REVIEW



SCHOOL: _____ DATE: _____ REVIEWER: _____

Directions: Use this checklist often to make sure your operation is running correctly and to determine what needs to be corrected. A supervisor will “Officially” inspect your operation once in the fall and once in the spring.
Please note that the number in the () is how much the question is worth.

Item #	Inspection Area	Compliance		Corrective Action Plan
		Yes	No	
1 (2)	Does the school follow health restrictions regarding ill or otherwise infected employees? No sick employees are working on day of review?			
2 (2)	Do the employees wear clean clothing, aprons, clean shoes, utilize effective hair restraints, wearing no watches/bracelets/necklaces, no facial jewelry, only stud earrings (if applicable) according to the dress code?			
3 (3)	Are employee drinks stored upright in a pan clearly marked "Employee Drinks" and stored on the bottom shelf of the cooler, and away from other foods?			
4 (3)	Do employees confine their eating and drinking to designated areas? No eating or employee drinks are allowed in the production and service areas.			
5 (3)	Is there a hand washing sink that is easily accessible, not blocked by carts or other, and in good repair and having adequate water pressure?			
6 (3)	Are proper hand washing and glove use procedures being followed (observation)?			
7 (3)	Is the kitchen and bathroom hand washing sink supplied with: hand-cleaning soap or detergent, and disposable towels, (towels are filled and on/in the towel receptacle)?			
8 (3)	Are bathroom facilities clean, and is the toilet paper on the roll?			
9 (3)	Are the dress code and meal policy posted and initialed by staff, in office or on employee bulletin board? Are the dress code and meal policy being followed?			
	Bring crew together and ask these questions:			
10 (3)	When, where, and how is hand washing required? Hands are washed or gloves are changed at critical points.			
11 (3)	What are the required temperatures and times for the safe cooking, refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food products.			
12	What is Cross Contamination and how do you prevent it?			

(3)				
13 (3)	What are the correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment?			
14 (3)	Where should sanitizing buckets be located in each the kitchen? What should the PPM be? How often should sanitizing buckets and sanitizing sinks be changed?			
15 (3)	What is a "Charlie plate", how do you make one, what is it for, where do you put it, and how long do you keep it?			
16 (2)	What is FIFO and how do you make it work, and why do we do FIFO?			
	Temperature Control...Review by question and/or observation			
17 (3)	Are foods rapidly cooled to 41° F or less within 4 hours? Are foods properly cooled? (is food is stored in 2" deep or less, containers, placed either uncovered or loosely covered on top shelf of freezer until cooled to desired temp or frozen ice wand is used to chill food if available?)			
18 (3)	Are food temps being followed (ie. Heated or reheated to 165° F or higher?) and documented on menu worksheets?			
19 (3)	Are hot foods stored at 135 degrees or above?			
20 (3)	Are cold foods stored and served at 41° F or less and is this documented on the menu worksheet?			
21 (0)	If this is a prep site for carry in, is there documentation of time and temperature of food leaving the kitchen on the menu work sheet?			
22 (0)	If this is a carry-in site, is there documentation of time and temperature of food coming to the kitchen on the menu work sheet?			
23 (3)	Are temps entered on menu worksheets and hot and cold equipment logs as temps are taken and not all at once? Are temps taken at the times required (prep, holding, end of service) for worksheets, equipment at beginning and end of day? (review at least 3 random days of menu work sheets to verify)			
24 (0)	Are dish machine temperature logs completed daily?			
	Chemicals Usage and Storage			
25	Are only Ecolab chemicals being utilized in the FS department and are MSDS readily			

(3)	available for each item (located in a conspicuous area)?			
26 (3)	Are Ecolab chemicals stored so they do not contaminate food, equipment, utensils, linens, or single-service and single-use articles, stored underneath food prep tables, on lower shelf next to sinks, etc. to avoid splash?			
27 (3)	Are sanitation buckets available at each station and do these buckets and the sanitizing sink on 3 compartment sink have proper sanitizing ppm (200)?			
PEST CONTROL				
28 (3)	Are all floors in kitchen and storeroom swept and mopped daily? Is there any evidence of rodents or insects?			
29 (3)	If so, are droppings swept, floor cleaned and sanitized immediately and a work order called for pest control? Is a work order pending for pest control?			
30 (0)	Is water at the required temperature (hot or cold) available to all fixtures and equipment that use water?			
31 (0)	Is dish machine running at the required wash and rinse temperatures? Is the Hot Wash Machine's W TEMP/ (140) R TEMP (180) Does the Cold Wash Machine have sanitizer?			
32 (0)	Are waste receptacles (indoor/outdoor) clean and emptied as necessary? Are outside dumpsters kept covered?			
33 (0)	Are there leaking faucets at the hand, three compartment or mop sink?			
EQUIPMENT AND PHYSICAL FACILITIES				
34 (3)	Is there a cleaning schedule posted and being followed?			
35 (3)	Is the overall cleanliness of kitchen, office & storeroom acceptable?			
36 (2)	Is the food service equipment and physical facilities in good repair, and are work orders submitted, if not?			
37 (0)	Are outside maintenance logs completed by maintenance repair staff and are posted for review.			
38 (0)	Is caulking around sinks clean and even, no broken areas, no gaps between the wall and the sink, Work order submitted if not.			
39	Are there peeling patches of paint on wall, ceilings, ceiling tiles, or window areas? Is			

(0)	there a work order submitted if so?			
40 (0)	Are ceiling tiles missing or out of place? Is there a work order submitted if so?			
41 (2)	Are all light fixtures are covered? If not is there a work order submitted?			
42 (2)	Is salad bar clean, accessible, and in good repair?			
43 (2)	Do all windows have screens in good repair if window can be opened?			
44 (2)	No entrance doors are standing open unless there is a screen and screened door is closed.			
45 (2)	Are there gaps on the bottom of doors leading to the outside? Is there a work order submitted if gaps exist?			
TESTING DEVICES				
46 (3)	Are food thermometers available, properly calibrated twice daily and recorded on menu work sheet, accurate to $\pm 32^{\circ}\text{F}$, and are they being stored in thermometer cups and being used to track temps?			
47 (3)	Are test strips being used to accurately measure the concentration in parts per million (mg/L) of the sanitizing solution in buckets and sinks?			
48 (3)	Is every cold and hot food storage unit equipped with a working thermometer? Does the internal and external thermometers read between + or – 2 degrees of each other? Are all temperature logs filled out on a daily basis?			
49 (3)	Are thermometers located in the upper one-third of cold holding units and the bottom one-third of hot holding units?			
50 (3)	Does the internal and external thermometers on the refrigerators and freezers read between + or – 2 degrees of each other?			
51 (3)	Are all equipment temperature logs filled out twice (first thing in the am and last thing at end of shift) on a daily basis?			
MEAL SERVICE....BREAKFAST OR LUNCH, CIRCLE MEAL OBSERVED				
52 (3)	Quality – Is food prepared according to recipes in batches, as close to serving time as possible.			
53	Are serving size / serving portions being followed according to the menu worksheets?			

(3)				
54 (3)	Menu is being followed: Are all menu items on worksheets available on the serving line and are they available until the end of service?			
55 (3)	Proper utensils – Are correct serving utensils available and properly utilized for each menu item? While in foods, are utensil handles stored up not in the food?			
56 (3)	Service Are all items in proper line pans in hot steam table. (not served from on top of the steam table, unless it is pizza or cheese toast)			
57 (0)	Observe Plate Waste (observation of trash can and containers holding tossed food). Is there a theme or issue to be noted in waste??			
58 (2)	Is current menu posted in the Menu Board?			
59 (2)	Are decorations in the cafeteria and serving area, appropriate, in season, and in good repair (no torn and sagging posters)?			
60 (3)	Is the salad bar being monitored for cleanliness, proper tong/spoon storage, serving utensil (for seconds is there a clean food boat available and in use, NO COMING BACK TO THE LINE WITH A DIRTY TRAY/BOAT/PLATE!).			
61 (3)	Is water readily available to students during service either from a working water fountain or from pitchers/dispenser with cups?			
	FOOD PRODUCTION			
62 (3)	Are clean gloved hands, a clean and sanitized cutting board and clean and sanitized cutting utensil being utilized during food preparation?			
63 (3)	Is all fresh produce washed in appropriate sink (sink with air gap drain installed and separated either by space or by 2" wall from garbage disposal) prior to cutting for service?			
64 (3)	Is salad bar accurately chilled (at least 3 frozen ice sheets per bar) and produce and salad bar products (canned items, salad dressings, etc.) chilled to 41 degrees or less prior to service as evidenced on the menu work sheet?			
	MONITORING DOCUMENTATION			
65 (3)	Are all equipment temperature logs, sanitation logs, deposit slips, end of day reports and menu worksheets kept on file in the designated filing system and are they available to the health department and supervisors as requested?			

66 (3)	Are all corrective actions documented on equipment and sanitizing, logs and are all corrective actions documented on menu worksheets?			
67 (3)	Is the current health inspection available and posted for public viewing, with the date of inspection? Are deficiencies resolved?			
68 (2)	Are Kronos reports filled out, signed off by staff and filed?			
BIC, FFVP and SNACK PROGRAMS (IF APPLICABLE)				
69 (0)	If a BIC program exists are all menus followed, items are produced according to menu worksheet, boxes and insulated bags are clean and in good condition and items are delivered in a timely manner.			
70 (0)	Are BIC tally sheets up to date and filled out correctly by school staff and by manager and turned in as required (weekly)?			
71 (0)	If FFVP exists, are baskets for delivery in clean and in good repair?			
72 (0)	Is all required paperwork is filled out and turned in on regular basis for FFVP?			
73 (0)	If a snack program exists, is the daily menu followed and appropriate number of servings prepared? Are the snacks correctly stored at 41 degrees of below until picked up by snack person?			
74 (0)	Are snack program tally sheets prepared by manager and turned in on time as required (monthly)?			
Personal Safety and Disaster Planning Compliance				
75 (3)	Is there an evacuation plan/map located in the kitchen and/or lunchroom?			
76 (3)	Does the staff know what to do in case of a drill or disaster? (ie., open oven and steamer doors and exit the building immediately according to the evacuation plan/map congregating at least 500 feet from the building)			
FOOD SOURCE, LABELING, PROTECTION, STORAGE				
77 (3)	Are all foods stored in cold and dry storage free from spoilage?			

78 (3)	Are all foods stored in cold and dry storage that are not in original package properly labeled with identifying name and date? (Do NOT use salad dressing and yogurt containers for storage! Only use containers purchased for storage...)			
79 (3)	Are all foods stored in a manner that prevents cross-contamination? (are raw meats and eggs stored on the bottom shelf away from other foods?)			
80 (3)	Are all food and paper products stored at least 6 inches off the floor & 18 inches from the ceiling in the store room and walk in?			
81 (3)	Is FIFO inventory management being used and are ALL cans, bags, boxes and food containers marked with the date received to the kitchen?			
82 (3)	Are all canned goods stored in the storeroom or kitchen, free of dents and bulges?			
COMMENTS:				
SUPERVISOR:		FS MANAGER:		

Operational Excellence is the goal! Scoring...The numbers in () are the points per item. There is a total of 180 points

***Supervisors and Managers. Because all schools do not have Carryout schools, Dish Machines, BIC, Snack Programs and FFVP, the scoring is (0) on this review...HOWEVER, if the inspection of these items (items # 22-23, 25, 29 and 69 – 74) are found to be non-compliant, disciplinary action may be utilized to insure compliance.



Performance Excellence starts with YOU!

Peak Operations Performance Tool # 1

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how much the question is worth...

	PERSONNEL PRACTICES AND HYGIENE
1 (2)	Does the school follow health restrictions regarding ill or otherwise infected employees? No sick employees are working on the day of the review. Working while sick puts co-workers, students and other customers at risk. No sick employees working. Health Code.
2 (2)	Do employees wear clean clothing, aprons, clean shoes, utilize effective hair restraints, wearing no watches/bracelets/necklaces, no facial jewelry, only stud earrings (if applicable) according to the dress code? Review attached dress code policy. Hair restraint and no watches/bracelets/necklaces is in the Health Code.
3 (3)	Are employee drinks stored upright in a pan clearly marked "Employee Drinks: and stored on the bottom shelf of the cooler, and away from other foods? Employee drinks are stored in a pan clearly marked "Employee Drinks" and stored on the bottom shelf of cooler, away from other foods. Health Code.
4 (3)	Do employees confine their eating and drinking to designated areas? No eating or employee drinks are allowed in the production and service areas. NO eating (other than taste test) or drinking in the production and serving areas. Heath Code.
5 (3)	Is there a hand washing sink that is easily accessible, not blocked by carts or other, and in good repair and having adequate water pressure and temperature? Hand washing sink is not obstructed by carts, boxes, etc. Sink has adequate water pressure and temperature (90 degrees).
6 (3)	Are proper hand washing and glove use procedures being followed (observation)? Review attached hand washing and glove use policy. Health Code.
7 (3)	Is the kitchen and bathroom hand washing sink supplied with: hand-cleaning soap or detergent, and disposable towels, (towels are filled and on/in the towel receptacle)? The kitchen and bathroom sinks have hand cleaning soap/detergent. Towels are on the roll. Kitchen hand sink is used only for hand washing.
8 (3)	Are bathroom facilities clean and is the toilet paper on the roll? Bathrooms shall be cleaned daily. Toilet Paper will be on the roll. Health Code.
9 (3)	Are the dress code and meal policy posted and initialed by staff, in office or on employee bulletin board? Are the dress code and meal policy being followed? Review attached meal policy. Department Policy and Health Code.

Date Reviewed: _____

Reviewed by: _____

Peak Operations Performance Tool #3

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

	Temperature Control...Review by question and/or observation
17 (3)	Are foods rapidly cooled to 41° F or less within 4 hours? Are foods properly cooled? (is food stored in 2" deep or less, containers, placed either uncovered or loosely covered on top shelf of freezer until cooled to desired temp or frozen ice wand is used to chill food if available?)
18 (3)	Are food temps being followed (ie. Heated or reheated to 165° F or higher?) and documented on menu worksheets?
19 (3)	Are hot foods stored at 135 degrees or above? (Document holding temperature)
20 (3)	Are cold foods stored and served at 41° F or less and is this documented on the menu worksheet?
21 (0)	If this is a prep site for carry in, is there documentation of time and temperature of food leaving the kitchen on the menu work sheet? (documented temp of prep, holding and temp leaving the kitchen)
22 (0)	If this is a carry-in site, is there documentation of time and temperature of food coming to the kitchen on the menu work sheet?(documented temp of food arriving in kitchen, holding and serving temps)
23 (3)	Are temps entered on menu worksheets and hot and cold equipment logs as temps are taken and not all at once? Are temps taken at the times required (prep, holding, end of service) for worksheets, equipment at beginning and end of day? (review at least 3 random days of menu work sheets to verify)
24 (0)	Are dish machine temperature logs completed daily?

Date Reviewed: _____

Reviewed by: _____

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Peak Operations Performance Tool #4

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

	CHEMICALS, USAGE, STORAGE
25 (3)	Are only Ecolab chemicals being utilized in the FS department and are MSDS readily available for each item (located in a conspicuous area)? (review MSDS and make sure you know what to do if an emergency happens ie: ingestions, gets on skin, etc)
26 (3)	Are Ecolab chemicals stored so they do not contaminate food, equipment, utensils, linens, or single-service and single-use articles, stored underneath food prep tables, on lower shelf next to sinks, etc. to avoid splash? (stored away from food contact containers)
27 (3)	Are sanitation buckets available at each station and do these buckets and the sanitizing sink on 3 compartment sink have proper sanitizing ppm (200)? (change as needed to insure 200ppm.
	PEST CONTROL
28 (3)	Are all floors in kitchen and storeroom swept and mopped daily? Is there any evidence of rodents or insects? (cleaning assignments are required to have posted either, daily, weekly , monthly)
29 (3)	If so, are droppings swept, floor cleaned and sanitized immediately and a work order called for pest control? Is a work order pending for pest control?
	WATER, PLUMBING, AND WASTE DISPOSAL
30 (0)	Is water at the required temperature (hot or cold) available to all fixtures and equipment that use water? (Be in contact with RM as well as food service office to ensure the hot and cold water is available)
31 (0)	Is dish machine running at the required wash and rinse temperatures? Is the Hot Wash Machine's W TEMP/(140) R TEMP (180)? Does the Cold Wash Machine have sanitizer?
32 (0)	Are waste receptacles (indoor/outdoor) clean and emptied as necessary? Are outside dumpsters kept covered? (Be in contact with RM to assist in this process)
33 (0)	Are there leaking faucets at the hand, three compartment or mop sink? (contact Food Service Office when discovered)

Date Reviewed: _____

Reviewed by: _____



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Revised 07/18/12 by BES

Peak Operations Performance Tool #5

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

EQUIPMENT AND PHYSICAL FACILITIES

34 (3)	Is there a cleaning schedule posted and being followed?(Daily, weekly, monthly, extra cleaning)
35 (3)	Is the overall cleanliness of kitchen, office & storeroom acceptable?
36 (2)	Is the food service equipment and physical facilities in good repair, and are work orders submitted, if not?
37 (0)	Are outside maintenance logs completed by maintenance repair staff and are posted for review.
38 (0)	Is caulking around sinks clean and even, no broken areas, no gaps between the wall and the sink, Work order submitted if not.
39 (0)	Are there peeling patches of paint on wall, ceilings, ceiling tiles, or window areas? Is there a work order submitted if so?
40 (0)	Are ceiling tiles missing or out of place? Is there a work order submitted if so?
41 (2)	Are all light fixtures are covered? If not is there a work order submitted?
42 (2)	Is salad bar clean, accessible, and in good repair?
43 (2)	Do all windows have screens in good repair if window can be opened?
44 (2)	No entrance doors are standing open unless there is a screen and screened door is closed. (Security and food protection)
45 (2)	Are there gaps on the bottom of doors leading to the outside? Is there a work order submitted if gaps exist? (Security and food protection)

Date Reviewed: _____

Reviewed by: _____



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Peak Operations Performance Tool # 6

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

TESTING DEVICES

46 (3)	Are food thermometers available, properly calibrated twice daily and recorded on menu work sheet , accurate to $\pm 32^{\circ}\text{F}$, and are they being stored in thermometer cups and being used to track temps? Review thermometer procedures.
47 (3)	Are test strips being used to accurately measure the concentration in parts per million (mg/L) of the sanitizing solution in buckets and sinks?
48 (3)	Is every cold and hot food storage unit equipped with a working thermometer? Does the internal and external thermometers read between + or – 2 degrees of each other? Are all temperature logs filled out on a daily basis?(twice a day)
49 (3)	Are thermometers located in the upper one-third of cold holding units and the bottom one-third of hot holding units? (Checked twice a day)
50 (3)	Does the internal and external thermometers on the refrigerators and freezers read between + or – 2 degrees of each other?
51 (3)	Are all equipment temperature logs filled out twice (first thing in the am and last thing at end of shift) on a daily basis?

Date Reviewed: _____

Reviewed By: _____



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Peak Operations Performance Tool # 7

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

	MEAL SERVICE....BREAKFAST OR LUNCH, CIRCLE MEAL OBSERVED
52 (3)	Quality – Is food prepared according to recipes in batches, as close to serving time as possible.(Batching cooking as much as possible)
53 (3)	Are serving size / serving portions being followed according to the menu worksheets?(Are Proper serving utensils being utilized as per menu and or USDA requirements)
54 (3)	Menu is being followed: Are all menu items on worksheets available on the serving line and are they available until the end of service? (First and last customer in line have the same choices. There should be a small amount of leftovers for everything you serve!)
55 (3)	Proper utensils – Are correct serving utensils available and properly utilized for each menu item? While in foods, are utensil handles stored up not in the food?
56 (3)	Service Are all items in proper line pans in hot steam table. (not served from on top of the steam table, unless it is pizza or cheese toast)
57 (0)	Observe Plate Waste (observation of trash can and containers holding tossed food). Is there a theme or issue to be noted in waste??
58 (2)	Is current menu posted in the Menu Board?
59 (2)	Are decorations in the cafeteria and serving area, appropriate, in season, and in good repair (no torn and sagging posters)?
60 (3)	Is the salad bar being monitored for cleanliness, proper tong/spoon storage, serving utensil (for seconds is there a clean food boat available and in use, NO COMING BACK TO THE LINE WITH A DIRTY TRAY/BOAT/PLATE!).
61 (3)	Is water readily available to students during service either from a working water fountain or from pitchers/dispenser with cups?

Date Reviewed: _____

Reviewed by: _____

Revised 07/18/12 by BES



***Performance Excellence* starts with YOU!**

Peak Operations Performance Tool #8

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

	FOOD PRODUCTION
62 (3)	Are clean gloved hands, a clean and sanitized cutting board and clean and sanitized cutting utensil being utilized during food preparation?(Gloves changed after every task or leaving work area, area cleaned between task)
63 (3)	Is all fresh produce washed in appropriate sink (sink with air gap drain installed and separated either by space or by 2" wall from garbage disposal) prior to cutting for service?
64 (3)	Is salad bar accurately chilled (at least 3 frozen ice sheets per bar) and produce and salad bar products (canned items, salad dressings, etc.) chilled to 41 degrees or less prior to service as evidenced on the menu work sheet?
	MONITORING DOCUMENTATION
65 (3)	Are all equipment temperature logs, sanitation logs, deposit slips, end of day reports and menu worksheets kept on file in the designated filing system and are they available to the health department and supervisors as requested? (at least two people check equipment daily and paperwork is signed by two people)
66 (3)	Are all corrective actions documented on equipment and sanitizing, logs and are all corrective actions documented on menu worksheets?(Corrective actions includes but not limited to bringing food back up to temperature, calling in a freezer that is too warm and removing food from inside....)
67 (3)	Is the current health inspection available and posted for public viewing, with the date of inspection? Are deficiencies resolved? (Use current health inspection as a learning tool to make sure the next one is perfect as well)
68 (2)	Are Kronos reports filled out, signed off by staff and filed? (Manager and employee sign off)



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Peak Operations Performance Tool #9

To be our best, we need the proper tools! Study, Learn and Do...

Please note that the number in the () is how many points the question is worth...

Personal Safety and Disaster Planning Compliance	
75 (3)	Is there an evacuation plan/map located in the kitchen and/or lunchroom? (Does everyone know where to go?)
76 (3)	Does the staff know what to do in case of a drill or disaster? (ie., open oven and steamer doors and exit the building immediately according to the evacuation plan/map congregating at least 500 feet from the building)
FOOD SOURCE, LABELING, PROTECTION, STORAGE	
77 (3)	Are all foods stored in cold and dry storage free from spoilage? (cold food kept cold, storeroom and freezers utilize FIFO. All food dated)
78 (3)	Are all foods stored in cold and dry storage that are not in original package properly labeled with identifying name and date? (Do NOT use salad dressing and yogurt containers for storage! Only use containers purchased for storage...)
79 (3)	Are all foods stored in a manner that prevents cross-contamination? (are raw meats and eggs stored on the bottom shelf away from other foods?)
80 (3)	Are all food and paper products stored at least 6 inches off the floor & 18 inches from the ceiling in the store room and walk in?
81 (3)	Is FIFO inventory management being used and are ALL cans, bags, boxes and food containers marked with the date received to the kitchen?
82 (3)	Are all canned goods stored in the storeroom or kitchen, free of dents and bulges? Record dented/bulging cans on destroyed food form, open, empty into garbage disposal and trash the can.

Date Reviewed: _____

Reviewed by: _____



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Peak Operations Performance Tool #10

To be our best, we need the proper tools! Study, Learn and Do...

Please note the number in the () is how much the question is worth...

BIC, FFVP and SNACK PROGRAMS (IF APPLICABLE)	
69 (0)	If a BIC program exists are all menus followed, items are produced according to menu worksheet, boxes and insulated bags are clean and in good condition and items are delivered in a timely manner. (If you were receiving the food would you want it?)
70 (0)	Are BIC tally sheets up to date and filled out correctly by school staff and by manager and turned in as required (weekly)?
71 (0)	If FFVP exists, are baskets for delivery in clean and in good repair?
72 (0)	Is all required paperwork is filled out and turned in on regular basis for FFVP?
73 (0)	If a snack program exists, is the daily menu followed and appropriate number of servings prepared? Are the snacks correctly stored at 41 degrees of below until picked up by snack person? (Is there adequate room for all snacks in refrigerator?)
74 (0)	Are snack program tally sheets prepared by manager and turned in on time as required (monthly)?

Date Reviewed: _____

Reviewed by: _____



Denver Public Schools
Food and Nutrition Services
Food Safety Toolbox

A. Hand Washing is Key!

1. Everyone in food service MUST wash their hands...WHEN?

a. Before

- i. Starting work
- ii. Handling food
- iii. Handling clean dishes
- iv. Putting on a fresh pair of gloves

b. After

- i. Using the restroom
- ii. Smoking
- iii. Eating and drinking
- iv. Sneezing or coughing
- v. Break time
- vi. Touching anything that could be a source of contamination
- vii. You leave your work area and return to prepare food
- viii. Removing dirty gloves
- ix. During work – as often as needed

c. Glove Usage

- i. Before and after wearing gloves
- ii. Between glove changes
- iii. When handling ready-to-eat foods
- iv. When you change your activity
- v. After sneezing, coughing or touching your face
- vi. periodically

2. How do you wash your hands?

- a. Use soap and warm running water
- b. Rub vigorously
- c. Wash all surfaces
- d. Rinse well
- e. Dry hands with paper towels
- f. Turn off faucets with paper towels

B. What if I Don't Feel Well?

- 1. Colds
- 2. Vomiting
- 3. Diarrhea
- 4. Cuts & Abrasions
- 5. Burns
- 6. Open Sores

C. Temperatures

1. Temperatures #1 - Deliveries
 - a. Hot foods HOT! Cold foods COLD!
 - b. Checking Deliveries
 - i. Place thermometer between two sealed packages
 - ii. Cold food must be 41°F or colder
 - iii. Hot foods must be 140°F or warmer
2. Temperatures #2 - Cooking
 - a. Cooking foods to the proper temperature
 - i. Follow recipe guidelines
3. Temperatures #3 - Cooling
 - a. Cooling foods quickly
 - i. Cool food from 140°F to 70°F in two hours or less
 - ii. Cool food from 70°F to 41°F in four hours or less
4. Temperatures #4 - Heating
 - a. Reheating foods
 - i. Rapidly to 165°F
 - ii. Place reheated food on **preheated** steam table
 - iii. Leftovers from reheated food must be discarded
 - b. Holding foods
 - i. Always at least 140°F
 - ii. If products falls below 140°F – reheat to 165°F

D. Thermometers

1. Probe thermometers
 - a. Have one available at all times
 - b. Calibrate to 32° F in ice water 2 times per day
 - c. Know how to use it correctly
2. Using probe thermometers
 - a. Wash and sanitize before and after use
 - b. Stick probe into thickest part of food
 - c. Allow time for temperature to register
 - d. Read and record results

E. Calibrating a Thermometer

1. Get a glass full of ice and a small amount of water
2. Place thermometer in the ice water
3. Stir ice with thermometer
4. Leave thermometer in ice water until the dial stops moving – should be at 32°F (about 3 minutes)
5. If it is not 32°F use pliers to adjust the nut on the back of the thermometer
6. Return thermometer to ice water for re-check

F. Thawing Frozen Food

1. Acceptable Methods
 - a. In a walk-in or refrigerator
 - b. As part of the cooking process
 - c. In cool running water below 70°F
2. **Frozen food may NOT be thawed at room temperature!**

G. What Are Potentially Hazardous Foods?

1. Milk and dairy products
2. Eggs and egg products
3. Beef and beef products
4. Poultry and poultry products
5. Fish and seafood
6. Pork and pork products
7. Cooked rice, beans, pasta, vegetables, gravies, soups, potatoes, tofu, chili and garlic in oil

H. Cross-Contamination

1. The transfer of harmful bacteria from one food to another by means of our hands, utensils, equipment, or incorrect food storage.

I. Preventing Cross-Contamination

1. Proper hand washing practices
2. Restricting employees with flu-like symptoms
3. Using utensils and gloves when handling food that will not be cooked
4. Using separate utensils for raw and cooked foods
5. Preparing raw and cooked foods separately
6. Storing raw and cooked food properly
7. Storing raw meats, seafood and eggs below and separate from cooked food and vegetables
8. Using sanitizer for wiping cloths
9. Washing and sanitizing equipment, utensils and tableware

J. Storing Foods

1. At least 6 inches above the floor
2. Covered and wrapped as long as it is not in the process of cooling
3. In refrigerators and freezers

K. What is a Sanitizer?

1. A chemical solution used to minimize and prevent cross-contamination
2. When and how to use
 - a. Sanitizer compartment after washing and rinsing dishes
 - b. Using after washing a service
 - c. Spraying a surface after washing

L. To Properly Clean and Sanitize Stationary Equipment:

1. Wash
2. Rinse
3. Sanitize
4. Air dry

M. To Properly Clean and Sanitize in a Three Compartment Sink:

1. Scrape waste into trash container or garbage disposal
2. Wash
3. Rinse
4. Sanitize

5. Air dry

N. To Properly Clean and Sanitize Equipment in a Dish Washing Machine:

1. Scrape waste into trash container or garbage disposal
2. Pre-rinse
3. Follow manufacturer's instructions
4. Verify all chemical containers are full and attached to machine

O. CDE Policies and Procedures

1. Review Peak Performance Counting and Claiming

P. Peak Performance Refreshers

1. Performance Operations



Denver Public Schools

Enterprise Management

Fixed Assets ~ Food and Nutrition Services ~ Mail Services
School Supply Store ~ Vending ~ Warehouse and Distribution
TEL: 720-423-5600 ~ FAX: 720-423-5629
www.dpsk12.org

REVISED: August 2012

KITCHEN / LUNCHROOM DRESS POLICY

In order to present a professional culinary image, to comply with Health Department regulations and for employee safety, the following policy is in force. *Theresa Hafner, Executive Director*

1. HAIR

- Authorized Chef caps
- Hair must be restrained; no hairnet, must be worn

2. UNIFORMS

- District uniform top MUST be worn during all scheduled work time in the Food Services area
- Black pants – does NOT include jeans
- Skirts are to be knee length or no longer than three inches below the knees
- Capri pants in black must be at least three inches below the knees
- No spandex, cut-offs, shorts or sweats of any type
- Sweaters are not allowed in the serving or production areas
- T-shirts may be worn under uniform shirt as long as it does not show
- If a Chef coat becomes soiled during food preparation, the employee should re-button the jacket, using the other set of buttons, so the clean side is visible to the customers

3. FINGERNAILS

- Clean
- Well trimmed and not longer than the tips of the fingers
- No nail polish, not even clear polish, may be worn
- NO FALSE OR ACRYLIC NAILS

4. JEWELRY

- Earrings – posts only; no gauges
- Facial or mouth jewelry – none
- Rings – wedding ring set
- Bracelets – none
- Watches – none
- Necklaces / Chains – **none** (includes ropes, yarn, leather, anything hung around your neck)
- Hair ornaments - none

5. APRONS

- Aprons are for prep only

6. SHOES

- Closed toe and heel; non-skid sole and without holes
- Leather or imitation leather; no canvas
- Must be clean
- No boots or high topped shoes
- All laces must be tied or Velcro

7. SCHOOL T-SHIRTS

- School T-shirts and jeans are allowed on Friday and special days with permission from Area Supervisor
- All employees must wear the same shirt on the designated school day, if not, wear uniform

8. SOCKS

- Socks must be worn with skirts, pants, and Capri's
- Socks must be ankle high; no footlets

9. BEARDS

- No longer than ¼ inches and well groomed

10. TATTOOS

- Any offensive tattoos must be covered

11. UNDERGARMENTS

- Appropriate undergarments must be worn

Kitchen/lunchroom dress code policy. REVISED: July 2012