

FULL-TIME EMPLOYEE WORK SCHEDULE

(Managers/Satellite Assistants/Assistant Managers)

The full-time food service employee work hour schedule at the school site is to be one of the following:

	<u>Arrival Time</u>	<u>Departure Time</u>
High School	5:30 A.M.	2:00 P.M.
Elementary School	6:30 A.M.	3:00 P.M.
Middle School	7:00 A.M.	3:30 P.M.

A standard work-day for full-time employees is 8 hours of work plus a mandatory thirty minute lunch break. Leaving work a half hour early by not taking a lunch break is not permissible. Work times should be scheduled to ensure deliveries are received.

If it is necessary to deviate from the above schedule, the employee must get authorization from the Principal and Food Service Supervisor.