

## ***Network for a Healthy California—LAUSD***

### **ROLES AND RESPONSIBILITIES OF FOOD SERVICE WORKERS**

The Food Service Worker will assist as part of the School Leadership Team to plan, participate in, and implement nutrition education activities at the school. For a school to participate in the *Network*, the Food Service Worker must agree to be part of the Leadership Team. The following is a list of the key roles of the Food Service Worker:

#### **Action Plan Budget**

- Help contribute to the development of the Action Plan and participate in the implementation and evaluation of the Action award with support from the School Leadership Team.
- Work with Lead Teacher to budget Cafeteria compensation. Determine percentages of overtime and additional time required to implement the plan.
- Attend the Food Service Worker Orientation in the fall.
- Keep a copy of the *Network* budget and be aware of the budget lines pertaining to the cafeteria: food (4310), supplies (4501), and cafeteria compensation (2501/2502).
- Inform members of the school community about *Network* activities and opportunities.
- Request support from the Lead Teacher and/or the *Network* office, as needed.

#### **Nurse/NAC award Budgets**

- Nurse awards and NAC awards have \$75 budgeted for the compensation of cafeteria personnel.

#### **Harvest of the Month (HOTM)/Modified**

- Food Service Workers will receive a Harvest of the Month packet containing newsletters and a HOTM Produce Order Form.
- Plan with the Lead Teacher to determine delivery date of produce.
- After the Lead Teacher gets signatures on the HOTM Produce Order Form, verify the number of signatures before placing the order.
- The amount of produce ordered should match the number of signatures on the HOTM Produce Order Form.
- Place the Harvest of the Month order early in the month, preferably no later than the second week of each month. There is no harvest produce in December.
- Fax a copy of the HOTM Produce Order Form to the *Network* office after placing the produce order.
- Communicate with the Lead Teacher and make sure he/she knows when the produce will be received so that he/she can coordinate delivery to the classroom. **The Lead Teacher is responsible for the distribution of produce the day of delivery. The Food Service Worker may not store produce.**
- File a copy of the HOTM Produce Order Form with your *Network* documentation.
- Call the food order desk and the *Network* office if there is a problem with the produce.
- Alert the Lead Teacher and the *Network* of any problems.
- Order produce for participating Early Education Centers (EECs) and maintain a file of the Produce Order forms.

## Invoicing

- Help the Lead Teacher and/or Nurse order food and supplies from the cafeteria by using the *Network's* Teacher Food Order Form. Make sure the Teacher Food Order Form has been reviewed by the *Network* and is stamped “**APPROVED**” before placing the order.
- Ensure that the Lead Teacher completes the Deferred Payment section of Food Service invoices.
- Keep copies of all invoices that document the food and supplies purchased using *Network* funds.

**NOTE: Funding will not be carried over to the following award year. Funds must be spent for the current award year by the deadlines outlined in the timeline. Overspending will be the responsibility of the school to repay.**

## Compensation

- Review the *Network*-approved budget for cafeteria compensation at your school.
- Obtain Lead Teacher/Nurse/NAC Advisor approval for any Additional Time or Overtime **BEFORE** you work the overtime or additional hours.
- Complete pay forms provided by the *Network* for additional time/overtime for *Network*-related tasks performed outside of your regular paid time.
- Requests must be submitted to the *Network* as soon as work has been completed and must be within the approved budget for your school.
- The overtime and/or additional time must also be reflected on your regular timesheet.
- Pay forms submitted to the *Network* by the monthly deadline should appear on the next paycheck.
- Funds budgeted for your compensation may not be used for any other purpose. Be sure to request payment for any time you spend on *Network* activities beyond your normal scheduled time. Nurse awards and NAC awards each have \$75 budgeted for the compensation of cafeteria personnel.

**All personnel expenditures will be handled by the *Network* office.**

**I have read the Roles and Responsibilities of Food Service Workers. My signature below indicates that I agree to abide by these roles and responsibilities.**

**Participant Name:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_