



## ***Food Service Substitute Information Sheet***

**Welcome to the Rome City School District!** We are happy you have decided to join us and we look forward to you helping us to serve great food, great nutrition, and great service to the Rome school children.

### **Attitude:**

We must have cheerful, willing people in our food service department. The job is done best when each employee does his/her share and takes interest and pride in his/her work. Remember, our customers are children- and they readily respond to a kind word or a smile! Children should always be treated with respect and serviced as a customer.

### **Attendance:**

It is important that you are dependable. You are called when we need help. We expect you to go to any school in the District for which you are called. Refusal to report to a school will be recorded and a substitute may have his/her name removed from the list after continued refusals. Calls made from the District School Lunch office as soon as we are notified that a substitute is needed. Please make sure your telephone is free between the times of 6:30 am to 9:00 am so that we may reach you. In an emergency, you may be called by a Cook Manager to report to work. This may be for a one-day assignment only.

### **Appearance:**

It is important that you look neat and clean. You are required to wear a (1) hair net or baseball cap, (2) low shoes that are slip resistant (3) slacks and (4) a clean white uniform is preferred. Clothes and shoes must be clean. Do not wear jewelry or nail polish or perfume on the days you are called in to work. The District will provide you with a clean apron.

### **Health:**

A health examination is required by a doctor. Do not come to work if you do not feel well. We will not allow you to work with a cold, sore throat, fever, or any visible infection on your hands or face.

### **Working Conditions:**

The job of a substitute in food service is very physical and demanding. There will be many opportunities to bend, lift and push items. All work must be performed in a timely manner due to structured breakfast and lunch times.

### **Performance:**

You will be reviewed periodically on how you perform. This will help us to determine whether you will be given a permanent appointment should one become available.

### **Salary:**

Your starting salary will be \$10.40 per hour. A check will be mailed to your home every other Wednesday for hours worked. If you would like direct deposit, please ask the Human Resources Office for a form.

You may join the Employee Retirement System if you would like (it is not mandatory). A percentage will be deducted from your pay. The form may be obtained from the Human Resources Office.

If you have any questions or concerns regarding your position as a substitute, please feel free to discuss this with the Director, Food Services at 338-6556. Welcome aboard!