

Bishop Indian Head Start Nutrition Services

Policies and Procedures

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Updated August 29th 2013 SC, AT, DN, MM/ February 15, 2015 SCV

All policies and procedures will remain the same, except for the job title of Support Service Manager/Nutrition Manager. The job title of Support Service Manager/Nutrition Manager will be changed to Director and or Cook, and or Health and Disabilities Manager. The elimination of the position of Support Service Manager/Nutrition Manager was due to the effects of the 2013 Sequestration.

CACFP Child Enrollment

Policy: Bishop Indian Head Start will comply with the California Department of Education Child and Adult Care Food Program requirement that a parent or guardian complete and sign the CACFP Child Enrollment form for all children participating in the CACFP Program.

Procedure:

1. A completed CACFP Child Enrollment form is required for every enrolled child, and the form must include Head Start siblings.
2. Registration Staff will work with families to complete the CDE/ CACFP Enrollment form for every child enrolled in Bishop Indian Head Start. Registration staff will be trained to assure that all siblings of Head Start child are also included on the form and that it is signed by parent or guardian.
3. Completed CACFP Child Enrollment forms will be forwarded to the Food Services Manager or Director to review enrollment forms for completion no later than 1st day the child attends school each year.
4. Bishop Indian Head Start will not claim meals for CACFP reimbursement without a completed CACFP Child Enrollment form on file.
5. The date the center can claim meal reimbursement for a child is the first day of the month in which the CACFP Child Enrollment form was signed by the parent or legal guardian.
6. At a minimum, a completed enrollment form must include the child's name, meals normally received while in care, and parent or legal guardian signature and date.
7. CACFP Enrollment forms must be completed annually.
8. Re-enrollee forms will be signed at orientation.
9. The Family Service Staff will send signed CACFP Enrollment forms to the Director for data entry.
10. Director will forward signed CACFP Enrollment forms to the Food Service Manager/Lead Cook for final review.
11. Routine child schedule changes during the year do not require an updated Child Enrollment form.
12. Enrollment forms must be maintained on file by the Bishop Indian Head Start for three years beyond the current fiscal year.

Subject: Meal Attendance Counts, Spacing Requirements, and Claims

BIHS Performance Objective: Bishop Indian Head Start will maintain Fiscal Integrity by training staff on accurate meal claim recording.

Operational Procedure:

1. BIHS staff will record meals and snacks at point of service on the Weekly Classroom Meal Count Sheet designated for their classroom. BIHS teachers are responsible for ensuring they have their meal count form for their classroom prior to the start of the meals or snack.
2. Meals and snacks may not be served prior to the designated meal time.
3. Meals and snacks may not be claimed if they are served early.
4. Meals and snacks may not be claimed if they are sent home.
5. Meals and snacks may be claimed on a fieldtrip as long as they meet all the required Child and Adult Care Food Program Meal Patterns for Older Children (ages three through five years). Meals and snacks must be served at their designated meal time and not earlier during a fieldtrip.
6. It is the option of the Bishop Indian Head Start program to send a meal or snack home. However, the meal or snack may not be claimed.
7. It is the option of the Bishop Indian Head Start program to serve a meal or snack earlier than the designated time. However, the meal or snack may not be claimed.
8. Spacing Requirements: 3 hours between Breakfast and Lunch and 2 hours between Lunch and snack. Current Bishop Indian Head Start Meals and Snack Time:

Breakfast begins at 8:00 am

Lunch begins at 11:00 am

Snack begins at 1:00 pm

Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases

This policy complies with Head Start Performance Standard 45CFR Section 1304.23.

Personal Cleanliness

1. Wash your hands before handling any food, utensils, equipment, dishes or silverware.
2. Have all children wash their hands before eating. Use hand washing sinks for hand washing only.
3. Use hair restraints and clean outer clothes when preparing or serving food. Remove aprons when leaving food preparation area or going to the rest room.
4. Use disposable tissue for coughs, sneezes or blowing noses and then wash your hands.
5. Do not prepare food if you have: Diarrhea, Fever, and Sore Throat with fever, Vomiting, Jaundice, Boils, Lesions, and or infected open wounds.

Food Preparation

1. Clean all can tops before opening. Sanitize can openers before using.
2. All raw fruits and vegetables must be washed before being served.
3. All hot foods should be 141 degrees F. Cold foods should be 40 degrees F or less.
4. Wash your hands before preparing food and then handle food with fingers as little as possible. Use clean tongs or scoops.
5. Wiping cloths shall be cleaned and rinsed in a sanitizing solution.
6. Dispose of prepared foods daily and never mix old foods with new (milk, dip, etc.)
7. Date mark each food product brought into the center and always rotate the products using "First In, and First Out" method.
8. Inspect all inbound food and reject out-of-condition products.
9. Record all internal cooking temperatures with an accurate thermometer, making sure cooked foods meet their "done" stage.
10. Sanitize thermometers after each use.
11. Do not serve food on cracked or chipped dishes.
12. Do not "Cross Contaminate": WASH YOUR HANDS, separate raw animal foods from other foods, clean & sanitize equipment, utensils, and food services. Do not reuse single serve articles (plastic cups, utensils, etc.) store unwrapped knives, forks, spoons, and food prep and serving utensils where handles can only be touched.
13. Never place cooked foods back on the same plate or cutting board, unless the plate or cutting board is washed and sanitized.
14. Store pesticides and chemicals separate from foods.
15. Use a clean spoon when tasting and never double dip!

Dish washing

1. Kitchen dishwasher should be working properly. Bishop Indian Head Start has a low temperature dishwasher; it should be checked daily and the rinse and wash cycle reach 120 degrees F. Any concerns may be addressed by calling the service number located on the Kitchen Bulletin Board. Check and record temperature and chlorine using test strips. Daily check also includes: proper amount of dishwasher chemicals needed for proper washing, sanitation, and rinse. All chemicals are ordered through US Foods.
2. Wash and soak cutting boards in bleach solution after each use.
3. Wash off excess foods and liquids off dishes before running them in the dish washer machine.
4. Air Dry and store dishes away properly (place upside down).

5. Clean and sanitize dish machine daily.

Food Storage

1. Frozen foods must be kept frozen until used or thawed in a refrigerator and used immediately after thawing. Perishable foods shall be stored in a refrigerator at 40 degrees F or below.
2. All foods in freezers and refrigerators with use the food storage hierarchy chart attached to each food storage unit.
3. Foods must be separated by type to prevent cross contamination: Ready to eat foods on the top, produce, dairy, beef and pork, and poultry on the bottom.
4. Thawing meats should be stored only at the bottom of refrigerator. Thawing foods must be done in a refrigerator unit 40F or colder or under running water; temp less than 70F and done quickly as possible; in a microwave oven; or as part of the cooking process. **NEVER THAW FOODS ON THE COUNTER!**
5. Empty tin cans or plastic containers shall not be used to store food. All food shall be covered when stored. Food and drink in storage will be kept at a minimum of 6 inches above the floor. No cleaners or other non-food items may be stored with food products.
6. Label, date mark, and store bulk products in sealed separate containers.
7. Label, date mark, and store all cooked foods in freezer zip lock bags in refrigerator or freezer if using in next day's meal.
8. Remove all leftover foods that did not leave the kitchen after 7 days. Dispose all outdated products daily.
9. All returning left over foods that were served must be disposed of daily.
10. Keep refrigerator, freezer, and pantry clean.
11. Monitor and record freezer and refrigerator temperatures daily.

Classroom Food Service Tips and Information

Sanitation Procedure

1. Sanitation checklists and procedures posted in the classroom should be used to ensure that laundering, cleaning, sanitizing and disinfection is occurring according to the schedule.
2. All cleaning materials must be stored out of reach of children.
3. All bottles must be labeled with the manufacturer's label.

Food Contact Surfaces

1. The food-safe sanitizer should be utilized in kitchen areas, on lunch tables and on any mouthed toys. For full sanitizing effect, the area should be cleaned first (soap and water or spray and wipe) and then spray again (spray and leave to air dry) and allowed to air dry for ten minutes.
2. Use disposable wipes and discard daily.
3. Do not use sponges in food service!
4. Cutting boards must be soaked and washed in dishwasher after each use.
5. Dishwasher/sanitizer should be checked (hot water rinse should be 180 degrees).
6. Chlorine test strip for low-temp dishwasher/sanitizer should be checked daily. The PH level should be 50-100 ppm.

Cleaning and Serving

1. All dishes and utensils need to be scraped and rinsed before going into the dishwasher/sanitizer.

2. Pans and plastic containers that are returned to the Main Kitchen must be cleaned!
3. All dishes are to be air dried. Do not wipe!
4. When food arrives, check temperature using your pocket food thermometer. Hot foods must be kept at a minimum of 140 degrees F, cold foods must be kept below 45 degrees F.
5. Hot food that has cooled below 140 degrees F must be reheated to 165 degrees F, then maintained at 140 degrees F.
6. Go over portion sizes when preparing meals (e.g., cutting rolls, bread, apples, etc.)
7. Hot food is served in plastic bowls only, cold food may be served in steel bowls.
8. Cover food in bowls to set on table before serving. Use plastic wrap for cold, aluminum foil for hot.
9. Dispose of all hot entrees and any food from the serving table after each meal.
10. Do not pour new milk into pitchers containing any milk. Instead, empty and clean pitcher and then refill. In any event, wash pitchers daily.
11. Refrigerators must be cleaned daily.
12. Wear aprons for food prep and service, wash each day.

Additional Kitchen Cleaning Reminders:

1. Clean and sanitize counters continuously and especially after spills.
2. Clean and sanitize anytime there is a change from raw foods to ready to eat foods.
3. Cooking stove and grill cleaned daily.
4. Daily and weekly cleaning schedules are completed and recorded daily.
5. All daily bleach solutions must be tested using sanitation strips for appropriate solution. Do not mix with soap with bleach. Refer to sanitation/disinfectant chart.
6. Wiping cloths should only be used for wiping spills. Wiping cloths should be stored in a chlorine bleach solutions or machine washed before using again.
7. **NEVER MIX AMMONIA BASED PRODUCTS WITH CHLORINE OR STORE TOGETHER.**
8. Floors must be swept and mopped with a sanitizing solution daily.
9. Kitchen mop heads need to be changed out often and stored properly. Do not leave mops in mop water. Mop water is disposed daily.
10. Garbage needs to be removed frequently and no trash may be left in the kitchen at the end of the working day. Garbage cans must be cleaned at least once a week or as often as needed.
11. Pest control must be reported immediately to Head Start Director or Health and Disabilities Manager and followed through to see that the problem is resolved.

Wash Your Hands!

Head Start staff and all other adults working in the classroom will teach and model appropriate hand washing practices in order to lower the risk of spreading communicable diseases.

Staff and children shall wash their hands whenever hands come in contact with body fluids and the following times:

- Before food preparation, handling, or serving. (including setting the table)
- After toileting or changing diapers.
- After assisting a child with toilet use.
- Before and after eating meals or snacks.
- After handling pets or other animals.
- Before and after using disposable gloves.
- After coughing or sneezing or blowing your nose.
- After inspecting hair for lice.
- Before and after giving medications.

- After smoking or using tobacco products.

Clear, simple hand washing procedures will be posted in all classrooms, including these steps.

1. Wet hands with water and then add soap.
2. Use friction to work up lather and wash hands for at least 10-20 seconds.
3. Rinse well under a stream of water.
4. Dry hands thoroughly, with a single use paper towel.
5. Turn off faucet with a paper towel, if possible.

Double Hand washing for Food Service Staff

1. After using the restroom
2. After eating or drinking
3. After blowing nose, coughing, sneezing.
4. After smoking or using tobacco products.

Food Service - Visitors in the Central Kitchen

Policy: School Food Service Sanitation requires that only Head Start Personnel with Approved Food Handlers Cards are allowed in the kitchen on a regular basis.

Procedure:

1. The Bishop Indian Head Start kitchen area is not used as a traffic-way or meeting room.
2. Visitors and staff other than food service staff are not allowed in the main kitchen on a regular basis. Tours must be scheduled in advance with Food Service Manager or Lead Cook.
3. Children are not to be sent to the kitchen by themselves for any reason.
4. Requests for Classroom tours by staff person may be requested on a Memo or Special request form sent to Director for approval and then sent to the main kitchen.

Subject: Refrigerators and Freezers Temperature Monitoring Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff will monitor the refrigerator(s) and freezer (s) temperatures daily to ensure that food is kept at the right temperatures to prevent spoilage and food borne illnesses.

Operational Procedure:

1. The refrigerator(s) and freezer (s) temperatures will be checked and recorded daily. The temperatures of each unit will recorded on the refrigerator and freezer temperature recording form attached to each unit.
2. Each month the Lead kitchen Cook will replace completed refrigerator/freezer temperature form with a new form. The completed form will be turned into the Director or Kitchen Manager for monitoring and filing.
3. Food shall be stored in refrigerator at 40 degrees or lower.
4. Food stored in freezer shall be stored at 0 degrees or lower.
5. If the temperatures are not being maintained consistently at the above temperatures; notify the Director or Kitchen Manager immediately so arrangements can be made for service and repair. The number for service/repair is located on the units.
6. Sanitation of the Refrigerator (s) and freezer (s) shall be maintained daily.

Subject: Nutrition Policy for Children (Philosophy)

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff will ensure that the nutritional, social, emotional, and developmental needs of the children are met.

Operational Procedure:

- ✓ Parents or Guardians will complete the Child Nutrition Assessment during the initial enrollment meeting with the Family Advocate or Classroom Teacher.

Nutrition Philosophy

The nutrition education component of the child's Head Start experience focuses on both the variety and types of food modeled in the classroom as well as the emotional and physical environment in which the food is served. Important nutrition related objectives include the following,

1. Provide food that will help meet the child's daily nutritional needs in a pleasant environment recognizing individual differences and cultural patterns.
2. A variety of food is served which broadens each child's food experience.
3. Promote physical, intellectual, social, and emotional growth and development.
4. Provide an environment that will support and promote the use of the feeding situation as an opportunity for learning.
5. Provide opportunities for staff, children, and parents to learn and gain an understanding of the relationship between good nutritional habits and increased health and well being; include the factors which influence eating habits.
6. Demonstrate the interrelationships of nutrition to other activities of the Head Start Program and its contribution to the overall child development goals.
7. Involve all staff, parents, and community agencies, as appropriate, in helping to meet each child's nutritional needs. Nutritional care provided by Head Start should compliment and supplement that of the home and community.
8. Provide learning and decision making experiences through participation in mealtime [1] activities - setting table, preparing food, serving food, sampling unfamiliar food, pouring milk, cleaning up, etc.
9. The preschool child is impressionable and enjoys imitating his/her peers and adult caretakers. Parents, teachers, and other adults play an important role in shaping the child's attitude toward the acceptance of nutritious foods. Adults in the classroom are expected to reinforce positive food attitudes by eating and socializing with the children at mealtimes.
10. Examples of food lessons that can be demonstrated daily:
 - ❖ Washing, cutting, serving and spreading to help with eye-hand coordination. Discussing food taste, texture, color, shape, where, and how it grows to develop language.
 - ❖ Let children be creative with arranging, shaping or mixing different combinations of foods.
 - ❖ Taking children on a fieldtrip (shopping) and letting them pick out vegetables and fruits. Take children to local farms and orchards to harvest fruits and vegetables. Plant a fruit and vegetable garden.
 - ❖ Invite local dietician to facilitate a cooking workshop with children, parents, and staff.
 - ❖ Discuss different forms of food (raisins and grapes).
 - ❖ Counting bites, sections of an orange, or peas in a pod.

Subject: Food Purchase Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff designated to complete the food shopping will write a weekly shopping list prior to purchasing food and supplies to ensure fiscal management of CACFP funding. Utilization of the food purchase list, meal production sheets, and inventory prior to purchasing food will ensure enough food is purchased for the week's menu.

Operational Procedure:

1. The purchase list form (grocery list) is completed after meal production sheets. Purchasing may be completed only after meal production sheets and purchase lists are completed.
2. If possible, write down the cost and description of each item on the purchase list.
3. Turn in purchase list and receipts for all items purchase to the Director or Kitchen Manager.
4. The Director and Kitchen Manager will maintain a monthly expenditure chart to monitor monthly budget. The Director will turn in all original receipts immediately to fiscal indicating the purchase order number, line order expense account, and grant expense is to be paid. Director will maintain a copy of all receipts. Director will request a monthly expense and revenue report to track payments and reimbursements for each month.

Subject: Menu Change Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff will ensure that the United States Department of Agriculture (USDA) Nutrition Guidelines are followed at all times. The menu change form ensures that all required nutritional components of the meals and snacks are being served. In addition, the BIHS program qualifies for reimbursement claim through the USDA food program.

Operational Procedure:

1. Reason for menu change must be written on the menu change form.
2. Complete all areas of the menu change form related to the change.
3. The Kitchen staff making the change must utilize the Child and Adult Care Food Program Meal Pattern for Older Children (ages three-five years old) and the Food Buying Guide for Child Nutrition Programs provided by USDA (online or hardcopy) to ensure enough food is available for the change.
4. Attach the Menu Change form to the corresponding meal production sheet and turn in form to the Director or Kitchen Manager each month.

Subject: Meal Census Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff and Teachers will keep an accurate attendance of the children at the point of meal and snack service to ensure that the United States Department of Agriculture (USDA) Nutrition Guidelines are followed at all times for appropriate meal claim reimbursement.

Operational Procedure:

1. Teachers will enter each child's name on the Daily Meal Count Form, maintain attendance records, and sign in and out forms.
2. Teachers will check off each child at point of service on Daily Meal Count Form if the child is in attendance for meal or snack. The sign in and out records will be monitored daily for accurate meal counts.
3. The Kitchen staff at the end of the day of service will tally the number of children and staff that ate meals and snacks. The Director or Nutrition Manager will compare Kitchen staff tallies, teacher tallies and the sign in and out records for accuracy.
4. Refer to NU 0 and NU 10 for more details regarding meal counts and claims.

Point of Service Meal Count

Policy: Point of service meal counts must be taken at the "point-of-service." For family style meal service, the "point-of-service" is when the participant is seated at the table with the complete reimbursable meal set on the table.

Operational Procedure:

1. Ensure all children intending to eat are seated at the table.
2. Ensure all components of the meal are placed on the table.
3. Use the point-of-service meal count record to mark the meal for each child seated at the table
 - a. Before marking the point-of-service meal count record determine if a child is receiving a food substitute that results in a missing meal component.
 - b. If a child is receiving a food substitution that results in a missing meal component, *only* mark that meal if there is a Medical Statement for Food Substitution on file.
 - c. Use the attendance record to double-check that child marked as receiving a meal is also marked as "present".
 - d. Total the number of children marked as receiving a meal at the bottom of the point-of-service count for each day for the meal being served.
 - e. Double check the total count for the meal and initial the record.

4. When the last meal is served each week, a new Point of Service Meal Count form will be posted and the week's tally will be submitted to the Director to reconcile weekly and to double check to ensure that the monthly meal counts are accurately reconciled and reported to CACFP for reimbursement.
5. The Food Service Manager or Director will ensure that only Head Start participants are included in the meal count.
6. The Food Service Manager or Director will submit classroom tally totals to the CDE-CACFP office before the 10th of the month for reimbursement.

Subject: Meal Planning and Meal Production Sheet Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff complete a planning and meal production sheet for each day of the monthly menu. The meal production sheets ensure that adequate amounts of food are served for each child. Adherence to this policy ensures that the United States Department of Agriculture (USDA) Nutrition Guidelines are followed at all times for appropriate meal claim reimbursement.

Operational Procedure:

1. The Food Service staff is responsible for completing the "Menu Records" on a regular basis. Menu Records for all breakfast, lunches and snacks shows Head Start meets all program requirements, including date meal is served.
2. Meal Production sheets will be completed one-two weeks prior to the scheduled shopping day. Meal Production sheets will be used to create shopping list.
3. The current online or hard copy Food Buying Guide and the Current CACFP Meal Pattern Guide for three to five year olds will be utilized when completing Meal Production sheets.
4. All meals are planned according to USDA-CACFP food requirements for each meal. A monthly Menu is used by Bishop Indian Head Start and it is analyzed and approved by a qualified Nutritionist/Dietician.
5. A variety of food is served to broaden child's food experience.
6. Three to five year olds must be served foods high in nutrients and low in fat, sugar and salt.
7. The meal production sheets and menu for each day reflect any substitutes for special diets.
8. If a prepared product (dinosaur nuggets or fish nuggets) is used, we have Child-Nutrition Label (CN Label) on file. If item is combination food (lasagna) we have recipe on file and on the portal, including serving size.
9. Menu Records are reviewed for accuracy by the Director or Nutrition Manager and kept on file for each school year and for three years in a secured area.

Subject: Food Service and Education Review Policy

BIHS Performance Objective: Bishop Indian Head Start Director or Nutrition Manger will conduct an onsite nutrition review three times per program year at the center for each classroom. Adherence to this policy ensures that the United States Department of Agriculture (USDA) Nutrition Guidelines are followed at all times.

Operational Procedure:

1. The CACFP site monitoring schedule and log will be completed annually. The Site Monitoring Form will be completed by the Director, Nutrition Manager, and or Health and Disabilities Manager. The Director may designate another BIHS staff to complete the CACFP site monitoring form.
2. The observer will complete all areas of the form and make recommendations or comments about the findings observed during the monitoring review.
3. The observer will meet with the BIHS Kitchen staff and Lead Teacher after the review has been completed. The Site Monitoring outcome will be reviewed in detail and if appropriate, a plan of action will be discussed to correct any finding immediately. Signatures of all persons involved will be required for documentation. All documentation will be kept in a CACFP training binder.
4. The Director or Nutrition Manager will be responsible for following up on any non-compliance issues. A follow-up will be conducted by the Director to observe all corrections to any findings noted on the Site Monitoring Form.
5. Indian Health Services will conduct a Health and Safety Survey each year. BIHS Staff will complete a Plan of Acton to correct any Kitchen/Nutrition Findings within 30 days or immediately depending on the severity of the finding. The current Indian Health Service Survey Outcomes and BIHS Plan of Action will be posted.

Subject: Daily and Weekly Cleaning Schedule

BIHS Performance Objective: Bishop Indian Head Start Staff will abide by all State, Federal, and Indian Health Service Health and Safety regulations related to proper Food Service Sanitation in a Head Start Facility.

Operational Procedure:

The BIHS staff will refer to the **Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases prior to working in a BIHS Kitchen or serving food to Children and Adults at a BIHS site.**

1. Each day the BIHS Kitchen Staff must complete the cleaning and sanitation tasks and sign off as documentation of completion. The Head Start Director and or Kitchen Manager will provide daily and or weekly feedback.
2. If the cleaning cannot be completed; the Director or Kitchen Manager must be notified immediately. The Director or Kitchen Manager will follow-up to ensure kitchen cleaning and sanitation tasks are completed.
3. Please see attached cleaning schedules.

Subject: Hand Washing Policy

BIHS Performance Objective: Bishop Indian Head Start Staff will abide by all State, Federal, and Indian Health Service Health and Safety regulations related to proper Hand washing in a Head Start Facility.

Operational Procedure:

- ✓ The BIHS staff will refer to the **Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases prior to working in a BIHS Kitchen or serving food to Children and Adults at a BIHS site.**
 - ✓ Head Start staff and all other adults working in the classroom will teach and model appropriate hand washing practices in order to lower the risk of spreading communicable diseases.
1. Staff and children shall wash their hands whenever hands come in contact with body fluids and the following times:
 - a. Before food preparation, handling, or serving. (including setting the table)
 - b. After toileting or changing diapers.
 - c. After assisting a child with toilet use.
 - d. Before and after eating meals or snacks.
 - e. After handling pets or other animals.
 - f. Before and after using disposable gloves.
 - g. After coughing or sneezing.
 - h. After inspecting hair for lice.
 - i. Before and after giving medications.
 2. Clear, simple hand washing procedures will be posted in all classrooms, including these steps.

Step 1 Wet hands with water and then add soap.

Step 2 Use friction to work up lather and wash hands for at least 10-20 seconds.

Step 3 Rinse well under a stream of water.

Step 4 Dry hands thoroughly, with a single use paper towel.

Step 5 Turn off faucet with a paper towel, if possible.

Remember: Your Gloves are not magical!

Subject: Meal and Snack Time

BIHS Performance Objective: Bishop Indian Head Start Staff must ensure that nutritional services contribute to the development and socialization of enrolled children by providing knowledge about healthy eating habits. Mealtimes are designed to promote the physical, social, and emotional development of children and to increase knowledge about healthy eating.

Operational Procedure:

1. Tables will be cleaned and disinfected by an adult prior to the meal and snack being served. Tables and chairs will be wiped down after each meal or snack; only when all children are finished with meal/snack time.
2. Children, Parent /Community volunteers, and staff will wash their hands prior to meal/snack service.
3. The mealtime environment is adapted to meet all children's varying developmental needs and different cultural backgrounds.
4. Every child will receive a quantity of food in meals and snacks which provides at least one-third of their daily nutritional needs, with consideration for meeting any special needs of children.
5. All children who have not received breakfast at the time they arrive will be served a nourishing breakfast.
6. In order to ensure good appetites and a relaxing mealtime environment, calming transitional activities will be planned before meals.
7. Breakfast must be served at least three hours before lunch, and snacks must be served approximately two hours after lunch.
8. In order to have a successful nutritional environment, mealtimes should occur in a quiet, well-lit and ventilated area.
9. The tables, chairs, and eating utensils will be age appropriate.
10. Food will be cut into shapes and sizes that are easy for young children to manage and which will reduce the risk of choking.
11. **Food will not be used as punishment or reward** and children are encouraged, but not forced or coerced to eat or taste.
12. The size and number of servings will reflect consideration of each child's needs. Teachers will have children start with the minimum USDA required portions and allow for additional portions as desired.
13. Meal times will be 30 minutes of actual eating time. Children must be allowed to finish their meal or snack at the table. No child may be unattended while meal service is occurring. An adult must be at the table (s) while children are eating.
14. Family-style service will be utilized unless it is determined that it is unsanitary to proceed with this style of food service.
15. Any children that exhibit signs of illness (i.e. runny nose, cough) should not serve themselves, but should have the adult at the table, who is not exhibiting signs of illness, serve them.
16. Meal-related activities (setting tables, rinsing plates, preparing food) will provide opportunities for decision making, responsibility, sharing, communication and fine motor eye-hand coordination.

17. Minimum Required quantities of food are to be placed in serving bowls while the bulk of the food is kept heated to 145 degrees (if cooked item). This prevents waste and possible food-borne illness. All food put on the table must be discarded.
18. A variety of foods is served to broaden each child's food experience.
19. Adults participating in the family style eating at Bishop Indian Head Start will roll model health eating habits and table manners. Personal adult discussions are not allowed at anytime around children. Adults will support children's learning by using the Scientific Method, Providing Feedback, Scaffolding, and promote interactions that focus on big ideas and deepen children's knowledge of the world around them.
20. Meal/ Snack time is over~ Teachers will support children's autonomy by teaching them to:
 - ❖ State: "I am finished eating, may I ne excused." (example)
 - ❖ To clear their area at the table (cups, dishes, and napkins).
 - ❖ Scrape their plates of any left-over food in trash and empty left-over milk out in sink.
 - ❖ Place their dirty dishes back into the cart in the appropriate container.
21. Kitchen Staff will pick up dishes to be washed and sanitized.

Subject: Internal Food Temperature Monitoring

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff will monitor and record all foods being served to children and adults; ensuring that no food is served in the potential "Danger Zone" (41F-135F). Bishop Indian Head Start will abide by all State, Federal, and Indian Health Service Health and Safety regulations related to proper Food Service in a Head Start Facility.

Operational Procedure:

The BIHS staff will refer to the **Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases prior to working in a BIHS Kitchen or serving food to Children and Adults at a BIHS site.**

To ensure that there is no potential hazard food served to children, parents, volunteers, and staff the following actions will be taken:

1. Bishop Indian Head Start facility will have accurate thermometers.
2. All refrigeration and Freezer units will have accurate and east to read thermometers.
3. Location of the thermometer must be located properly. See posted Indian Health Service charts for location and appropriate readings. All temperature reading are recorded on the refrigerator and freezer temperature log and on the Hot/Cold Food Internal Temperature Log.
4. Milk and juices must be internally temperature checked and recorded.
5. All thermometers must be sanitized with alcohol wipes or hot soapy water, after and before each sticking.

Cooking Temperatures	Descriptions
165 F	Chicken, Turkey, Waterfowl, Game Birds, Any Raw Meat that is stuffed, and anything stuffed with raw meat.
165F	Raw Meats in Microwave
155F	Hamburger, Ground Pork, Sausage, Fish, or Game Animals
145F	Beef, Pork, Lamb, Fish, or Raw Shell Eggs (immediate service)
135F	Commercially Precooked Foods, Plant Foods for Hot Holding, Rice and Pasta
41F & Below	Milk and Juices

Nutrition Policy and Procedure-NU 12
Related to CFR#: 1304.23 (e) (1)

Subject: Dish Machine Sanitizer and Temperature Recording Policy

BIHS Performance Objective: Bishop Indian Head Start Kitchen Staff will ensure all dishes (cooking/serving) are washed and sanitized properly.

Operational Procedure:

The BIHS staff will refer to the **Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases prior to working in a BIHS Kitchen or serving food to Children and Adults at a BIHS site.**

1. Bishop Indian Head Start Kitchen Staff will record PPM and Temperature of the Dish Washer Machine daily:
 - a) Fill Dish Washer Machine in A.M., run before washing dishes to reach 120F and record.
 - b) Test with PPM test strip, match color to chart, it should read between 50-75 and record.
 - c) Report any unusual temperature readings not meeting the 120F to the Director or Kitchen Manager.
 - d) Trouble Shoot: Check for connections and chemicals.
 - e) Call for Service: 1-800-275-8914 or number can be located on the Kitchen Bulletin Board.

Subject: Solid Waste Disposal Policy

BIHS Performance Objective: Bishop Indian Head Start Staff collects and disposes of solid waste in a manner that provides proper sanitation and prevents insects and rodent infestations.

Operational Procedure:

The BIHS staff will refer to the **Bishop Indian Head Start Sanitation Guide: How to Prevent Food-borne diseases prior to working in a BIHS Kitchen or serving food to Children and Adults at a BIHS site.**

1. In order to ensure solid waste generated by the Bishop Indian Head Start program is adequately collected and disposed, the following actions will be taken :
 - a) All trash collected in trash cans in the Bishop Indian Head Start will be disposed of daily. Trash can liners will be replaced with new leak proof liners. Trash cans must be washed out as often as needed.
 - b) All trash will be taken out to the outside dumpster daily and as often as needed. No trash should be lying on the outside of dumpster. The dumpster lid must remain closed at all times.
 - c) All trash containers must be covered with a lid that fits.
 - d) The outside dumpster area is located at least 185 feet from the outside play area.

SUBJECT: Pesticide Use/ Documentation Policy

PERFORMANCE OBJECTIVE: The Bishop Indian Head Start Center will allow the use of chemical pesticides only when necessary and in a manner only when necessary, adopting the Healthy Schools Act of 2000 into the Bishop Indian Head Start Program, a manner that will not harm the health of the children, parents, staff and visitors.

OPERATIONAL PROCEDURE: In order to prevent any health related problems for the children, parents, staff or visitors that could result from use of chemical pesticides, the following actions will be taken:

- a. All extensive pesticide application will be conducted by a licensed (or certified) pesticide applicator contracts and shall be applied only when children are not present at the center. Pesticide application services are provided to the Bishop Indian Head Start center by private organizations. The contractors are licensed through the State of California.
- b. The staff may apply commercial, over-the-counter pesticides at the Center only with the approval of the Director and only when the children are not present.
- c. Only U.S. Environmental Protection Agency approved pesticides can be applied at the Head Start center.
- d. The licensed pesticide contractor will provide a list of all pesticides that will be applied at the center, including information on the type of pesticide used, the common and chemical name of the pesticides used, the purpose for applying the pesticide, where the application of pesticide will be applied, how the pesticides should be applied and any warnings or special precautions that the staff should be aware of.
- e. Prior to the beginning of each new school year the Director will provide written notification and specified information on the pesticides to all staff and parents/guardians of enrolled Head Start children.
- f. The Director will document the used pesticide applications for the Head Start center and keep them on file in that office.
- g. MSDS files will be kept throughout the Head Start Center, which will be updated annually; 7 in total MSDS Binders are available.
 - 1) Front Office
 - 2) Janitor Room
 - 3) One in each classroom (4)
 - 4) One in Kitchen

SUBJECT: Vector Control Plan

PERFORMANCE OBJECTIVE: The Bishop Indian Head Start Center will maintain the facility to reduce potential and eliminate any rodent or insect infestations to safeguard the Health and Safety of the Children, Parents, Staff, and Visitors.

OPERATIONAL PROCEDURE: In order to prevent vector borne diseases, infectious diseases, and problems with venomous insects, the following actions will be taken:

- a. Refer to the California Department of Health Annual Report for Vector Borne Diseases for the most common vector borne diseases in California and Inyo County.
<http://www.cdph.ca.gov/programs/vbds/Documents/VBDSAnnualReport13.pdf>
- b. Topics covered in the 2013 Annual Report include:
 - Rodent-borne Diseases
 - Flea-borne Diseases
 - Tick-borne Diseases
 - Mosquito-borne Diseases
 - U.S. Forest Service Cost-Share Agreement
 - Vector Control Technician Certification Program
 - Public Information Materials, Publications
- c. All outer openings in the foundation, walls, ceilings, roof, windows, and exterior shall be sealed to prevent the entrance of insects and rodents.
- d. All gaps and openings around pipes and conduits will be sealed on the interior side of center.
- e. Windows used for ventilation are equipped with screening that is in good repair. Other devices may be used but out of the children's reach such as wasp/bee traps and rodent traps.
- f. The Director and or Health & Disabilities Manager may declare a rodent or insect infestation at center. Both Director and the Health & Disabilities Manager will ensure all recommendations provided by Indian Health Services are documented and followed.
- g. The BIHS Staff will clean any spider webs identified inside the building daily.
- h. Outdoor classroom and playground area will be inspected daily to identify any spider nests or other insect breeding sites and eliminate potential hazard sites.
- i. The Director or Health and Disabilities Manager will contact the licensed Pest and Terminate Control Professional. Number is located at Front Desk or on the Kitchen Bulletin Board.

Subject: Staff / Visitor Food from Home

BIHS Performance Objective: Bishop Indian Head Start Staff will aid the children in the development of good nutritional eating habits. No “Junk Foods” (Sodas, Candies, etc.) will be consumed in front of children during school hours or school activities.

Operational Procedure:

1. Bishop Indian Head Start will ensure all edible foods for Head Start children are “Safe” in purchasing, preparation, and holding temperatures are properly held.
2. No foods, cooked or store bought may be used in the Normal Head Start operating hours without Approval of the Head Start Director.
3. If Parents, Staff, or Volunteers want to provide children with a cooking activity; they must fill out a Food Activity Form. Food Activity forms must be filed and approved prior to the activity by the Head Start Director. All foods purchased for activity will be USDA approved. The Head Start Director, Health & Disabilities Manager, and or Kitchen Staff must supervise the purchase and preparing of food. All Kitchen Staff and Volunteers and BIHS Staff must have a Valid Food Handler Card.
4. Bishop Indian Head Start Staff will inform parents, guardians, and community that outbreaks of Food Bourne illness can be extremely dangerous in high risk environments. Persons at most risk are young children and the elderly. BIHS staff will send newsletters home and post in Parent Handbook alternative ideas for celebrating children’s birthdays and holidays.
5. Outside food from home is not allowed at Bishop Indian Head Start due to the potential health risks.
6. BIHS staff is not allowed to ask parents/guardians to bring food from home for any reasons.

SUBJECT: Civil Rights Program Responsibilities/Complaint Procedures

PERFORMANCE OBJECTIVE: In accordance with Federal law and U.S. Department of Agriculture Policy, Bishop Indian Head Start institution prohibits from discrimination on the basis of race, color, national origin, sex, age or disability. The Bishop Indian Head Start institution will monitor and inform each enrolled or perspective enrolled child's Parent or Guardian of his or her rights and supply names, address and phone numbers for complaint filings of discrimination.

Civil Right regulations are intended to assure that the benefits of the Head Start Child and Adult Food Program are made available to all eligible persons. In recruiting and enrollment procedures we will make every effort to allow equal participation by all eligible and potential participants regardless of race, color, national origin, sex, religion, age, or disability.

A non-discrimination statement must be included in the parent handbook and the employees' handbook or anywhere that mentions CACFP or USDA menus and any flyer that is sent home to the parent. The statement should also be on the Head Start website.

All Bishop Indian Head Start Classrooms must display the poster, "And Justice for All" where parents, adult participants and the general public can see and read it.

OPERATIONAL PROCEDURE:

1. Annually and prior to the opening of the new school year. A Public Release announcing the availability of the CACFP is being offered at the above named Center, the nondiscrimination statement will be included with this public release announcement.
2. The above named center serves meals free of cost to all enrolled children equally, regardless of race, color, sex, age, disabilities or national origin.
3. If disabled persons are served, the above named center will provide whatever special arrangements will be needed to accommodate them and if special meals are needed, Bishop Indian Head Start will accommodate having a medical statement on filing documentation on the participants restricted diets.
4. An appropriate language translator is kept on staff when the significant numbers of enrolled students (families) speak a non-English language. Thus, providing written or oral translation on materials free of charge on their request.
5. Ethnic data will be collected volunteering from the Parent/Guardian at the time of initial enrollment on the CACFP enrollment application for centers with no meal charge.
6. Bishop Indian Head Start will make available upon request to a participant or a potential participant about program information and procedures for filing a discrimination complaint in English and/or the appropriate language to Non-English speaking persons.
7. All complaints will be filed with the assigned 'Civil Rights Officer' and a copy submitted to the Bishop Indian Head Start Director.

8. A Civil Rights complaint is defined as; a written or verbal statement alleging a violation of a Federal or State law or regulation, which may include an allegation of unlawful discrimination. A "Program complaint" will be distinguished from a "Discrimination or Civil Rights complaint" which the Civil Rights Coordinator will maintain in a complaint log.
9. Annual training in Civil Rights policy will occur via the online training system

The full U.S.D.A. nondiscrimination statement follows:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cus.html [1], or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USA is an equal opportunity provider and employer.

SUBJECT: Weekly Thermometer Calibrating

PERFORMANCE OBJECTIVE: The Bishop Indian Head Start Kitchen Staff will weekly calibrate hand held internal temperature thermometers according to Indian Health Service procedures and document the calibrations on the Kitchen Weekly Thermometer Calibration Form. This form will be checked monthly and turned into Director at the end of the school year.

OPERATIONAL PROCEDURE: In order to prevent Food-Bourne illnesses in under cooked foods and germ growth in potentially hazardous foods. Kitchen Staff will chart all temperature served foods prior to serving all Head Start children, staff & visitors with a hand held calibrated thermometer.

- a. Thermometers will be Calibrated;
 1. Before the first day of preparing and serving meals
 2. After dropping
 3. According to manufacturer and Indian Health Service guidelines
<http://www.ihs.gov/>
 4. At the start of each school week/documentation
- b. Thermometers will be washed & sanitized after each use
- c. Action Steps for Calibrating:

Calibration in Ice Water

1. Add crushed ice and distilled water to a clean container to form a watery slush.
2. Place thermometer probe into slush for at least one minute taking care to not let the probe contact the container.
3. If the thermometer does not read between 30° and 34° F adjust to 32° F. Non-adjustable thermometers should be removed from use until they have been professionally serviced.

Calibration in Boiling Water

1. Bring a clean container of distilled water to a rolling boil.
2. Place thermometer probe into boiling water for at least one minute taking care not to let the probe contact the container.
3. If the thermometer does not read between 210° and 214° F adjust to 212° F. Non-adjustable thermometers should be removed from use until they have been professionally serviced.

Subject: Monthly Menu Review

BIHS Performance Objective: Bishop Indian Head Start Center will support a nutrition program that meets the needs of each individual enrolled child, including those children with special dietary needs and children with disabilities. Nutritional needs and requirements will be met by serving a variety of healthy foods, including breads and whole wheat grain products, vegetables, fruits, meat and meat alternates, and non-fat milk or non-dairy milk (Silk, Lactaid, almond, or soy alternatives). Children will be introduced to a broad variety within the food groups.

Operational Procedure:

1. The Food Service staff with input from the Health Advisory, parents, and staff plan the monthly menus two weeks to one month in advance. Prior approved menus maybe used in the planning of the current program year's menu.
2. The Health Advisory Committee serves as a Nutritional meeting and is held once a month. The meeting is planned by the Health & Disabilities Manager. Menus and other nutritional needs are discussed at these meetings. Agendas and Minutes are posted in the Front Office Hallway.
3. The current online or hard copy Food Buying Guide and the Current CACFP Meal Pattern Guide for three to five year olds will be utilized when planning menus and completing Meal Production sheets.
4. The Food Service staff is responsible for completing the "Menu Records" on a regular basis. Menu Records for all breakfast, lunches and snacks shows Head Start meets all program requirements, including date meal is served.
5. The Monthly Menu will be submitted to the Head Start Director or the Health & Disabilities Manager for review. The Head Start Director or the Health & Disabilities will then make any corrections before submitting to the designated Registered Dietician for the Bishop Indian Head Start for final approval.
6. All meals are planned according to USDA-CACFP food requirements for each meal. A monthly Menu is used by Bishop Indian Head Start and it is analyzed and approved by a qualified Nutritionist/Dietician.
7. The Approved Menu will be posted outside the Kitchen with documentation from the designated Registered Dietician for the Bishop Indian Head Start program.
8. All documented reviews and menus are posted outside the Kitchen and are kept in an organized binder by month.
9. The meal production sheets and menu for each day reflect any substitutes for special diets.
10. If a prepared product (dinosaur nuggets or fish nuggets) is used, we have Child-Nutrition Label (CN Label) on file. If item is combination food (lasagna) we have recipe on file and on the portal, including serving size.
11. Menu Records are reviewed for accuracy by the Director or Nutrition Manager and kept on file for each school year and for three years in a secured area.

Subject: Special Meals and/or Accommodations

PERFORMANCE OBJECTIVE: Bishop Indian Head Start Center will provide Special meals or accommodations required by a medical licensed physician for nutrition-related health problems, such as allergies, obesity, iron deficiency, intolerances, milk allergies or intolerance, failure-to-thrive or any that require special dietary considerations. Bishop Indian Head Start Center will also accommodate the needs for children with disabilities.

OPERATING PROCEDURES:

1. At the start of the program year the staff will complete the Child Nutrition assessment portion of the child health record with the parent/guardian.
2. The Staff will focus on the nutritional needs and health concerns noting any allergies, intolerances or special needs.
3. The Assessment will then be turned into the Nutrition department and passed to the Health and Disabilities Manager.
4. The Health and Disabilities Manager will then contact the parent/guardian to discuss the special needs for the child.
5. If it is determined that a Medical Statement Request is needed a Statement Form from a licensed physician must be signed and returned to the Head Start Center as soon as possible.
6. Immediately a Food Alert is issued to the Classroom, Kitchen, Director, (Nutrition Dept.) and the child's file upon the child entering the classroom the first day of enrollment.
7. The Food Alert is the posted in the classroom and kitchen in an area restricted to Head Start Staff only, keeping the information confidential.
8. The child then is given accommodations and/or food substitutions.

Subject: Trans Fat Ban

PERFORMANCE OBJECTIVE: Bishop Indian Head Start Center will not use any fats, oils, margarines and shortenings used in food preparation that contain TRANS FAT and all food products (not just oils) must contain less than one-half gram trans fat per serving.

OPERATING PROCEDURES:

1. Head Start Nutrition Department must maintain labels of oils, shortening, etc. on site as proof that the Center is not using any TRANS FAT oils.
2. Head Start Nutrition Department must not purchase foods with more than 0.5 gram Trans fat PER SERVING.

Subject: EQUIPMENT PURCHASE POLICY

PERFORMANCE OBJECTIVE: To ensure that equipment purchased from organizational, State (USDA) or Federal sources have a greater care and control because equipment is movable. Bishop Indian Head Start will record on an inventory list yearly and document cost on any equipment purchased over the price of \$150.00 which then shall be tagged with a 'Property of Bishop Tribal Council' ID number or Bishop Indian Head Start # will be assigned to the equipment purchased through USDA reimbursement funds.

Procedures: Bishop Indian Head Start/Bishop Tribal Council will purchase, use, manage and dispose of equipment acquired under a grant, sub-grant or USDA reimbursement allocation according to Federal or State laws and procedures.

Use:

1. Bishop Indian Head Start/Bishop Tribal Council equipment shall be used in the program that it was acquired for as long as needed, whether or not the program continues to be supported by Federal funds or USDA reimbursement allocations.
2. When no longer needed for the program, the equipment may only be used in other activities currently or previously supported by the Federal Government.
3. *Equipment purchased under the Federal Government or USDA Reimbursement funds, MAY NOT be used for personal use, or personal gain.*
4. Bishop Indian Head Start/Bishop Tribal Council shall make equipment available for use on other projects supported by the Federal Government or USDA providing such use will not interfere with the work on the projects or program which the equipment was originally acquired for.

Replacing or Disposing:

1. Bishop Indian Head Start/Bishop Tribal Council needing replacement equipment or equipment parts may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the Bishop Tribal Council (the awarding agency).
2. Property records must contain the new replacement equipment; and include a description and cost of the replacement part or the new equipment will be tagged or given an assigned number.
3. Bishop Indian Head Start/Bishop Tribal Council needing to dispose of outdated or broken equipment will be given to the Bishop Indian Tribal Council Maintenance department.
4. Equipment with current per-unit fair market value of less than \$5000.00 may be retained, sold or otherwise disposed of with no further obligation to the Bishop Indian Head Start/Bishop Tribal Council. Equipment items with a current per unit fair market value in excess of \$5000.00 may be retained by the awarding agency, Bishop Tribal Council.

Subject: Agency Annual CACFP Training

BIHS Performance Objective: Bishop Indian Head Start Director must conduct staff training on the CACFP duties and responsibilities prior to the beginning of the CACFP operations and on an annual basis.

Operational Procedure: Bishop Indian Head Start Training form must list the date, location, participant's name, and instruction appropriate to the level of staff experience and duties for the following areas:

- ❖ Meal Patterns
 - ❖ Meal Counts
 - ❖ Claims submissions and review procedures
 - ❖ Record Keeping Requirements
 - ❖ Reimbursement Systems
 - ❖ Civil Rights
 - ❖ Nutrition Service Division-NSD Mandatory Annual Training-Certification of participation in prior and / or current year.
 - ❖ Indian Health Service Food Handler Certifications (Food Safety Training)
- ✓ Documentation of the above trainings and professional development training related to the USDA/CACFP Nutrition program will be kept in an organized training manual.

Subject: Food Service - Kitchen Safety

Policy: Accident prevention is a priority in the management of food service operations.

Procedure:

- ❖ Bishop Indian Head Start will have available an approved (by the Health & Disabilities Manager) first aid kit readily accessible and clearly marked for emergency use.
- ❖ Bishop Indian Head Start will post evidence of compliance of all applicable and current Health and Fire inspections.
- ❖ All staff handling food will have their current food handler's card posted at the site or in the kitchen.
- ❖ It is the responsibility of the on-site staff to monitor the contents of the first aid kits on a monthly basis to ensure that they are fully equipped. If replacement items are needed, they will request needed supplies in writing or verbal to the Health & Disabilities Manager.
- ❖ The Bishop Indian Head Start will be equipped with an ABC fire extinguisher securely mounted and readily accessible. Employees are trained in the use and type of fire extinguishers available.
- ❖ All fire extinguishers and systems will be tagged, noting monthly inspections and annual maintenance.
- ❖ Safe ladders are available and used for reaching shelved items.
- ❖ The required use of safety devices used to cut foil and plastic wrap will be used to prevent injuries to staff.
- ❖ At least three feet of walking space in the aisles and traffic ways are to be kept free of obstacles and obstructions, including heavy overhead storage and empty food containers.
- ❖ Employees will be trained in the proper use of food service equipment in which it is required in their job duties. Employees who have not been trained may not operate such equipment.
- ❖ Employees are required to be attentive to their tasks, especially when cooking or operating moving equipment.
- ❖ Smoking is prohibited in all areas on Head Start premises and anywhere within sight of Head Start children.
- ❖ Facility exits are clearly marked with visible, approved EXIT signs.
- ❖ All employees must consume food only in designated areas.
- ❖ All employees are required to adhere to procedures for kitchen sanitation

Current Job Descriptions as of 2015

Head Start Director: **Nutrition Service Manager** (replaces Support Service manager) and serves as the
Civil Rights Coordinator
Bishop Indian Head Start **Full Time Cook**
Bishop Indian Head Start **Assistant Cook (as needed)**

Position: Director of Head Start
Department: Head Start
Supervised by: Tribal Administrator and the Parent Policy Council
Salary: \$21.00 - \$28.00 (DOE)
FLSA: Exempt

Position Summary: The Director Head Start plans, organizes and supervises the Head Start Program and staff; and assures that the program meets the goals, objectives and Program Performance Standards of the Head Start Program.

Specific Duties and Responsibilities:

Administration

- Prepares the Head Start Grant Proposal and proposed program plan with guidance and approval of the Bishop Tribal Council and the Policy Council.
- Develops procedures for program planning.
- Provides information needed for self-assessment with the assistance of staff and representatives of the Policy Council.
- Submits all the financial and other reports as required by the program management standards in an accurate and timely basis.
- Provides information to parents about formation of Policy Council and the methods to use in setting it up.

Personnel

- Has the operating responsibility for hiring and firing of the Head Start Staff with the approval by the Policy Council and Tribal Council.
- Provides for and implements written personnel policies approved by the Tribal Council and Policy Council.
- Develops written job descriptions.
- Provides for compliance with Federal and Tribal regulations governing equal opportunity minimum wage, nepotism, gifts/gratuities, conflict of interest, and all regulations as required by HHS.
- Maintains confidential employee files that include, but are not limited to: applications, periodic performance evaluations, pay increases, training/education, workshops, and any recognition or adverse actions.
- Implements a personnel management system that shall include:
 - Job descriptions.
 - Qualification requirements for each position.
 - A recruitment and selection system that ensures the Bishop Tribal Council and Policy Council members involvement, with preference given to Native Americans and parents of children enrolled in the Head Start Program.
 - A performance rating system with annual employee evaluations.
 - Compensation determination based on Government Scale in relation to job requirements, comparability with similar local work, periodic review of any scales and fringe benefits.
 - A merit promotion plan with advancement based on increased responsibility and employee qualifications.
 - A career development plan that identifies staff needs.

C. Financial Management

1. Maintains a system that ensures budget management and efficient fiscal control of Head Start finances by:
 - a. Records that provide current, accurate and complete disclosure of financial matters and identify the source and use of all funds.
 - b. An effective system of control and accountability for funds and property that is supported by appropriate

documentation.

- c. Periodic comparisons are made between actual and budgeted expenditures.
2. Develops an inventory of property owned by Head Start.
3. Authorizes purchasing.
4. Establishes a written policy of procurement procedures.

D. Supervision of the Head Start Center

1. Maintains a physical environment that conforms to the State and Federal standards and requirement of space, safety and cleanliness.
2. Develops and executes the Head Start Program to provide a comprehensive developmental program to meet the needs of low-income families by implementing the Head Start Program Performance Standards and other regulations 45 CFR Part 1301 – 1308.

Supervisory Responsibilities:

3. Supervise Health and Disability Manager, ERSEA/Family Advocate, Teaching Team, Bus Drivers, and Kitchen Staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Assigned to CACFP Civil Rights Manager duties and must complete a CACFP/USDA Civil Rights course each academic year.

E. Community Relations

1. Provides information to the Policy Council and Board by recommending those policies, priorities, programs and budget that will provide maximum and effective approaches to the needs and concerns of the Indian Community.
2. Maintains liaison between Head Start, the community and other agencies.
3. Coordinates other related services i.e. Toiyabe Indian Health Clinic, Inyo County Department of Education, Police Department, Sheriff Department, and other Tribal Programs.

F. Nutrition

1. Prepares annual renewal application for submission to food program.
2. Supervises Cooks.
3. Monitors food budget along with cooks.
4. Monitors food program through site monitoring.
5. Prepares claims for submission to Child Care Food Program.
6. Attends Child Care Food Program training as available.
7. Prepares community partnership agreements with Nutritionist for consultation and training.

G. Additional Nutrition Responsibilities (New as of 2012)

Nutrition:

- Cook (Fill in when needed. Must meet Cook Job Description).
- Conduct & Coordinate meetings, trainings, & In-Services with Staff on CACFP (Food Grant).
- Along with Health Coordinator, meet with Dietician and/or Nutritionist on Menus for Head Start and CACFP compliance.
- Monitor Menus for CACFP component compliance.
- Meet with Nutritional Committee.
- Collect Research & Distribute information to parents.
- Monitor & Record classroom Meal Times.
- Record & Manage files on:
 - Food Cost
 - Repair & Maintenance
 - Meal Production Sheets
 - Daily Meal Counts
 - Food Handlers Certificates
 - Menus
 - CACFP Child Eligibility Records
 - Student Daily Attendance Sign-in sheets
- Write, compile, record and mail CACFP Food Grant for monthly reimbursements.
- Meet with CACFP Auditor.

- Coordinate with Head Start Performance Standards and Office of Environmental Health & Engineering District Office.

H. **Transportation (New as of 2012).**

Responsibilities:

- Drive Bus (Must meet Bus Driver Job Description)
- Supervise: Bus Drivers and Bus Monitors.
- Coordinate all Transportation Trainings & In-Services.
- Conduct Mandatory Bus Evacuation Drills.
- Make all 45 day Bus inspection appointments & repairs.
- Calculate records on all transportation cost on buses & personnel trainings.
- Collect research & distribute information to parents (Route schedules, sign-off sheets, bus safety, etc.).
- Record and manage all files on:
 - CHP Inspections
 - Bus Maintenance & Repairs
 - Bus Daily Inspection Reports
 - Fuel Cost
 - Insurance
 - Bus Routes
 - Student Transportation information
 - Sign-in & Sign-out Sheets
- Coordinate with Head Start Director on:
 - Employee Performance
 - CHP Pull Notice Compliance
 - CHP Bus Inspections
 - C-DATA Annual mandated renewal applications
- Trained Supervisor for C-DATA Drug and Alcohol Testing.
- Write Policies & Procedures, Transportation Service Plans, and Job Descriptions, Bus Drivers Manual all within the guidelines of the Head Start Performance Standards, the Department of Education and the California Highway Patrol.

I. **Environmental Health/Playground Safety:**

Responsibilities:

- Compile and Record all MSDS (Material Safety Data Sheets) information.
- Conduct & Record all Mandatory Monthly Fire Drills.
- Monthly Test & Record, Smoke detectors, Fire extinguishers & Flash lights.
- Coordinate Mandatory Annual Fire Extinguisher Use In-Service training.
- Record, pull and send any water sampling needed to laboratories.
- Responsible for Mandatory Safety Inspections and record keeping on:
 - Vector Control
 - Dish Machine
 - Fire Extinguishers
- Record & Maintain Daily Playground Safety inspection reports.
- Attend trainings on Playground Safety.
- Meet and Maintain I.H.S. Inspection reports.
- Coordinate with Head Start Director and Health Coordinator on:
 - Physical Health & Safety
 - Compile record and maintain all Head Start inventory data.

Minimum Qualifications

Education:

1. Graduation from college with a B.A. degree in field related to the social or behavioral sciences, early childhood education

- or the equivalent.
2. Six semester units in administration or staff relations are required.

Experience:

1. Two years paid experience as a staff member in community action, child development, nursery school, elementary education or related experience in programs that include working with children of low-income families. One year of qualifying administrative experience or supervisory experience similar to Head Start may be substituted for two years of the required experiences as stated above.
2. Reference performance indicators on evaluation tool.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- ❖ **Decision Making:** the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- ❖ **Interpersonal Skills:** the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- ❖ **Oral communication:** the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- ❖ **Customer Oriented:** the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- ❖ **Time Management:** the individual prioritizes and plans work activities uses time efficiently and develops realistic action plans.
- ❖ **Detail Oriented:** the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- ❖ **Adaptability:** the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- ❖ **Reliability:** the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- ❖ **Organized:** the individual keeps clean and organized workspace and projects.
- ❖ **Motivated:** the individual inspires self and others about them to get the job done and follow through on tasks.

Physical Requirements:

1. Be able to lift up to 45 lbs including a 3 – 4 year old child of that weight or less.
2. Pass an employment medical examination being free of any infectious disease in a communicable state.
3. Be clear of tuberculosis as determined by a skin test or chest X-ray.
4. Pass a pre-employment drug test and random drug tests during employment.

Additional Requirements:

- Must have knowledge of local health care resources.
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Hours: Monday – Friday, 8:00 a.m. -- 5:00 p.m. (Hours may vary depending on program needs).

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Position: Cook (Full Time with Benefits)
Department: Head Start
Supervised by: Head Start Director
Pay Range: T-2 Non-Exempt

General Duties: under the direct supervision of the Head Start Director. The Head Start Cook is responsible for preparing and serving meals and handling all related tasks for the participants of the Head Start/State Preschool Program and (California Adult Child Food Program) CACFP.

Responsibilities:

- Prepares and serves attractive and appetizing meals as specified by the USDA Child Care Food Program following the current monthly menu.
- Purchases food, supplies and equipment as necessary to provide meals thru the USDA Child Care food program.
- Stores food, supplies and equipment in an appropriate clean and sanitary manner.
- Maintains established federal standards for food preparation, sanitation, and safety. Possesses a current food handler's card.
- Maintains required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes
- Coordinates and participates in nutrition education activities for the children, parents and staff of the Head Start Program.
- Meets with the nutritionist on a regular basis for review and recommendations of menu planning and nutrition activities.
- Attends training on the environmental health standards annually.
- Plans for and participates in all school events.
- Attends all staff meetings and parent meetings when necessary.
- Other Duties as assigned.

Supervisory Responsibilities: Assistant Cooks or BIHS staff assigned to kitchen duties and Qualified Kitchen Volunteers.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- ❖ **Decision Making:** the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- ❖ **Interpersonal Skills:** the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- ❖ **Oral communication:** the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- ❖ **Customer Oriented:** the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- ❖ **Time Management:** the individual prioritizes and plans work activities uses time efficiently and develops realistic action plans.
- ❖ **Detail Oriented:** the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- ❖ **Adaptability:** the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- ❖ **Reliability:** the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- ❖ **Organized:** the individual keeps clean and organized workspace and projects.
- ❖ **Motivated:** the individual inspires self and others about them to get the job done and follow through on tasks.

Requirements:

- Must have a current Driver's License or willing to take classes immediately upon hire.
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Hours: Monday – Friday -6:30 a.m. -3:30 p.m. (Hours may vary depending on program needs).

Indian Preference: Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Position: Assistant Cook (As needed)
Department: Head Start
Supervised by: Director and Lead Cook
Pay Range: T-2-Non-Exempt

General Duties: Under the direct supervision of the Lead Cook and or Director. Responsible for preparing and serving meals and handling all related tasks for the participants of the Head Start Program.

Responsibilities:

- Prepares and serves nutritional, attractive and appetizing meals as specified by the USDA Child Care Food Program following the current monthly menu.
- Participates in purchasing food, supplies and equipment as necessary to provide meals thru the USD Child Care food program.
- Stores food, supplies and equipment in an appropriate clean and sanitary manner.
- Maintains established federal standards for food preparation, sanitation, and safety. Possesses a current food handler's card.
- Maintains required records pertaining to the food service operation such as daily food count, cost analysis sheets, inventory, menu planning, quantities of food needed for meal preparation planning, and use of standardized recipes.
- Coordinates and participates in nutrition education activities for the children, parents and staff of the Head Start Program.
- Meets with the nutritionist on a regular basis for review and recommendations of menu planning and nutrition activities.
- Attends training on the environmental health standards annually.
- Plans for and participates in all school events.
- Attends all staff meetings and parent meetings when necessary.
- Completes professional growth hours related to California Child and Adult Food Program (CACFP) for the purpose of supporting Healthy and Active Preschools.
- Other Duties as assigned.

Supervisory Responsibilities:

None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- ❖ **Decision Making:** the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- ❖ **Interpersonal Skills:** the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- ❖ **Oral communication:** the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- ❖ **Customer Oriented:** the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- ❖ **Time Management:** the individual prioritizes and plans work activities uses time efficiently and develops realistic action plans.
- ❖ **Detail Oriented:** the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- ❖ **Adaptability:** the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- ❖ **Reliability:** the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- ❖ **Organized:** the individual keeps clean and organized workspace and projects.
- ❖ **Motivated:** the individual inspires self and others about them to get the job done and follow through on tasks.

Requirements:

- Must have a current Driver's License.
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Hours: Monday – Friday -7a.m. -3:30 p.m. (Hours may vary depending on program needs).

Indian Preference: Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.