

LAUSD Food Services Division (FSDiv) Protocol

Return to Work - Health Clearance to Work Around Food

This is only to ensure the employee is free from communicable or infectious disease, it is not a diagnosis on the illness/injury. See *Food Services Division Health Appraisal Form P-38.272*.

Contact the Manager at the employee's work site to receive a signed *Treatment Authorization Slip*.

Worker's Compensation Return to Work with Restrictions

FSDiv commonly offers modified duty with 25 lb. restrictions on a case by case basis down to five (5) lb., or on a reduced schedule. See *Transitional Work Assignment*.

Drug and Alcohol Tests

If an employee cannot use breathalyzer, follow with a urine screen test.

Urine screen: Please use the rapid test protocol but **all positive test results must be sent for confirmation GSMS (quantitative testing)**. Test results must be faxed/emailed to Valerie Bell to our confidential HR Department Fax line at 213-241-8476 valerie.bell@lausd.net.

If an employee tests negative, the doctor should perform a fitness for duty exam.

Employees are not to be returned to work. They must be sent home via a taxi. FSDiv will handle.

Fitness for Duty Exams

Memorandum from the Senior HR Rep. describing problem with employee.
Contact Valerie Bell, Sr. HR Rep. 213-241-3052 or Valerie.bell@lausd.net.

Job Class

Sub/Relief Cafeteria Helper (substitute cafeteria helper) 3 hours per day.

Food Service Worker 4-6.5 hours per day (most are 4 hours).

Pans food then cooks it oven, takes temperatures, puts in warmer, serves students, may take tickets, cleans, throws trash away, may put away produce/dry goods twice per week. Lifting 15 pounds continuously, 25 pounds occasionally, 50 pounds rarely per day.

Food Service Worker II 4-6.5 hours per day.

Performs work as Food Service Worker but also serves food to offsite school programs. May lift up to 25 pounds regularly and up to 50 pounds occasionally. Has specific food safety certification.

Senior Food Service Worker (aka Assistant Manager) 6.5 hours per day.

Performs same tasks in food preparation. Directs the work flow and completes necessary paperwork.

Satellite Food Service Manager 6.5 hours per day.

Heats and serves pre-prepared meals to students— orders food, prepares reports, may manage a small staff.

School Food Service Manager (I-VII) 8 hours per day.

Responsible for overall operation. May perform any of the tasks listed above. Works at a computer approximately 3 hours per day.