

POLICY MANUAL

Subject: Food Services Staff **Effective Date:** 01/90

Initiated By: Jim Threadgill **Approved By:** Tim Tull
Food Services Supervisor Fiscal Director

Review Dates: 12/02 JT, 10/07 JT, 11/08 ET **Revision Dates:** 11/14 JT
07/10 JT, 07/11 JT, 10/12 JT, 12/13 JT, 11/15 JT

POLICY:

Food Services is managed by the Food Services Supervisor, who is an Executive Chef. A registered Dietitian is available on a consultant basis. Staff consists of Executive Chef, Supervising Sous Chef, AM Sous Chef, Weekend Sous Chef, 6 kitchen assistants and 2 kitchen stewards. On-call staff is available as needed.

PROCEDURE:

When the Food Services Supervisor is not present at Cumberland Heights, authority is delegated to allow for adequate departmental staffing.

- A. If an employee is ill or tardy, they call the Food Services Supervisor at home. The phone number is posted in the kitchen.
- B. If the Food Services Supervisor is not available, the Sous Chef is responsible for making the necessary decision regarding calling someone to work in place of another employee.
- C. The Sous Chef is then to write a note about what transpired, including the date, the incident and the action taken. This note is given to the Food Services Supervisor.