



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6430

PAGE: 1 OF 3

CATEGORY: **Students, Employment**

EFFECTIVE: **1-29-62**

SUBJECT: **Cafeteria Employment of Students**

REVISED: **5-11-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the use of student employees in elementary and secondary school cafeterias.
2. **Related Procedure:**
Work permits and entertainment/theatrical permits 6436

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2200, F-2510, G-6000, H-8400.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Food Services Department, Business Services Division, Administrative Operational Support.
2. **Selection of Students.** Principal of each school shall be responsible for selection of student cafeteria employees.
 - a. **Secondary school students** must be cleared through career development counselor.
 - b. **Elementary school students** must be cleared by teacher and principal.
3. **Employment Requirements**
 - a. All student cafeteria employees must adhere to Food Services Department rules and regulations governing student helpers.
 - b. **School nurse**
 - (1) Screens students before selection and assignment and periodically inspects workers. Students with skin diseases, infestation, or habits of poor hygiene should not be permitted to work in a cafeteria until these conditions are corrected.
 - (2) Checks students before they start to work and before they return to work following an absence.

4. Student Assignments

- a. **Elementary school students** may work only in elementary school cafeterias. Normally, they should be in fifth or sixth grade and work as cashiers, servers, and dishwashers.
- b. **Secondary school students** may work only in secondary school cafeterias.
- c. Usually, a student is not assigned to the same cafeteria in which his/her parent or guardian is employed.
- d. Students are not to miss class time because of cafeteria work without permission of school administration.

5. Reimbursement

- a. **Secondary school student employees** receive food and/or pay. To receive pay, student must be at least 14 years old and a legal resident of the U. S. Assignments are for 30 minutes during lunch service. A student meal is included. Pay is at the prevailing rate established by the Human Resource Services Division, Administrative Operational Support (D.4). Checks are sent to student's home address on the tenth of the month following approval for pay.
- b. **Elementary school student employees** compensation: A lunch daily and a treat weekly.

D. IMPLEMENTATION (Secondary schools only)

1. **Principal and/or designee** must approve request of a secondary school student desiring to work in the school cafeteria *prior* to student's assignment.
2. **Food Services Manager**
 - a. Provides student with "Information Sheet for Student Campus Cafe Employees" and study materials for the written test in proper food handling practices.
 - b. If student is to receive pay, manager provides application and processing packet to student. Student submits required documents to manager. Manager tests applicant on knowledge of proper food handling practices. Managers sends entire application packet, with start date and sanitation text, to the Food Services Office Labor Section.

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PAGE: **3 OF 3**

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3. **Food Services Department** prepares assignment authorization. Submits application packet to the Human Resource Services Division for processing.
4. **Human Resource Services Division** initiates district employment records and processes student on payroll. Completes employer's section of work permit application and gives application to student.

E. FORMS AND AUXILIARY REFERENCES

1. Application for Work Permit and Statement of Intent to Employ Minor, Form IPE-1 (10-25M696-6)
2. Rules For Student Campus Cafe Helpers (Secondary Schools), Form 615-S
3. Student Campus Cafe Helper Application Procedure

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education