

Zionsville Food Services Cafeteria Chatter

December 2017-January 2018



Marlene (HS) with two Special Olympians
See article on page 2

Add These Dates to Your Calendar

Winter Break	Mon-Fri	Dec/Jan	23-5
Dr. MLK Jr. Day	Monday	January	15
In-Service	Wednesday	January	17
E-Day	Thursday	January	25
In-Service	Wednesday	February	14
President's Day/TWD	Mon-Tues	February	19-20
In-Service – Bake Off	Wednesday	March	21
E-Day	Thursday	March	22
Spring Break	Fri-Fri	March/April	30-6
In-Service	Wednesday	April	25
In-Service- End of Year	Wednesday	May	16
Last Student Day	Thursday	May	24

PRODUCTION POINTS

By: Amy White

HEALTH CODE REMINDERS

1. When restocking items on the serving line you must change out food pans with a clean pan of fresh product. You cannot combine two pans together or add fresh product to an existing pan.
 - a. Suggestion – If a small amount of product is left, cup/bowl up the remaining amount, set fresh pan in the well with lid & place your pre-cupped/bowled items on top for students to take first.
2. Wash your hands: before putting on gloves, after finishing a task, after eating, after touching any part of your body, after cleaning, before unloading the dishmachine/putting away dishes, after handling money, etc. In other words, hand washing is a constant activity in the kitchen and is the leading way to prevent food borne illnesses.
3. What is the proper method for cleaning any surface? Wash, Rinse, Sanitize, Air-dry. Cold and flu season is among us, be diligent in your cleaning.

For more information, refer to SOPs #1, 18, & 36 in our ZCS Food Safety Plan (HACCP).

CASHIER'S CORNER

By: Lisa Bond

As I have conducted the On-site reviews this year I have had the opportunity to observe some Great Customer Service and here are a few observations:

- **Identify and anticipate needs.** Asking if they need condiments if you don't see any selected on the tray.
- **Always use their first name and thank them for their purchases.**
- **Making the customer feel important** by remembering an event they are engaged in and asking how it is going and acknowledging birthdays! ☺
- **Helping the customers understand our system** and "What makes a meal" and if they purchase extra how that impacts their account. (Especially new customers)
- **The power of "Yes"** if they forgot to get a straw or some type of item they need to get after they have come thru.
- **Give a smile and kind words.**

STRIKES FOR SPECIAL OLYMPICS INDIANA!

Thanks to the ZCS Food Service Staff representatives that either participated and/or donated to the 2017 Strikes for Special Olympics (Indy) on Saturday, November 18th. A LOT of fun was had and the "Super Lunch Ladies" team raised \$305 which contributed to the overall \$17,000 raised through the event. The money raised will help to support Special Olympics athletes and the training they receive.

A BIG thank you specifically to Josh Chapman, Zionsville Schools Police Partner, for organizing the event and promoting it within ZCS. Josh's involvement with the organization is inspiring!

Plan now to participate in the 5th annual program next year on November 17, 2018 back at Woodland Bowl. Let's see how many teams we can form! Visit the Special Olympics Indiana webpage at www.soindiana.org for more ways to get involved!



December

Bobbe	EE	7
Roberta	HS	8
Sheila	EE	20
Cathy	EC	22
Caroline	UE	23
Stacie	HS	31

January

Cathie	MS	13
Cheryl	BME	13
Peggy	EE	14
Beth	MS	15
Barb	SUB	17
Nancy	SGE	18
Deb	MS	19
Anne	ZWM	27
Kiandra	SUB	28

February

Cecelia	BME	5
Roseann	UE	17
Trae	MS	23
Nancy	EC	28

If we missed your birthday, please accept our apologies and know that we wish you a very happy birthday.

DIRECTOR'S NOTES:

By: Jan Swander

Warm greetings on a cold day! Is it me or does this time of the year leave everyone wondering WHERE OH WHERE did the past year go? My goodness! If you are also like me, you may be trying to identify various events that you participated in or certain things that occurred to help mark the year and thereby make it special AND memorable. I like doing that at the end of the school year too, so in May we will release a list of accomplishments as we've done in the past. What about your own accomplishments this year...work related or not? Did you visit a new place; try a new restaurant; discover a new author; reconnect with a former acquaintance, gain a new friend, or join a club? With the work place, did you learn a new skill; discover a hidden talent...of your own or of another person; take a special class; work in a different building, or did you stretch yourself in any other manner?

You do know that this year will never come again, right? Here's to making it positively memorable in ALL ways AND just in case you didn't know...time is running out!!!! ☺ Wishing you all the best and a most enjoyable ZCS Winter Vacation! Thanks for being here and for working to make the ZCS Food Service Department's first semester of the 2017-2018 school year positively memorable for many, including those customers we serve!

THE MAINTENANCE DEPARTMENT

To say that we appreciate the Zionsville Maintenance Department (ZMD) is an understatement. Their help in keeping our equipment running is essential to our daily tasks. While we wish they were at our beck and call, we understand they have work to do in other areas of the district as well. Just look at these stats posted on their work order submission page.

As of December 11, 2017

The ZMD has 206 current requests.

20 - NEW
71 - OPEN
07 - ON HOLD
08 - CONDITIONS HOLD
10 - PARTS HOLD
00 - OTHER
01 - FUNDS HOLD
89 - DUPLICATE

Since January 01, 2015

The ZMD has completed 11334 requests.

ZCS BACKGROUND CHECK UPDATE

(Information provided by ZCS Human Resources (HR))

ZCS employees are now required to obtain an updated background check every five years. For those who have been with ZCS a while, there has been reference to an updated check for some time, yet the five-year specific timeframe is new. As such, some of the folks in the department have been requested to obtain an updated background check and this is at a personal cost (approximately \$30) to each employee, just as it is for a new staff member.

Recently the following message (in part) was released by Robyn Nelson, ZCS HR Manager.

"Thank you for being a long term dedicated employee of ZCS. Because of your dedicated service, we have a task you need to complete.

In 2017, the Indiana State legislature passed a bill that requires employees of school systems to update their background checks every five years. Earlier this year, all teachers completed their required check. Your background check is now five years old or older.

In addition:

ZCS Policy 4121 indicates that employees are required to report their arrest or the filing of criminal charges against the employee to the Superintendent within two business days of the occurrence. If you have previous charges and/or arrest records...that have not been shared with the Superintendent, please follow the directions... to self-report these activities which will likely appear on your expanded background check. Failure to report as outlined in board policy may result in disciplinary action, up to and including termination.

ZCS JOB FAIR

Thursday, January 18, 2018

4-6:00 pm

ESC Board Room

At any time, you can invite your friends to apply for a ZCS Food Service position AND be eligible for the \$100 referral!

ENTER TO WIN

Answer the following question to enter a drawing for a fabulous prize.

During a transaction at the POS do we recognize the customer by name or by picture?

Contact Lisa Bond by 12-15-17 with your answer
317.873.1232 x11610 or lbond@zcs.k12.in.us

You will succeed if you persevere, and you will find a joy in overcoming obstacles, a delight in climbing rugged paths, which you would perhaps never know if you did not sometime slip backward.
~Helen Keller.

Employee Assistance Program (EAP)

The EAP is a free, confidential counseling sessions for any Zionsville employee (regardless of whether on our insurance plan or not). The EAP can help with such personal challenges as alcohol/drug abuse, emotional distress, work stress, and/or marital and family conflicts. Schedule a free, confidential appointment at 317-338-4900 or 800-544-9412. For legal/financial challenges call 1-800-541-9701.

November Energy Update provided to all ZCS Staff

by: Ron Wright, ZCS Energy Manager

A reminder to all! It is with your help that we can continue to save \$\$\$'s by being energy conscious. Several things that ZCS does are out of your control, but by everyone doing what they can, we will continue to save money for our district. Below are a few facts and needs for us to continue on the right path. Some may seem small, but when we look at the big picture, they quickly add up.

- Our school board adopted set points for cooling season:
 - 68-72 degrees during occupied times – school or other scheduled activities
 - 55 degrees during unoccupied times
- Dress appropriately
- Turn out lights when not needed
- Close blinds before leaving for the day – it will help hold heat in overnight
- If feasible, unplug anything that uses electricity when not needed for more than a couple days.
- Personal appliances must be turned off when not in use
- Turn off projectors when not being used
- Do not prop open exterior or vestibule doors
- Remember – Safety and Security always comes first

ADDITIONAL ENERGY SAVERS FOR KITCHENS

1. Avoid wasteful energy practices by not turning on equipment too early
 - a. Fill dishmachines once the majority of staff arrives to begin working.
 - i. Run dishes through in large batches
 - b. Turn on equipment at twice it's preheat time.
 - i. Example: if an oven takes 20 min to preheat turn it on 40 min before you need it.



Energy
saving

CONGRATULATIONS

Let's give Cyn Gay (MS) a big hand for winning the contest from the August/September Chatter. She was the first person to correctly answer the question "What is the temperature danger zone?" and won a Starbucks gift card.

Answer: 41°F - 135°F

This institution is an equal opportunity provider.

This is a publication by and for the ZCS Food Service staff. If you would like to submit an article or idea for the next publication, please contact Amy W. 317.873.1232 x11620 or awhite@zcs.k12.in.us