

Provo City School District
Policy Series 6000: Finances and Operations



6740 P1

Child Nutrition: Employee Personal Cell Phone Use

In accordance with Provo City School District policy 6740 Food Service Sanitation and Safe Food Practices, the Child Nutrition Program will implement a personal phone use procedure that coincides with required HACCP-based principles and Utah State Code.

To ensure the delivery of safe foods to children in the school meals programs, school nutrition employees must practice good personal hygiene and adhere to personal phones procedures while at work. Employees will practice applicable food safety and sanitation principles directly contributing to the reduction or prevention of hazards associated with foodborne illness.

Procedure for Implementation:

1. Kitchen employees will not use or handle cellular phones or other personal communication devices during work hours. Exceptions to this rule are as follows:
 - a. The employee is authorized by the program director or coordinator to conduct district business, or
 - b. During an emergency situation when school phones are not operational.
2. To prevent the spread of harmful pathogens and contamination of food, employees must exercise proper food handling, food safety, and sanitation practices.
3. Employees may use a personal phone when on a scheduled break, and outside of kitchen food preparation and serving areas. Employees may also use the kitchen phone for occasional family and emergency phone calls.
4. Personal phones and other respective items may be stored in an employee locker. Employees are responsible for providing their own lock to safeguard personal property. The district is not liable for any lost or stolen items.
5. The program director, coordinator, and kitchen managers will monitor employees to ensure compliance of all district and department policies and procedures. Failure to adhere to procedures as specified herein may result in disciplinary action, up to and including termination of employment.

Procedure for Personal Phones:

1. When first hired, employees will receive a copy of the personal phones procedures.
2. School nutrition employees must conform to Policy 6730 and 6730 P1 training requirements.
3. After using any communication device and before returning to work in the kitchen, employees will wash hands in a designated hand-washing sink using correct hand-washing steps.

Legal References:

Utah Office of Administrative Rules
Utah Code R392
Utah Code R392-100

Synopsis:

Health, Disease Control & Prevention
Food Service Sanitation

This institution is an equal opportunity provider.