

# **Employee Handbook for Nanatohk Miciwin Staff**

## **Purpose of this Handbook**

The purpose of this handbook is to provide information about the standards and expectations of Nanatohk Miciwin (Universal School Food Strategy) staff, including cooks, drivers and kitchen supervisors. The intent is to provide staff with sufficient information to complete Nanatohk Miciwin functions appropriately as it relates to their position.

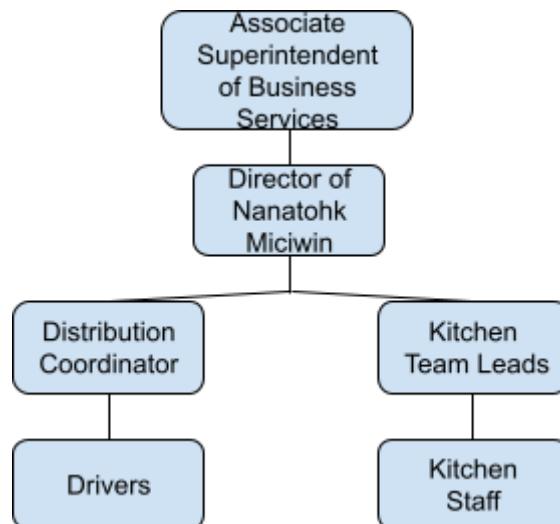
Any questions related to the content outlined in this handbook can be directed to the Administrative staff of Nanatohk Miciwin.

# Nanatohk Miciwin Organizational Structure

The MESC values of Îyinîw Mâmitonehicikan, Nehiyawewin, Nehiyaw Pimâtisôwin and Wahkohtowin will guide the food services practices of Nanatohk Miciwin.

These 4 core values form the foundation of MESC's vision and mission, and are the guiding principles of all departments within MESC.

## Nanatohk Miciwin Organizational Chart



## Nanatohk Miciwin Branch – Description of Roles

The following is a description of the roles and responsibilities in the People Services Branch:

- **Director of Nanatohk Miciwin**

The Director of Nanatohk Miciwin reports to the Associate Superintendent of Business Services and is responsible for the leadership and district-wide management of Nanatohk Miciwin operations.

- **Distribution Coordinator**

The Distribution Coordinator reports to the Director of Nanatohk Miciwin and is responsible for management of distribution operations, including assisting the Director with menu development and serving as acting Director in lieu.

- **Kitchen Team Leaders**

Kitchen Team leaders report to the Director of Nanatohk Miciwin and are responsible for all site specific operation management, including the supervision of cooks, cooperation with Foods teachers and site specific planning (such as timing of service, diet accommodations, special events and field trips).

- **Drivers**

Drivers report to the Distribution Coordinator and are responsible for the safe transportation of items from vendors to MESC operation sites. Drivers Report to the Distribution Coordinator.

- **Kitchen Staff**

Kitchen staff report to Kitchen Team Leaders, or the Director of Nanatohk Miciwin (in kitchens where no team leader has been appointed), and are responsible for site specific kitchen operations.

## **Vision an Mission of Nanatohk Miciwn**

### **Vision**

Nanatohk Miciwin will:

- be a high functioning, innovative and cohesive team who know their roles, limitations and understand how we best work together so we can be effective and efficient as we support MESC.
- be compassionate, supportive and a trauma informed team that helps MESC to promote healing.
- strive to cultivate high levels of trust and attend to relationship building.
- have effective processes in place to ensure effective communication occurs around all functions of the branch.
- be proud of our branch's ability to respond, support and anticipate the changing needs of an education system.
- model and expect all staff have a clear understanding and lens of the organizational needs in regards to ensuring that all employees, specifically those working in the branch, have a deep commitment to our innovative Nehiyaw Education System.
- ensure our plans are aligned and are committed to collaborate with all branches.
- expect all Food Service policies, procedures, processes, and practices to be implemented across the system and all areas are running effectively.

### **Mission**

MESC's Nanatohk Miciwin department is focused on excellence and exists to:

- provide food services and facilitation of food learning environments to all MESC staff and students.
- ensure all our practices honour and are aligned with MESC foundational values of Iyiniw Mamitonehicikan, Nehiyaw Pimatisiwin, Nehiyawewin and Wahkohtowin.
- support all MESC sponsored events such as celebrations, graduations and other ceremonies.
- work to support all food related school specific needs such as field trips, special events and cultural days

## **Nanatohk Miciwin Employee Standards**

**These are the minimum expectations to which ALL Nanatohk Miciwin Department employees must meet fully.**

### **Skills**

Employees are expected to be able to:

- Read and write.
- Follow directions.
- Lift up to 50 pounds with help.
- Stand on solid cement floor 5 hours or longer.
- Have hands in water.
- Heavy lifting of 25 pounds or more is a requirement of most positions.

Employees are also expected to maintain skills by attending all meetings, training sessions, and other learning opportunities as they arise.

### **MESC Expectations**

MESC Employees shall conduct themselves professionally in accordance with MESC Administrative Procedures.

The most commonly referred to APs related to professionalism include, but are not limited to:

#### **AP 411 Social Media**

#### **AP 413 Code of Conduct**

#### **AP 422 Employee Discipline**

Should an employee have questions or concerns related to professionalism, it is recommended that he/she speak to their direct supervisor.

### **Personal Hygiene**

**ALL** Employees are expected to:

- Keep hair well groomed and restrained.
- Be free from offensive body odor.
- Keep hands and fingernails clean with fingernails well-trimmed. Nail polish or artificial fingernails can only be worn with gloves.
- No jewelry or watches on hands or arms during employee work hours except smooth surfaced rings/bands.
- Other jewelry (not worn on hands or arms, i.e necklaces, earrings, pins, facial jewelry, etc.) that may possibly be dislodged and fall into food must also be removed. No jewelry (ex: necklaces and earrings) that dangles or could catch on equipment may be worn.
- No smoking on school property.
- Wash hands frequently and at proper intervals.
- Wash hands again in the work area with soap and water after using the restroom.
- Aprons/Chefs jackets may **not** be worn outside of the food service area during bathroom or cigarette breaks.

## **Food Service Specific Employee Expectations**

**These are the minimum expectations to which all KITCHEN EMPLOYEES must meet fully.**

Employees are expected to:

- Be at work on time (7am, unless otherwise indicated by the Director, at their station, ready to work) and be prepared to stay until the day's work is finished (3pm, or when the day's work has been deemed complete by the kitchen leader.)
- Notify director and People Services of change of name/address/telephone number.
- Report any injury to director or kitchen lead immediately and complete an accident report before leaving work for the day
- Food and supplies may only be moved from site to site for cafeteria use when instructed to do so by a food service supervisor. (Director, Kitchen Leader or Distribution Coordinator)
- Accept responsibility of job duties to which employees are assigned.
- Conduct personal business on assigned breaks or after work hours (cell phone use included).
- Work cooperatively with all school employees.

- Be willing to support activities that complement the total educational process of the school.
- Support kitchen leader, principal, school staff and students in all endeavors.
- Think and look for easier ways to produce a better quality of food (new ideas should be discussed with the Kitchen Leader or Director before implementation).

## Driver/Distribution Specific Employee Expectations

**These are the minimum expectations to which all  
DRIVERS/WAREHOUSE EMPLOYEES must meet fully.**

Employees are expected to:

- Be at work on time (7am, unless otherwise indicated by the Distribution Coordinator, vehicles started, ready to work) and be prepared to stay until the day's work is finished (3pm, or when the day's work has been deemed complete by the Distribution Coordinator)
- Have a valid Class 5 or better driver's license
- Appropriate PPE must be worn (steel toe boots, gloves)
- Drivers are required to maintain the cleanliness of the distribution warehouse and vehicles on a daily basis.
- Based on direction from the Distribution Coordinator, fill school supply orders quickly and efficiently, in a timely manner, keeping in mind that school food operations depend on food delivered on time ahead of the daily food preparations (i.e. school staff should not have to come to the warehouse for anything)

## Advancement and Raises

Advancement in Nanatohk Miciwin will occur as positions open up.

Raises will occur with an increase in relevant qualifications, such as 1st, 2nd, 3rd period Apprenticeship through Alberta Trade Certification, Red Seal Endorsement, or other relevant technical or academic training qualification, **and/or** with an increase in responsibility through advancement to a supervisory role.

## General MESC Employee Standards

In addition to Kitchen and Distribution specific employee expectations, cooks and drivers are also required to read and reference the [MESC Employee Handbook](#).

## Entering Absences

It is expected that employees will enter their own absences into Atrieve by 6:00am the morning of their shift. If you cannot access Atrieve for some reason, this must be communicated to your supervisor immediately. Failure to enter absences, failure to communicate with your supervisor, will result in disciplinary action, up to and including deduction of salary, and may include termination of employment.

## **Schedule and Work Calendar**

12 month employees (Director, Distribution Coordinator and Drivers) are required to work through the summer, and are salaried positions. Overtime hours must be logged and banked and drawn within 60 days. Overtime pay must be pre-approved by the Director. Start time is 7am-3pm daily.

10 month employees (Cooks and Kitchen Supervisors) are required to work Monday-Friday (including professional development days) from the beginning-end of the school calendar (usually last week of August to the last day of June). Where required, overtime will be paid with prior approval from the Director. Staff who are required to work on Statutory holidays will be compensated accordingly.

## **Menu**

The Menu is a document published monthly that is subject to change and is a guideline and reference tool for kitchen staff, students, parents, MESC staff, dieticians, other medical practitioners and the wider public.

The reason the menu is subject to change is that it is based on **estimated** logistics, and from time-to-time, menu items may be substituted based on **actual** supply. Menu changes will only occur due to supply disruptions and/or at the instruction/approval of either the Distribution Coordinator or the Director.

The Menu will be shared with administrators, health professionals and parents one week before the beginning of each month.