

**FOOD SERVICES DIVISION EMPLOYEE HANDBOOK
ACKNOWLEDGMENT OF RECEIPT**

Please Print

LAST NAME

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FIRST NAME

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Employee Number: _____ **Position** _____

School Name: _____

Supervisor's Name: _____

- _____ I. District Policies, Bulletins and Reference Guides
- _____ II. General Rules of Conduct
- _____ III. Attendance Expectations
- _____ IV. Information Regarding Workers' Compensation
- _____ V. Leaves
- _____ VI. Employee Health Policy
- _____ VII. Safeguarding District Property
- _____ VIII. Safety Apparel and Personal Protective Equipment (PPE)
- _____ IX. Uniforms
- _____ X. Sanitation and Personal Hygiene

*I understand that I am responsible for reading, understanding, and adhering to **all policies and procedures whether they are included as a part of this handbook or are available online.** Failure to comply with any of the provisions can possibly lead to disciplinary action including immediate suspension pending dismissal from District service.*

Employee Signature: _____ **Date:** _____

*Original Cover Sheet to: Personnel - Food Services Division
Copy to: Food Service Manager File Handbook Copy to: Employee*