

ORIENTATION CHECKLIST OF PROBATIONARY/TRANSFERRED/PROMOTED EMPLOYEE

Direction to Food Service Manager: Review job description and work duties with employee. Emphasize importance of following procedures and working with other employees as a team in order to help the Food Services Division to achieve the mission of “Nourishing Children to Achieve Excellence.”

Employee should initial each section once she or he has received the training/information and attach a signed copy of the Food Services Division Guidelines, Policies & Procedures Cover Page.

*****Employee must obtain Food Handler’s Health Certificate prior to starting assignment. It is the responsibility of the manager to verify the employee possesses a valid certificate.**

| Description | Initials | Description | Initials |
|---|----------|---|----------|
| Cafeteria Tour – (bathrooms, sign-in sheets, lockers, hand-washing sink, store-rooms and refrigerator/freezer) | | Time Reporting/Pay Procedures (sign in/out, break/lunch schedules, pay days, live check versus direct deposit) | |
| Review of Job Duties (Class Description, responsibilities, work hours, work schedule) | | Daily Meal Allowance (explain meal policy to employee) | |
| District and Food Services Policies and Procedures | | | |
| Drug, Alcohol, and Tobacco-Free Workplace | | Workplace Violence Prevention Policy | |
| Non-discriminatory Work Environment | | Health Policy | |
| Sanitation/Personal Hygiene Requirements | | Safety Requirements | |
| General Information | | Safeguarding Food, Supplies/Equipment | |
| Relationships with Students | | Code of Ethics/Respectful Treatment | |
| Preventing Unauthorized Use of Food, Supplies and Equipment | | Bullying and Hazing Policy | |
| | | Environment Free From Sexual Harassment | |
| Attendance Policy | | | |
| Probationary Employee Policy | | Regular Employee Policy | |
| Reporting Absences/Tardiness | | Return to Work Reporting Requirements | |
| Attendance Policy Definitions | | Recognition of Good Attendance | |
| Personal Necessity Definitions | | | |
| FMLA/CFRA Absence or Leave | | | |
| Eligibility Requirements | | Medical Certification | |
| Request for Leave of Absence | | Where to Get Paperwork | |
| Maximum Duration of Leave | | Use of Paid Leave | |
| Probationary Period/Performance Reviews | | | |
| Probation Purpose | | Annual Performance Evaluations | |
| Probationary Evaluation (Preliminary, Final) | | Rate Increases | |
| Purpose of Incident Log | | Purpose of Employee Counseling Record | |
| Food Handler’s Health Certificate Obtained | | | |
| Manager’s Initials | | Employee’s Initials | |

Employees have the opportunity to promote within the Food Services Division. Free training classes are available to assist employees with promotion. Please contact (213) 241-6419 or (213) 241-6422 for more information, or with any questions.

School Name _____ School Ph # _____

Manager Name _____ Café Ph # _____

Employee Name Printed _____ Emp # _____

Employee Signature _____ Date _____

Original – Food Services Division

Copies to: Employee and Manager