

## Todd County School District Policy Regulation: EF-R

### FOOD SERVICE EMPLOYEE CERTIFICATION

All food service employees (who are employed more than four hours per day) must complete eight hours of training. Any employee who supervises other employees (Manager II, Manager III) must complete certification, food service management training, then must complete 12 hours training every year. Successful completion of the certification shall be a condition of employment. Employees are required to present a copy of their certificate after the completion of each year to the food service director to be placed in their personnel file.

To qualify for attendance at the certification workshop, the food service employee must have completed one school year of service and be recommended for rehire the following year.

The district will pay expenses (tuition, lodging, per diem, and transportation, in accordance with the district's travel policy), plus salary based on the current hourly rate of said employee.

This regulation may be waived for new employees only if they have previously attended the School Food Service Certification Workshop offered through the South Dakota Child and Nutrition Services.

If an employee wishes to attend more than the required number of hours or if he/she wishes to attend baking school, he/she may do so at the discretion of the food service director. Such employees should contact the food service director by January 1 for attendance the following summer. The decision to allow employees to attend additional certification will be based on available funds and the on the needs of the school district.

ADOPTED: March 11, 1986  
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