



# Nutrition Services Department Employee Handbook

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## TRUSD Nutrition Services

Welcome to Nutrition Services! You are an important member of the Twin Rivers Unified School District's community.

This handbook serves as a guide for the efficient operation of the Nutrition Services Department at TRUSD. It contains policies and procedures for our program. The purpose of the handbook is to provide information that will help to eliminate or effectively reduce misunderstandings or misinformation regarding the operation of our program.

The Nutrition Services Program operates under the guidelines of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). We also follow the USDA guidelines for "Offer vs. Serve" which is implemented district wide and allows students to have choices. Our program provides a nutritious breakfast and lunch to all students and an afterschool meal to students enrolled in the after school program. We also provide service to our Day Care and preschool programs, several Sacramento County Schools and charter school sites.

Another very essential part of our department's success is YOU – the nutrition service employee. You have a very important role in the total educational program for students. Your supervisor and department staff are dedicated to promoting your growth as a professional nutrition services staff member.

# Nutrition Services Department

We provide students with appealing, nutritious, well-balanced meals that fuel their minds and bodies. On a daily basis, students are offered a variety of fresh fruits, vegetables and nutritious snacks. Our students are our customers, and we strive to bring them excellent customer service every day. Our cafeterias are learning environments that encourage and teach students to make healthy choices not only while in school but for the rest of their lives.

## Mission Statement

The TRUSD Nutrition Services Department mission is to provide students with high quality, nutritious foods that support lifelong healthy eating habits.

## Department Goals

- To provide high quality and nutritious breakfasts and lunches in combination with effective nutrition education programs.
- To prepare meals in a healthy, attractive and appetizing way, while meeting all requirements in accordance with USDA regulations and TRUSD Board approved Wellness Policy.
- To maintain a positive public image by combining personal cleanliness and neatness with friendly and cooperative service.
- To maintain a clean and orderly work area to insure a safe and sanitary environment. To train staff on department's HACCP-based Standard Operating Procedures to ensure food safety. Provide opportunity for staff to become ServSafe Certified.

TRUSD is an equal opportunity employer and will not discriminate against any employee or applicant for employment (BP 4030). Successful applicants may be employed by the Board of Trustees upon the recommendation of the Superintendent in full cooperation with the Associate Superintendent of Human Resources. The recommendations will be based on the information secured through employment procedures.

Upon hire, Nutrition Services staff will be considered a regular classified employee after successfully completing the required probationary period.

## **General Job Expectations**

Excellence in food quality and service is our goal. To be an active team member, you will need to adhere to the following:

- Arrive to work on time.
- Be able to carry out the job requirements.
- Be clean and neat at all times.
- Follow all standards for safety and sanitation.
- Exhibit a positive role model to students.
- Be able to read, write, and follow written instructions.
- Commit to referring to the Food Production Record for instructions and products to prepare.
- Be adaptable to working around and with children.
- Demonstrate a professional attitude at all times.
- Be willing to work harmoniously with other workers, teachers, and students.
- Be willing to accept your share of the responsibility in all parts of the Child Nutrition Program.
- Do not allow personal likes and dislike of food influence children.
- Understand the purpose of the Child Nutrition Program and work for the betterment of the program at all times.
- Conform to all local, state, and federal requirements relating to the operation of the Child Nutrition Program.
- Be familiar with all policies and practice in this handbook.
- Follow direction.

## **Hours and Overtime**

The work day, work week, and work year for all new or vacant bargaining unit positions(s) shall be designated and assigned by the District. Thereafter, any changes to the current bargaining unit position(s) shall be negotiated between CSEA and the District. (CSEA Article 8)

All Nutrition Services staff are employed by the District and assigned to individual sites. Employees are cross-trained in all phases of the food service operation.

## **Extra Hours and Overtime**

Bargaining unit members must obtain prior approval of their immediate supervisor to work any time in excess of their regularly scheduled work hours. Overtime will be distributed and rotated as equally as practical. If overtime is legitimately needed by District, it may be required. If there are not any volunteers, least senior is assigned.

## **Attendance**

Nutrition Services employees are expected to have predictable and reliable attendance, be on time, and work their hours as scheduled. Unnecessary absenteeism results in reduced productivity, loss of service and significant costs.

Employees who are unable to report to work as scheduled are required to notify their immediate supervisor and the automated absence tracking system at the earliest possible time. Failure to do this makes it difficult to obtain a substitute, and puts an extra burden on the other employees.

Supervisors are to explain and insist upon regular attendance, monitor employee attendance, provide performance feedback to employees and enforce all employee attendance policies and standards through employee performance evaluations and discipline processes.

## **How to Report Absences**

All absences must be reported using the automated absence tracking system. You may access the system 24 hours a day, 7 days a week through telephone or internet, to record, review, or cancel absences

Employees must report daily absences every day, unless the employee's healthcare provider has specifically placed the employee on a documented or an extended leave.

Failure to notify supervisor and/or failure to report absences will be considered as a "No Call, No Show" and is subject to disciplinary action.

## **Excessive Absenteeism and Tardiness**

If an employee is to be absent for an extended period (more than three days), he/she must keep the manager aware of the date he/she will return to work.

Repeated incidents of absences, tardiness or leaving work early may result in disciplinary action, including possible dismissal.

## **Breaks and Meal Times**

Breaks and meal times are designated rest periods within your workday. Breaks and meal times will be scheduled, in accordance with the bargaining unit contract, by your supervisor.

Employees may eat the regular adult lunch composed of the menu items offered that day. There should be no eating except in designated areas due to health department regulations. An employee should not stand behind the serving line or in the kitchen and eat or drink during the serving period. No food or meals are to be taken out of the cafeteria.

**Lunch Period: (CSEA Article 8.10)**

Employees working 6 or more hours shall have an uninterrupted ½ - 1 hour non-compensated lunch. The lunch period shall be scheduled upon initial employment in the position.

**Breaks- to be scheduled at midpoint of shifts**

2.5 to 3.49 hour employee = 5 minute break

3.5 to 5.99 hour employee = 15 minute break

6 or more hour employee = Two 15 minute breaks

**Employee Evaluations**

Evaluations shall be considered as a tool to provide the bargaining unit member with information related to job performance and shall include a provision for commendations for exemplary employees.

Evaluations shall be conducted by the bargaining unit member's immediate supervisor or an administrator within the chain of supervision over the bargaining unit member.

Evaluations will be completed on forms approved by the District. Employees have the right to receive a copy of all written evaluations and the right to respond to such evaluations in writing within ten (10) workdays.

## **Substitutes**

Substitutes are “at will” employees and can be released at any time.

Substitutes are hired to serve while a current employee is on leave or in a vacant position. Vacant positions may not be filled by substitutes for longer than 60 calendar days without CSEA agreement. A substitute may be hired for less than 195 days to replace a bargaining unit member who is temporarily absent from duty. (CSEA Article 8.9)

## **Substitute Requirements**

Substitutes are subject to the same employment standards as District employees, including completing a job application, interview, and meeting fingerprint, TB test, and requirements for a physical.

The substitute must be readily available by telephone.

The substitute must provide personal transportation.

Substitutes will be required to comply with department Standard Operating Procedures (SOP):

- Personal Hygiene SOP
- Handwashing SOP
- Employee Eating and Drinking SOP

## **Substitute Work Assignments:**

A substitute has no guarantee of hours and may be scheduled or called to work between the hours of 6:00am to 2:30pm.

A substitute may be asked to work in any school in the district. When called for an assignment it is important to make the following notations: School name and address, hour to report for work, team leader’s name and directions to school, if needed.

An assignment may be for one or more days.

Substitutes must be ready to work as soon as they arrive at the site. The team leader will direct substitutes to their duties and provide training, if needed.

You must call the Nutrition Services office, if you are unavailable to work for any length of time, if resigning or for a change of name, address or telephone number. The Human Resources department must be notified as well.

You will be required to fill out a timesheet at each site you work. Please be sure it is complete, including signature, at the end of each shift and give to the team leader. Timesheets are turned into the Nutrition Services Office.

## **Drug, Alcohol and Tobacco-Free Workplace**

TRUSD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs or alcohol in the workplace. In accordance with Drug and Alcohol-Free Workplace – BP 4020, reporting to work under the effects of drugs or alcohol is strictly prohibited.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace.

Any Nutrition Services employee that violates this policy is subject to disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

These prohibitions apply before, during and after school hours.

District also prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. Board Policy Tobacco-Free Schools – 3513.3 (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

## **Use of Electronics and Cell Phones**

Cell phones use must be limited to before/after work and lunch breaks or in emergencies only. If you carry your cell phone on your person during work hours it needs to be set to vibrate. Cell phone use is not permitted during working hours unless used to communicate with the department supervisor or in the event that the school district telephone is non-operational.

School district telephones are intended for district business use and should not be used to place or receive personal phone calls, unless there is an emergency. Emergency phone calls are acceptable, however; they should be limited to emergencies only. No personal long distance or toll calls are to be charged to the School District's phone.

Computers are to be used for work tasks only. Social and personal use is not permitted.

## **Professionalism in the Workplace**

Professionalism in the workplace and appropriate behavior is essential. Engaging in unprofessional behavior by spreading gossip has many adverse side effects on a department. Gossip results in strained relationships in the workplace and breaks down the trust level within the department which results in conflict amongst team members and ultimately in poor performance.

While idle chit-chat and other light conversation is acceptable, gossip is often negative, inflammatory and embarrassing to the person being spoken of.

Employees are expected to behave in a professional manner at all times and refrain from gossip while in the workplace.

## **Use of School Food Products and Supplies**

School food and supplies, either in ingredient form or as a prepared item, will not be disposed of by sale or gift to any employee or to any other person. This policy also applies to leftover food and garbage. Any employee found taking food or supplies from the school will be subject to disciplinary action up to and including dismissal.

Commodity product or processed commodity product can only be used for student meals in the NSLP (National School Lunch Program), SBP (School Breakfast Program), the Federal Snack Program, or the CACFP (Child and Adult Care Food Program) At-Risk Afterschool Meal.

## **EMPLOYEES CANNOT TAKE FOOD OUT OF THE SCHOOL. NO FOOD CAN BE PURCHASED, BROUGHT IN OR TAKEN HOME BY THE EMPLOYEE**

### **Adult Meals**

Food service is available to non-program adults in complete meals or ala carte sales. In accordance with State policy, prices charged must be equal to the full cost of meal production plus sales tax. Adult portions will be the same as students at the school the employee works at.

Ala Carte refers to items sold individually and separate from lunch and sales tax is paid on any adult food or drink. Sales tax is incorporated in the price of the adult meal.

Foods are to be sold for consumption in the cafeteria only. All packages taken out of the cafeteria are subject to inspection.

## **Theft in the Workplace**

All employees must adhere to the following policy and procedures at all times:

1. Under no circumstance is food, leftovers, or food designated for disposal to be taken.
2. Each café team member is entitled to one earned meal per day, eaten within the café premises.
3. Up to two items may be purchased per day at half-price for consumption within the café premises.
4. Student workers are entitled to one full meal. These meals are entered into the POS by the Team Leader as an earned meal.
5. All employee transactions must be handled by the Team Leader.
6. Any food sales after the lunch period must be directed to the Team Leader.
7. All backpacks, bags and purses must be kept in designated area as assigned by Nutrition Services.

## **Uniforms**

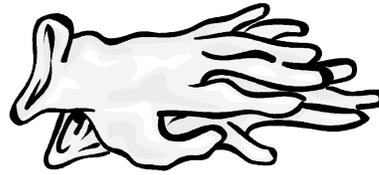
Nutrition Services wants to ensure that its employees are clearly identified and seeks to achieve a consistent, uniform, professional image. All employees are required to wear the designated uniforms at all times. Also see Board Policy 4119.22 "Dress and Grooming".

1. Nutrition Services will issue uniforms to each current employee and newly hired employee. This will include 5 shirts and 5 aprons. Employees can exchange up to 2 uniform shirts and 1 apron for new ones annually.
2. Additionally all employees will be required to wear a hair restraint as part of their uniforms. Nutrition Services will provide hair nets for every employee at their sites.
3. Pants, capris, jeans, slacks and knee length shorts are to be worn. Any color is acceptable, although black is preferred. No sweat pants, spandex, leggings, or scrubs.
4. Closed-toed, low-heeled shoes with slip resistant soles are allowed; no opened toe, open back or mesh, or heels shall be worn.
5. Nutrition Services employees are responsible for the self-laundering, maintenance and care of issued uniforms (shirts and aprons). Employees are not to tamper with, alter or modify district issued uniforms.
6. Disposable, single-use aprons shall be available at each kitchen when an apron is soiled or forgotten.
7. In the event a Nutrition Services employee leaves the department or district, they are to turn in their uniforms to Nutrition Services department.

# Proper Foodservice Image



**Wear a clean apron**



**Wear Gloves when handling food**



**Hair restraint**



**Slip Resistant Shoes**



**Long or Capri-length pants**



**Clean uniform that covers the shoulders**



**Allowable Jewelry: small earrings (no bigger than a dime) or wedding ring**

# SANITATION & PERSONAL HYGIENE

**Purpose:** To prevent contamination of food by foodservice employees.

**Scope:** This procedure applies to foodservice employees who handle, prepare or serve food. California Health and Safety Code Chapter 3 Management and Personnel: Article 5 Personal Cleanliness [113967-113971] and Article 6 Hygienic Practices [113973 -113978], which applies to School District Cafeterias, states:

## Instructions

1. Train employees on the Standard Operating Procedure for Personal Hygiene and on practicing good personal hygiene.
2. Follow State or local health department requirements.
3. Follow TRUSD Nutrition Services Department Handbook Policy.
4. Report to work in good health, clean, and dressed in clean attire. Proper kitchen attire includes:
  - a. Clean and neat garments, no clothing with holes or tears
  - b. Closed-toed, low-heeled shoes with slip resistant soles are allowed; no open toe, open back or mesh shoes shall be worn.
  - c. Change apron when it becomes soiled. Aprons shall be worn only in the kitchen, cafeteria. Aprons must be self-laundered on a regular basis and are not to be worn outside the kitchen.
  - d. Disposable, single-use apron shall be available at each kitchen when apron is soiled or forgotten.
  - e. Do not wear any jewelry except for small earrings (no bigger than a dime) or wedding ring(s). Tight-fitting watch is allowed.
  - f. Keep fingernails trimmed, filed and maintained so that the edges are cleanable and not rough. Polish is prohibited.
  - g. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
  - h. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
  - i. Eat, drink or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. See Employee Eating and Drinking SOP.
  - j. Hair restraints **must** be worn by all employees, student workers, and visitors while in the kitchen. Hair must be pulled back and secured away from face. Hair spray is not an adequate restraint.
    1. Hairnet as sole restraint must contain bangs.
  - k. Cell phone use is limited to staff breaks and lunch times and away from food prep and service areas.
    1. Refrain from wearing strong perfumes in the kitchen and around food.
5. All employees shall wash their hands properly, frequently, and at the appropriate times. See HANDWASHING SOP.

6. Gloves shall be changed as often as hand washing is required.
7. Smoking or use of chewing tobacco is prohibited on school grounds or in school vehicles for all employees, students and visitors.
8. Any signs or symptoms of illness (including vomiting, diarrhea, jaundice, and sore throat with fever) shall be reported to the kitchen manager and sick leave will be granted.
9. Employees will observe rules of common courtesy and food safety, including but not limited to:
  - a. Do not sneeze or cough near foods. If you must, turn your mouth into your shoulder area. Wash hands and change gloves if contaminated.

### **Monitoring**

- Supervisor will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

### **Corrective Action**

1. Any foodservice employee found not following the procedure in this SOP will be retrained at the time of the incident.
2. Any foodservice employee with an open lesion or wound that cannot be covered or who is found to have persistent sneezing, coughing or runny nose not controlled by medication, or symptoms associated with acute gastrointestinal illness or another disease transmissible through food will be restricted or excluded from the food facility.
3. Discard affected food.
4. The Director of Nutrition Services or designee shall notify the local enforcement agency if an employee is diagnosed with an infectious agent specified under Section 2-201.11(B) of the 2013 FDA Food Code.

### **Verification and Record Keeping**

Supervisor will verify that employees are following this policy by visually observing the employees during hours of operation.

## **EMPLOYEE EATING AND DRINKING**

**Purpose:** Foodservice employees will only eat and drink in designated areas. All foodservice employees will use the correct and sanitary tasting method to prevent contamination and ensure food safety.

**Scope:** Applies to foodservice employees who handle, prepare, and serve food.

### **Instructions**

1. Eating and drinking (including chewing gum, eating candy, and drinking coffee) is not allowed in the kitchen.
2. Eating and drinking (including chewing gum, eating candy, or drinking coffee) is only allowed during staff breaks away from food production and service.
3. No smoking or chewing of tobacco shall occur on school property. See PERSONAL HYGIENE SOP.

### **Monitoring**

- Employees that are observed eating or drinking at inappropriate times (not on break or not while tasting food) or in the work area will be asked to stop immediately, put the food away or discard it and to wash their hands.
- Employees tasting food will be observed to ensure they are using the correct method.

### **Corrective Action**

- The foodservice manager shall retrain any food service employee found not following the procedures of this SOP.
- Affected food will be discarded.

### **Verification and Record Keeping**

Supervisor will verify that employees are following this policy by visually observing the employees during hours of operation.

## **SDS Sheets (formerly MSDS)**

Safety Data Sheets (SDS) includes information from product labels which informs the user of the presence of hazardous ingredients, the potential health effects, and instructions for the safe use of the product. All sites have copies of the SDS sheets, located in the HACCP Handbook, for all products that contain chemical substances used at your site. All staff must make themselves familiar with the location of this binder and the information it contains.

## **Unsafe/Hazardous Working Conditions**

Employers who use any substance listed as a hazardous substance in Section 339 of Title 8 of the California Code of Regulations, or subject to the Federal Hazard Communications Standard (29 CFR 1910.1200), must provide employees with information on the contents on Safety Data Sheets (SDS) or equivalent information about the substance that trains employees to use the substance safely.

Employers shall make available on a timely and reasonable basis a Safety Data Sheets (SDS) on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative or an employee's physician.

Safety Training will be conducted yearly.

## **Common Hazards in the Food Service Work Area**

- Burns occur from hot cooking equipment and food.
- Slips/falls occur from water or food particles on the floor.
- Fingers are cut by food cutting equipment and utensils.
- Strains and sprains occur from improper lifting techniques.

# Report of Injury or Illness



## TRUSD Nutrition Services – 2018 Employee Accident / Injury Investigation

To be completed by Supervisor/ Manager within 24 hours and FAX to Greg Rash: 566-3590

Injured Employee:	Date/Time of injury:	Work Site:
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If the employee is requesting medical treatment, confirm the date reported to EIN (1-877-742-3467)

DATE: \_\_\_\_\_ If not requesting medical treatment, check here

Where did incident occur?	
Detailed description of how injury occurred?	
Part of body injured	
Witness names	

Recommendations and steps taken to prevent future injury	
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Completed by:		Date completed:	
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Field Supervisor Action	
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## Twin Rivers School District Sites

<b><u>School</u></b>	<b><u>Address</u></b>
Allison Elementary	4315 Don Julio Blvd, North Highlands, CA 95660
Babcock D.W. Elementary	2400 Cormorant Way, Sacramento, CA 95815
Castori, Michael J. Elementary	1801 South Avenue, Sacramento, CA 95838
Creative Connections Arts Academy K-5	7201 Arutas Drive, North Highlands, CA 95660
Creative Connections Arts Academy (7-8)	6444 Walerga Road, North Highlands, CA 95660
Del Paso Heights Elementary	590 Morey Avenue, Sacramento, CA 95838
Dry Creek Elementary	1230 G. Street, Rio Linda, CA 95673
Fairbanks Elementary	227 Fairbanks Avenue, Sacramento, CA 95838
Foothill Ranch Middle School	5001 Diablo Drive, Sacramento, CA 95842
Foothill High School	5000 McCloud Drive, Sacramento, CA 95842
Foothill Oaks Elementary	5520 Lancelot Drive, Sacramento, CA 95842
Frontier Elementary	6691 Silverthorne Circle, Sacramento, CA 95842
COA Middle School	3701 Stephen Drive, North Highlands, CA 95660
Garden Valley Elementary	3601 Larchwood Drive, North Highlands, CA 95834
Gateway International	3051 Fairfield Street, Sacramento, CA 95815
Rafferty COA Charter	5637 Skvarla Lane, McClellan, CA 95652
Grant High School	1400 Grand Avenue, Sacramento, CA 95838
Grant High School West (9-12)	1221 South Avenue, Sacramento, CA 95838
Hagginwood Elementary	1418 Palo Verde Avenue, Sacramento, CA 95815
Hicky, Elinor Jr/Sr High School	2040 Ethan Way, Sacramento, CA 95825
Highlands High School	6601 Guthrie Street, North Highlands, CA 95660
Hillsdale Elementary	6469 Guthrie Street, North Highlands, CA 95660
Johnson, Harmon Elementary	577 Las Palmas Avenue, Sacramento, CA 95815
Joyce, F.C. Elementary	6050 Watt Avenue, North Highlands, CA 95660
Kohler Elementary	4004 Bruce Way, North Highlands, CA 95660
Madison Elementary	5241 Harrison Street, North Highlands, CA 95660
MLK JR. Technology Academy (7-8)	3051 Fairfield Street, Sacramento, CA 95815
Morey Ave Elementary	155 Morey Avenue, Sacramento, CA 95838
Noralto Elementary	477 Las Palmas Avenue, Sacramento, CA 95815

North Avenue/Vending	1281 North Avenue, Sacramento, CA 95838
Northwood Elementary	2630 Taft Street, Sacramento, CA 95815
Norwood Junior High School	4601 Norwood Avenue, Sacramento, CA 95838
Oakdale Elementary	3708 Myrtle Avenue, Sacramento, CA 95660
Orchard Elementary	1040 Q Street, Rio Linda, CA 95673
Pacific Career & Technology High (9-12)	6560 Melrose Drive North Highlands, CA 95660
Palmiter	2040 Ethan Way, Sacramento, 95825
Pavilions	5640 Dudley Blvd, McClellan, CA 95652
Pioneer Elementary	5816 Pioneer Way, Sacramento, CA 95841
Rancho Del Paso	900 Grace, Sacramento, CA 95838
Regency Park Elementary	5901 Bridgecross Drive, Sacramento, CA 95835
Ridgepoint Elementary	4680 Monument Drive, Sacramento, CA 95842
Rio Linda High School	6309 Dry Creek Road, Rio Linda, CA 95673
Rio Linda Preparatory Academy Jr. High	1101 G Street, Rio Linda, CA 95673
Rio Tierra Jr. High School	3201 Northstead Drive, Sacramento, CA 95833
Sierra View Elementary	3638 Bainbridge Drive, North Highlands, CA 95660
Skvarla COA Charter	5800 Skvarla Lane, McClellan, CA 95652
Smythe Middle School	700 Dos Rios Street, Sacramento, CA 95815
Smythe Elementary (K-6)	2781 Northgate Blvd, Sacramento, CA 95833
Strauch, Hazel Elementary	3141 Northstead Drive, Sacramento, CA 95833
Supper Program	5640 Dudley Blvd, McClellan, CA 95652
Village Elementary	6845 Larchmont Drive, North Highlands, CA 95660
Vista Nueva Career & Technology High School	2035 North Avenue, Sacramento, CA 95838
Westside Elementary	6537 West 2nd Street, Rio Linda, CA 95673
Woodlake Elementary	700 Southgate Road, Sacramento, CA 95815
Woodridge Elementary	5761 Brett Drive, Sacramento, CA 95842

## **WORKPLACE SAFETY PRECAUTIONS**

Food service workers frequently must lift heavy objects during their daily work. If lifting is done improperly, injury can result. The problems involved in lifting are compounded for the food service worker, because you often have to lift hot objects in crowded work areas. When you lift objects, follow these instructions:

1. Always know the approximate weight of the object to be lifted.  
Determine that this weight is within the reasonable limits of your lifting ability.
2. Make certain that you have space available to perform the lift.
3. Stand as close to the object as possible.
4. Place one foot beside the object and other foot behind the object.  
Your feet should be spread a distance equal to the width of your hips.
5. Face the object directly; avoid twisting your body.
6. Tighten your abdominal muscles to support your lower back.
7. Bend down from the hips and knees.
8. Grasp the object firmly to assure maximum control.
9. Test the weight of the object. If it appears to be too heavy, request assistance in lifting.
10. Lift the object, using your legs to perform the lift.
11. Heavier materials should be stored on shelves that are of waist to chest height.

### **Prevent falls**

1. Clean up spilled food and water.
2. Keep walking areas clear, clean and dry.
3. Wear proper shoes – non-skid, slip resistant
4. Close drawers, watch sharp corners, nails, etc.

### **Hot Materials**

Burns from hot spilled foods are frequent.

1. Watch where you're going.
2. Warn those around you that you are carrying hot material.
3. Pan handles should be turned away from aisles.
4. Use dry potholders or mittens when lifting hot objects.
5. Be careful when opening oven or steamer doors or pot lids. Keep your face and body out of the line of possible steam or heat.

### **Containers, boxes, bottles and cans pose risks for injury**

1. Lift containers correctly – use legs and arms, not the back.
2. Stack boxes, crates, containers and similar material securely. Set straight with strongest on the bottom.
3. Use sturdy ladders, not boxes or makeshifts, to reach high places
4. Discard broken glass.
5. Avoid overfilling containers with liquid or hot food.

## **Food Service Environment**

For the food service worker, the potential problems are greater than those the average person may encounter. You work with many different types of equipment not commonly found in the kitchen at home. These helpful tools can be dangerous if not properly handled. You may be working with several other employees in a cramped area. You often have to work very quickly to serve students. You and your co-workers need to be safety conscious. Safety is everyone's business. Report any unsafe conditions to your supervisor.

1. Know where things are located.
2. Know the general layout of your working area.
3. Know the building evacuation plan in the event of an emergency and the location of fire escapes and exits.
4. Know the location of the kitchen fire extinguisher and the manufacturer's operating instructions for this equipment.
5. Know the location of first aid kits so that you can find them without hesitation. Learn basic first aid procedures.
6. Know the location of the main electric power shut-off switch and the gas shut-off.

## **Equipment**

Use equipment properly. Receive instructions or demonstration before using unfamiliar equipment.

1. Turn equipment "OFF" before cleaning.
2. Use "PUSHERS" on grinders and slicers, respect machine guards.
3. Never leave the equipment unattended when it is operating.
4. Electrical outlets should be convenient to equipment. Do not use extension cords if possible. If they must be used, use proper size. Do not leave on floor in area of foot traffic, someone might trip.
5. The equipment should be used only for its intended purpose.
6. Report all equipment defects or malfunctions immediately.

## **Being Aware of Common Hazards**

1. Keep alert to improperly stored food and supplies.
2. Look out for spills. A wet greasy floor could cause a fall.
3. Be aware of pots and pans heating on the stove. Pot handles not turned toward the center of the stove may catch on your body or clothing, causing spillage and burns.
4. Be aware of the locations of other people in your work area. They may be carrying a heavy load or using sharps knives and/or other equipment.

# Classes of fires

**Class A** fire extinguishers are designed to put out fires of ordinary combustible materials such as wood, paper, cardboard, etc.



**Class B** fires include those that involve flammable liquids such as grease, gasoline, oil, etc. Water should never be used on this kind of fire as it may spread the fire without putting it out.



**Class C** fire extinguishers are used on electrical types of fires such as appliances, electric panels, power tools, etc. Water should not be used on electrical fires because of the risk of electric shock



**Class D** fires involve combustible metals such as magnesium or titanium. These fires burn at very high temperatures and may react violently to water or other chemicals.



# Using an Extinguisher

To help you remember how to use an extinguisher, use the acronym **PASS**:

- **P**ull the extinguisher's safety pin.
- **A**im the chemical at the source of the flames rather than at the flames themselves, standing at least 6 feet from the fire.
- **S**queeze the trigger and hold it, keeping the extinguisher upright.
- **S**weep the source of the flames until the extinguisher runs dry.



**P**ull the extinguisher's safety pin



**A**im the extinguisher at the source of the flames



**S**queeze the trigger and hold it



**S**weep the source of the flames until the extinguisher runs dry

## **Chemicals/Cleaning Agents**

Cleansing, Polishing and Poisonous Compounds: These compounds have been responsible for numerous cases of chemical food poisoning. They have also been responsible for a great many industrial accidents.

All cleaning compounds, bleaches, ammonia, pesticides, etc., must be stored separately and well away from food preparation and food storage areas.

Caution should be exercised in using the various cleaning and polishing compounds. Extreme caution must be exercised in using all pesticides.

Read the directions on the containers of these various compounds before use. Your supervisor has the Safety Data Sheet (SDS, formerly MSDS) and instructions for you to follow. Be sure to observe all requirements when handling hazardous substances.

Misuse of some polishing and some cleaning compounds may result in dermatitis and poisoning from inhalation of vapors.

### **DON'T MIX**

- Chlorine bleach - With toilet bowl cleaners**
- With ammonia**
- With lye**
- With rust remover**
- With vinegar**
- With oven cleaner**

**REMINDER: DON'T MIX CHLORINE WITH ANY OTHER  
CLEANING AGENT**

# Basics at a Glance

## Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12')
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

## Volume Equivalents for Liquids



60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.65 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

## Equivalent Weights



16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

## Scoops (Dishers)

Size/No. <sup>1</sup>	Level Measure	Color Code <sup>2</sup>
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

<sup>1</sup> Scoops are left or right hand or squeeze-type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.



<sup>2</sup> Use colored dots matching the brand-specific color coding of scoop sizes.

## Ladles Portion Servers

Ladle fl oz	Approx. Measure	Portion Server fl oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

## Cooking or Serving Spoons



Solid Spoons



Perforated Spoons



Slotted Spoons

Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

## Specialty Spoons



A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

## Fraction to Decimal Equivalents



1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875



## Metric Equivalents by Weight



Customary Unit (avoirdupois)	Metric Unit
<b>Ounces (oz)</b>	<b>Grams (g)</b>
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
<b>Pounds (lb)</b>	<b>Grams (g)</b>
1 lb	= 453.6 g
2 lb	= 907.2 g
<b>Pounds (lb)</b>	<b>Kilograms (kg)</b>
2.2 lb	= 1 kg (1000 g)

## Metric Equivalents by Volume



Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L



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08/2017

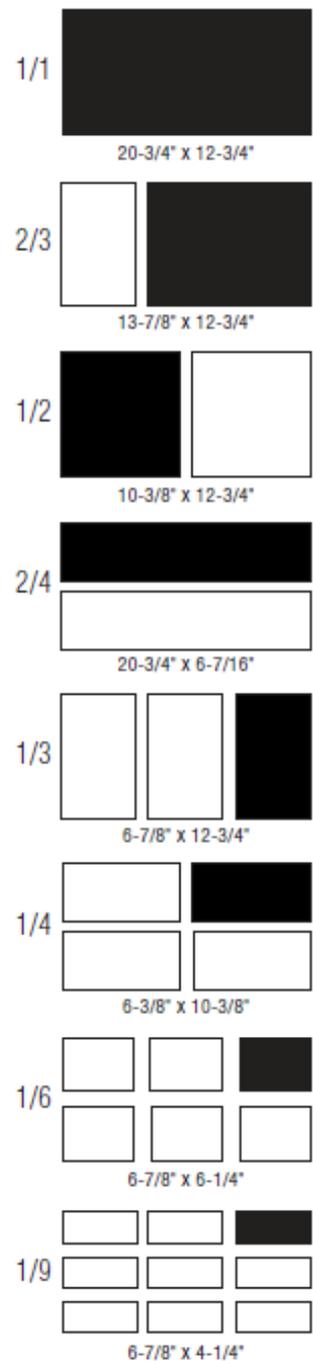
800-321-3054

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# Steamtable Pan Capacity

Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2" 	2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4" 	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6" 	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

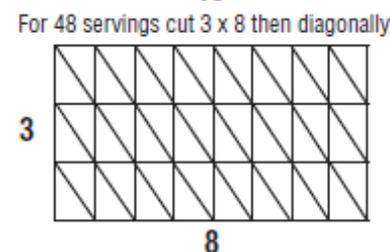
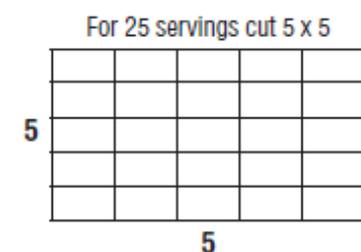
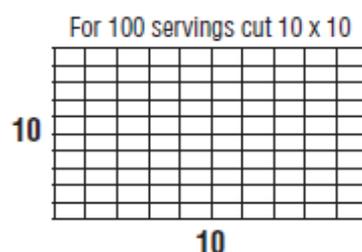
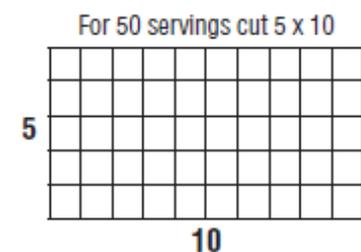
## Other Pan Sizes



## Approximate Dimensions of Serving Sizes from Different Pan Sizes

Pan	Approx. Size	No. and Approx. Size Servings per Pan		
		25	50	100
Baking or steamtable	12" x 20" x 2-1/2"	2" x 3-3/4"	2" x 2"	-----
Sheet or bun	18" x 26" x 1"	3-1/4" x 5"	3-1/4" x 2-1/2"	1-3/4" x 2-1/2"

## Cutting Diagrams for Portioning



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.

## Knife Safety

1. Use the correct knife for a particular job.
2. Use a cutting board at all times.
3. Don't "palm" vegetables or fruit and then attempt to cut.
4. Cut away from the body.
5. If carrying a knife, hold with point downward.
6. Keep your mind on your work when holding a knife.
7. Never attempt to catch a falling knife.
8. Do not put a knife in water where it can't be seen.
9. Always wash and wipe a knife from the back of the blade, being sure not to let fingers extend to cutting edge.
10. Store knives in a rack or slots when not in use.
11. Do not use a knife as a lever to pry jars open or for other similar purposes.
12. Do not use a knife for cutting paper or string, or for sharpening pencils.
13. Do not use a knife as a turner since heat can damage the blade.
14. A sharp knife effectively and thoughtfully used is safer than a dull knife.



## **PORTION CONTROL IN FOOD PREPARATION**

Portion control is most important in food preparation because it provides assurance that each student will receive the correct amount of each nutrient to meet the requirement of the meal.

Proper portion control is also an important aid in controlling food cost.

To best organize portion control, the Cafeteria Staff should do the following:

1. Always use the standardize recipes.
2. Check production menus for amounts to prepare, portion, and scoop sizes to use.
3. Use correct pans for cooking the product.
4. Use proper preparation and cooking methods for proper yield of the product.
5. Do not assume that the same size cut or scoop is always used with a given products.
6. Serve level measures of the product.
7. Do not overcook or under cook the food.
8. Serve the food neatly and attractively to eliminate discards.
9. Identify foods that require thawing prior to cooking/heating.
10. Weigh portions of meat, poultry and cheese to be sure that the correct portions are used.
11. Eliminate the causes of failures in baked products that lead to loss of portions, such as:
  - a. Unleveled oven shelves
  - b. Batter not level
  - c. Warped pans
  - d. Crowding oven racks
  - e. Baking at too high a temperature
  - f. Pan too heavily greased

## USDA Breakfast Meal Pattern

	<b>Breakfast Meal Pattern</b>		
	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
<b>Meal Pattern</b>	<b>Amount of Food<sup>a</sup> Per Week (Minimum Per Day)</b>		
Fruits (cups) <sup>b,c</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>b,c</sup>	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) <sup>d</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>e</sup>	0	0	0
Fluid milk <sup>f</sup> (cups)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>g, h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	< 10	< 10	< 10
Sodium (mg) <sup>h, i</sup>	≤ 430	≤ 470	≤ 500
<u>Trans fat</u> <sup>n, j</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

<sup>b</sup> One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup> Beginning July 1, 2014 (SY 2014-2015) schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups, as defined in 210.10(c)(2)(iii).

<sup>d</sup> Beginning July 1, 2013 (SY 2013-2014), at least half of grains offered must be whole grain-rich and schools must meet the grain ranges. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met. By July 1, 2014 (SY 2014-15) all grains must be whole grain-rich.

<sup>e</sup> There is no meat/meat alternate requirement.

<sup>f</sup> Beginning July 1, 2012 (SY 2012-2013) all fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

<sup>g</sup> Beginning July 1, 2013 (SY 2013-2014), the average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

<sup>i</sup> Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-2018. See required intermediate specifications in § 210.10(f)(3).

## USDA Lunch Meal Pattern

	Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>a</sup> Per Week (Minimum Per Day)		
Fruits (cups) <sup>b</sup>	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>b</sup>	3¾ (¾)	3¾ (¾)	5 (1)
Dark green <sup>c</sup>	½	½	½
Red/Orange <sup>c</sup>	¾	¾	1¼
Beans and peas (legumes) <sup>c</sup>	½	½	½
Starchy <sup>c</sup>	½	½	½
Other <sup>c,d</sup>	½	½	¾
Additional Veg to Reach Total <sup>e</sup>	1 <sup>e</sup>	1 <sup>e</sup>	1½ <sup>e</sup>
Grains (oz eq) <sup>f</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	< 10	< 10	< 10
Sodium (mg) <sup>h,i</sup>	≤ 640	≤ 710	≤ 740
<u>Trans fat</u> <sup>i</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is ½ cup. <sup>b</sup> One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables.

No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup> Larger amounts of these vegetables may be served.

<sup>d</sup> This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

<sup>e</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>f</sup> Beginning July 1, 2012 (SY 2012-2013), at least half of grains offered must be whole grain-rich. Beginning July 1, 2014 (SY 2014-15), all grains must be whole grain-rich.

<sup>g</sup> Beginning July 1, 2012 (SY 2012-2013), all fluid milk must be low-fat (1 percent or less, unflavored) or fat-free (unflavored or flavored).

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.

<sup>i</sup> Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-2018. See required intermediate specifications in § 210.10(f)(3).

## How to Calculate a Recipe for the Grain Component

16g of grain is required for 1oz eq. of Grain component (8g must be whole grain)

1. Itemize Whole Grain products (weight)
2. Itemize non-whole grain products (weight)
3. Total all grains
4. Convert pounds (lb) to ounces (oz): 16oz/lb
5. Convert ounces (oz) to grams (g): 28.35g/oz
6. Divide by the quantity of portions the recipe yields
7. Convert to oz equivalent to determine the Grain component: 16g/Grain
8. Round down to the nearest 0.25

### Sample Muffin Recipe

1. 3.5lb whole wheat flour + 6lb oats
2. 4.5lb all-purpose flour
3.  $3.5 + 6 + 4.5 = 14\text{lb}$
4.  $14\text{lb} \times 16\text{oz/lb} = 224\text{oz}$
5.  $224\text{oz} \times 28.35\text{g/oz} = 6,350.4\text{g}$
6.  $6,350.4\text{g} / 300 \text{ muffins} = 21.168\text{g}$
7.  $21.168\text{g} / 16\text{g/Grain} = 1.323 \text{ Grain}$
8. 1.25 Grain Component

# Nutrition Services Department Employee Handbook Acknowledgment of Receipt

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

School Name: \_\_\_\_\_

Team Lead Name: \_\_\_\_\_

Field Supervisor Name: \_\_\_\_\_

*I understand that I am responsible for reading, understanding, and adhering to all policies and procedures found in the Nutrition Services Department's Employee Handbook.*

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Original to: Nutrition Services Department*

*Copy to: Field Supervisor File*

*Handbook Copy to: Employee*

Nutrition Services Department Employee Handbook

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(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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