

Richmond County Nutrition Services

TRAINING MODULE For Principals



NUTRITION SERVICES DIRECTORY



RICHMOND COUNTY NUTRITION SERVICES

Central Office: (706) 826-1122

Fax: (706) 826-4647

CATHY JOHNSON

Nutrition Services Director

Work Cell: (706) 834-5797

Email: JohnsCa@boe.richmond.k12.ga.us

DR. DANA BING

Nutrition Services Assistant Director

Work Cell: (706) 829-9615

Email: BingDa@BOE.Richmond.k12.ga.us

PATRICIA FISHER

Area 1 Nutrition Services Coordinator

Work Cell: (706) 799-7539

Email: FishePa@BOE.Richmond.k12.ga.us

SHARON STROMAN

Area 2 Nutrition Services Coordinator

Work Cell: (706) 832-6891

Email: StromSh@BOE.Richmond.k12.ga.us

ARIELLE WEEKLEY

Nutrition Education Specialist

Interim Area 3 Nutrition Services Coordinator

Work Cell: (706) 664-3877

Email: WeeklAr@BOE.Richmond.k12.ga.us

NUTRITION SERVICES COORDINATORS' ASSIGNMENTS (2018-2019)

Coordinator	Area Supt.	AREA	HIGH SCHOOL	MIDDLE	ELEMENTARY
Patricia Fisher	Nate Benedict	Area 1	Glenn Hills High Alternative Education Center	Glenn Hills MS	Glenn Hills ES Barton Chapel Meadowbrook Terrace Manor
		Area 1	Laney High And Early College	Hornsby MS	Lamar Milledge Hornsby Elem
		Area 1	Westside High	Tutt MS	Warren Road Merry Garrett Belair K-8
Sharon Stroman	Deborah Harris	Area 2	Cross Creek HS	Pine Hill MS	Goshen Diamond Lakes Gracewood McBean Tobacco Road
		Area 2	Josey High And Skilled Trades Center	Murphey MS	Bayvale Wheeless Road (19- 20) Wilkinson Garden Literacy Center
		Area 2	Butler HS	Sego MS (19-20) Morgan Road	Hains Jamestown Rollins Southside Winsor Spring
Arielle Weekley (Interim)	Scott McClintock	Area 3	ARC	Langford MS	Freedom Park Monte Sano Copeland Reynolds Lake Forest Hills
		Area 3	AR Johnson Davidson RPM and PLC RCTCM and Cyber Academy	CT Walker	
		Area 3	Hephzibah HS	Hephzibah MS Spirit Creek MS	Willis Foreman Deer Chase Blythe Hephzibah ES

REVISED: JULY 16, 2018

RICHMOND COUNTY NUTRITION SERVICES

							Revised July 17, 2018	
				SCHOOL	EXT.	FAX		SNP
	SCHOOL	SCHOOL ADDRESSES	PRINCIPAL	PHONE	MAIN	NUMBER	MANAGER	PHONE
					OFFICE			
01	ARC	910 Russell Street, 30904	Jason Medlin	737-7152	0	*737-7155	Virginia Jones	737-7167
06	BUTLER	2011 Lumpkin Road, 30906	Dr. Stacey Mabray	796-4959	0	796-4780	Aldrena Mbah	796-4795
36	CROSS CREEK	3855 Old Waynesboro Rd., 30906	Glenda Collingsworth	772-8140	0	772-8153	Shannon Vakoc	772-8150
44	DAVIDSON	615 12th Street, 30901	Dr. Renee Kelly	823-6924	1	823-4373	Diane Winstead	823-6927
56	GLENN HILLS HIGH	2840 Glenn Hills Dr., 30906	Dr. Donald Quarles	796-4924	2	796-4932	Dawnee Walker- Wright	796-4926
19	HEPHZIBAH HIGH	4558 Brothersville Rd., Hephz., 30815	Dr. Larina Thomas	592-2089	0	592-3975	Jennifer Powell	592-3974
23	JOHNSON	1324 Laney-Walker Blvd., 30901	Charles Tudor	823-6933	0	*823-6931	Susan Stephens	823-6935
24	JOSEY	1701 15th Street, 30901	Chauncey Scott	737-7360	0	*737-7363	Teresa Cowins	737-7367
26	LANEY	1339 Laney Walker Blvd., 30901	Virgil Smith	823-6900	0	*823-6918	Shirley Walker	823-6906
58	TECHNICAL CAREER MAG.	3200B Augusta Tech Dr. 30906	Melisa Clark	823-5580	0	796-4889	Darlene Dickerson	823-5581
73	WESTSIDE	1002 Patriot's Way., 30907	Elizabeth Schad	868-4030	0	868-4005	Pam Robinson	868-4006

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17	GLENN HILLS MID.	2941 Glenn Hills Dr., 30906	Dr. Bernard Chatman	796-4705	1	*796-4716	Grace Davis	796-4708
68	HEPHZIBAH MID.	2427 Mims Rd., Hephz., 30815	Chris Neal	592-4534	200	592-3979	Valerie Blount	592-6232
27	LANGFORD	3019 Walton Way Ext., 30909	Dr. Marva Tutt	737-7301	200	*737-7302	Sandra Widener	737-7304
84	MORGAN RD.	3635 Hiers Blvd., Hephz., 30815	Dr. Johnnie Wright	796-4992	200	560-3947	Suzette Belo	796-4994
02	MURPHEY MID.	1921 Eagles Way/Augusta/30909	Dr. Justin Durham	737-7350		737-7353		
49	PINE HILL	2147 McElmurray Rd. Hephz., 30815	Brian Hadden	592-3730		592-3741	Lisa Worley	592-3739
11	SPIRIT CREEK	115 Dolphin Way, Hephz., 30815	Dr. Kierstin Johnson	592-3987	200	592-3999	Donna Bosserman	592-3996
47	TUTT	495 Boy Scout Road, 30909	Tikki Middleton	737-7288	0	481-1620	Shikina Jackson	737-7292
54	W. S. HORNSBY 6-8	320 Kentucky Ave., 30901	Dr. Carletha Doyle	823-6928	200	*823-6963	Latoya Singleton	823-6965

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66	BARTON CHAPEL	2329 Barton Chapel Rd., 30906	Barbara Brown	796-4955	200	*796-4774	Fostine Cooper	796-4957
03	BAYVALE	3309 Milledgeville Rd. 30909	Vanessa Darling	737-7255	200	*737-7256	Rene Powell	737-7257
01	BELAIR	3925 Harper Franklin Ave./Augusta,GA 30909	Tammy Hendley	821-2766		220-2403	Tamecka Crawford	
04	BLYTHE	290 Church St., Blythe, 30805	Pamela Ward	592-4090	200	*592-3708	Debra Black	592-4539
08	COPELAND	1440 Jackson Rd., 30909	Cheryl Elder	737-7228	0	*731-7656	Bergetta Lattimore	737-7230
34	DEER CHASE	1780 Deer Chase Lane, Hephz. 30815	Dr. Valerie Squire-Kelly	772-6240		772-6244	Michelle Hickson	772-6249
43	DIAMOND LAKES	4153 Windsor Spring Rd., Hephz. 30815	LaShantel Pinckney	771-2881	100	771-2885	Kimberly Hutto	771-2890
38	FREEDOM PARK	345 42nd St. Ft. Gordon, GA 30905	Dr. Titania Singh	796-8428	0	796-2265	Maggie Reddix	796-7435
14	GARRETT	1100 Eisenhower Dr. 30904	Stacey Walk	737-7222	0	737-1166	Ruth Jones	737-7224
67	GLENN HILLS EL.	2838 Glenn Hills Dr., 30906	Dr. Vanessa Lancaster	796-4942	200	796-4701	Deanna Shanks	796-4943
02	GOSHEN	4040 Old Waynesboro Rd., 30906	Cheryl Fry	796-4646		*796-4676	Cynthia Howard	796-4652
15	GRACEWOOD	2032 Tobacco Rd., 30906	Dr. Renee Perry	796-4969	200	796-4677	Jane Conover	796-4968
18	HAINS	1820 Windsor Spring Rd. 30906	Rachel McRae	796-4918	200	790-4668	Yvette Ferrell	796-4919

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82	HEPHZIBAH EL.	2542 Highway 88, Hephz. 30815	Timothy Jones	592-4561	0	592-3703	Sharon Patterson	592-2031
35	JAMESTOWN	3637 Hiers Blvd., Hephz., 30815	Vanetta Lawrence- Chapman	796-4760	200	796-4703	Carmen Williams	796-4766 Ext. 106
22	JENKINS-WHITE CHARTER	800 15th Ave, 30901		737-7320	0	*731-7651	Rachel Reeves	737-7322
13	LAKE FOREST HILLS	3140 Lake Forest Dr., 30909	Dr. Emily Driggers	737-7317	0	737-7318	Kelly Fox	737-7319
59	LAMAR-MILLEDGE	510 Eve St., 30904	Raye Robinson	737-7262	0	737-7261	Sandy Holden	737-7263
28	MCBEAN	1165 Hephz. McBean Rd., Hephz. 30815	Dr. Janina Dallas	592-3723		592-3729	Susan Odom	592-3662
83	MEADOWBROOK	3630 Goldfinch Dr., 30906	Dr. Bettina Kyler	796-4915	200	*796-4681	Nina Medina	796-4916
29	MERRY	415 Boy Scout Road, 30909	Kimberly Mungo	737-7185	200	731-7653	Patricia Smith	737-7187
31	MONTE SANO	2164 Richmond Ave., 30904	Cynthia Scoggins	481-1813		481-1814	Cynthia Walker	481-1816 Ext. 109
37	REYNOLDS	3840 Wrightsboro Rd., 30909	Donna Culbreath	855-2540	0	855-2546	Donna Miller	855-2541
40	ROLLINS	2160 Mura Drive, 30906	Dr. Sharon Ray	796-4972	200	*796-4971	Stephanie Williams	796-4973
71	SOUTHSIDE	3310 Old Louisville Rd., 30906	Tonya Bradburn	796-4952	200	772-8117	Tammy Hall	796-4954

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45	TERRACE MANOR	3110 Tate Road, 30906	Major Lee	796-4910		796-4686	Lisa Malin	796-4911
10	TOBACCO ROAD	2397 Tobacco Rd., 30906	Ny McRae	796-4658		*796-4663	Tiffany Newman	796-4662
48	WALKER	1301 Wrightsboro Rd., 30901	Aletha Snowberger	823-6950	200	823-6954	Leslie Broome	823-6952
72	WARREN RD.	311 Warren Road, 30907	Sherry Philips	868-4022	200	868-3647	Dedra Gillis	868-4024
52	WILKINSON GDNS.	1925 Kratha Drive, 30906	Ca'Vana Lambert	737-7219	200	731-8803	Anna Leone	737-7221
12	WILLIS FOREMAN	2413 Willis Foreman Rd., Hephz.,30815	Shaunta Payton	592-3991		592-3706	Jackie Blackmon	592-2256
53	WINDSOR SPRING	2534 Windsor Spring Rd., 30906	Dr. Valerie McGahee	796-4939	200	796-4702	Patricia Lynch	796-4940
93	HORNSBY Prek-5	310 Kentucky Ave., 30901	Dr. Willie Adkinson	823-6928	200	823-4372	Jamie Mixon	823-6930
01	Alternative EDU Center at Lamer	970 Baker Avenue/Augusta/30904	Charles Givens	796-4965		796-4643	Barbara Jefferson	796-4966
03	Performance Learning Center	1740 Walton Way/Augusta/30904	Teresa Jones	796-4965		796-4643	Tamekia Williams	826-1261
	Sand Hills Center	1740 Walton Way/Augusta/30904	Kathy Lewis- Hawkins	796-7791		736-8195		
03	RPM	2920 Mike Padgett Hwy/Augusta/30904	Dr. Jason Moore	823-5690		796-4882		
02	Literacy Center	800 15 th Avenue/Augusta/30901	Kristina Jackson	737-7266		737-7381		

	RESOURCE MANAGER						Ashley Whitener	cell 706-799-7540
	RESOURCE MANAGER						Janet Mutombo	cell 706-836-7348

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		Revised July 17, 2018	
	CENTRAL OFFICE		MAIN
	DIRECTOR	Cathy Johnson	OFFICE 706-826-1122
	COORDINATORS	Patricia Fisher Sharon Stroman Interim: Arielle Weekley	FAX 706-826-4647
	TECHNOLOGY SPECIALIST	Chris Kygier (cell 706-829-9565)	



RICHMOND COUNTY NUTRITION SERVICES

NUTRITION SERVICES TRAINING MODULE FOR PRINCIPALS

Nutrition Services is a self-sufficient program. Our funds are separate from the general fund; think of us as separate restaurants. Because Title 1 funding is tied to school meal participation, please emphasize school meals as the meal of choice to all students. Schools sell or serve multiple meal options throughout the day, including breakfast, lunch, and afterschool snacks—all of which are designed to meet current standards and are high quality (appropriate temperatures, colors, textures, flavors, freshness, etc.), affordable, and accessible.

SAM SAI Pages, Annual Renewal Agreement in the GDOE Portal: Serving times and methods (traditional, breakfast in the classroom, grab and go, etc.) have to match what is being practiced in the schools and in the GDOE portal. Principals, please let the Nutrition Services Department or coordinator know if you are interested in changing your meal service technique so the required changes can be made and logistics are well planned before changes occur.

Nutrition Services must receive pre-approval from the State Department before starting any new afterschool snack program, supper program, or alternative feeding service (breakfast in the classroom, grab & go, etc.).

Cashiers: All cashiers should be trained Nutrition Services personnel only.

Serving Times: Lunch can't be served before 10 am. This regulation applies on early release days as well. Lunch can be served from 10 am until 2 pm.

Meal Service: The last students should receive the same meal options as the first students, unless the option was considered a leftover from a previous day. The items reflected on the printed menu must be served unless the manager has prior approval from the Nutrition Services Department.

Reimbursable Meals:

Breakfast Reimbursable Meal: 3 food items, including at least one serving of fruits/vegetables.

Lunch Reimbursable Meal: 3 food components, including at least one serving of fruits/vegetables.

Each student may receive only one reimbursable meal at no cost per meal service.

Water Availability During Meal Service: All students should have access to water during each meal. If a school cafeteria doesn't house a water fountain, Nutrition Services will provide a water dispenser and cups for students.

Field Trips: Meals for field trips should be requested two weeks in advance, in order for the Nutrition Services Manager to order adequate food.

In House School Suspension Procedures: ISS students should come through the serving line each day to pick up their meals and return to the classroom for meal service.

Class Schedule Change: Please notify your nutrition manager of any class changes or testing schedules as far in advance as possible to ensure a smooth meal service and that any menu modifications can be considered.

ServSafe Certification: All managers and assistant managers must be ServSafe certified. The ServSafe Food Manager Certification is a nationally accredited program accepted by health departments nationwide. Certification lasts five years. Staff must score a 75 or higher to pass the exam of 80-90 questions. Certification is required by Georgia Food Code.

Offer versus Serve: Offer Versus Serve is implemented in every school in the district. This concept allows students to pick up three different food components at breakfast for a reimbursable meal, and up to five different food components at lunch.

The offer vs. serve concept allows students to have a variety of choices for the meals and decreases food waste. RCBOE's website has an award-winning Offer Versus Serve video developed for teachers and students to use.

Meals per Labor Hour/Allotted Labor Hours:

How are hours determined? Meals served + a la carte sales + snacks sold = Meals per Labor Hour

Allocated cafeteria hours are determined by how many meals per labor hour are produced in each kitchen. The Nutrition Services Department reviews this monthly in order to keep their labor hours in check. If meals decrease, then the labor hours should also decrease; this is why it is so crucial for students to eat often and daily with Nutrition Services. Only the Nutrition Services Department is able to increase or decrease labor hours.

Sales of a la Carte Items: All school kitchens are to offer a la carte items for students to purchase. A la carte items include extra menu items, chips, frozen treats, etc. All a la carte items are Smart Snack approved. Extra earned a la carte revenue can help with providing our employees with a much needed raise.

All a la carte items are cash only; students are not allowed to charge them.

Sharing Meals: Under no circumstance should an adult eat an item off a child's tray.

Batch Cooking/Time as a Health Control: All food items are to be prepared in small batches to ensure product freshness, consistency, and high quality throughout the serving period. All kitchens should be practicing batch cooking. Any items left over on the serving lines after meal service are to be discarded. Food temperatures are taken throughout meal service to ensure proper temperatures are maintained.

Outside Kitchen Use: Outside use of the kitchen is prohibited unless a Nutrition Services staff member is present and it has been approved prior to the event by the Nutrition Services Director. This can be a liability concern.

Breakfast Monitors: ONLY one monitor per 50 students is recommended.

1. All monitors must assist with students by helping them through the serving line, seating them, and disposing of trash.
2. Monitors oversee student behavior.
3. All monitors are expected to work the entire meal service.

If monitors perform the duties mentioned above, they are welcome to a breakfast at no cost.

Required Daily Work Hours:

Managers - work 8 hours daily

Assistant Managers - work 7 hours daily

School Nutrition Assistant 1 - can work 4-6 hours daily

School Nutrition Assistant 2 - can work 4-6 hours daily

Inventory Specialist - work 6 hours daily

Absences: If managers are going to be absent from work, they must inform their principal and the Nutrition Services Department. If employees are going to be absent from work, they should notify the Nutrition Services Manager as far in advance as possible.

Managers Working After Hours Functions: Nutrition Services Employees must be paid an hourly rate determined by the Nutrition Services Department in order to volunteer to work any after hours events.

Inventory Specialist: This is a newly created position that oversees stocking, dating products, rotating stock, and organizing deliveries with help from other Nutrition Services staff.

Communications: Managers have been encouraged to establish a good rapport with principals to ensure a smooth school year. Frequent communication, feedback, and visits are welcomed by managers from principals.

Personnel Issues: Principals oversee personnel issues. Nutrition Services Coordinators often help managers with documenting personnel issues and are available to assist if the principal is interested.

Hiring Managers and Assistant Managers: Nutrition Services provides principals with a list of qualified applicants to interview. Principals select their top candidate and inform the HR Department with submission of necessary paperwork.

Employee Transfers: Principals and Nutrition Services staff work closely together to determine if individuals need to be transferred to a different school location. Transferring of employees is an occasional circumstance and is discouraged unless all parties involved are on board.

Example: The current principal and the Nutrition Services Department are in agreement.

Reprimanding or Terminating Employees: Principals and/or the Nutrition Services Director submit an ample amount of documentation and concerns to Area Superintendents to indicate just cause as to why the staff member should be reprimanded or terminated. The Personnel Committee meets on Mondays to determine personnel issue outcomes.

Interviewing Nutrition Services Employees: The best practice for principals is to include Nutrition Services managers to assist in interviewing potential staff members. The Nutrition Services Department can help provide names of possible candidates for principals to interview.

Substitutes: The Nutrition Services Department is responsible for trying to obtain a substitute worker if your manager is in need of one. Nutrition Services Bookkeeper Barbara Martin (706) 826-1122 oversees the sub process. Subs are called only if more than one staff member is out of work. The AESOP system is no longer used for Nutrition Services staff.

Uniforms: All Nutrition Services employees are required to wear non-skid shoes, hair nets or caps, and clean uniforms along with proper undergarments. All Nutrition Services employees must maintain modest and professional dress. Principals may allow for employees to wear jeans and school t-shirts on Fridays and special days.

Personal Appearance and Accessories: All Nutrition Services employees are expected to maintain good personal hygiene and a professional appearance. All hair and hair additions must be easily restrained within a cap and hair nets to ensure all hair is appropriately secured. To ensure proper food safety and sanitation practices, the Nutrition Services Department does not permit employees to have unrestrained hair or excessive hair additions/attachments that cannot be secured tightly near the head. All make-up and cosmetics should be simplistic and professional. Excluding stud earrings (dime-size or smaller) and plain wedding bands, detachable cosmetics, jewelry, and accessories are not permitted.

