

**Jordan School District**  
**NUTRITION SERVICE SUBSTITUTE WORKER ORIENTATION**  
**SAFETY AND SANITATION CHECKLIST**

Name \_\_\_\_\_

Date \_\_\_\_\_

<b>SANITATION PROCEDURES</b>		
<b>Personal Hygiene</b>		
Clean shirts, pants, shoes daily		
Hairnet required daily		
Jewelry-watch, plain ring--no setting, simple earrings		
Fingernails short, clean, unpolished, no false nails		
Must wear gloves entire day if false nails or polish		
Do not report to work with vomiting, diarrhea or severe cough		
Open sores, cuts or burns on hands must be covered with bandage and glove		
Smoking is not permitted on school premises per federal law		
Eating, drinking, and gum chewing in designated areas only		
Aprons provided by the cafeteria and changed often		
Disposable gloves must be worn when required		
Handwashing procedures:		
Use of disposable gloves - when to change		
<b>Required Training</b>		
I have watched the sub orientation training		
I have watched the slicer training		
I have watched the AESOP training		
<b>Cleaning Procedures</b>		
Cleaning solutions must be used for their intended purpose		
Sanitizing solutions must be mixed correctly		
Table tops and seats require different cleaning buckets		
<b>Safety Procedures</b>		
Use equipment only after proper training		
Follow proper lifting procedures		
Must wear non-slip shoes		
Do not mix chemicals together		
Use proper equipment to prevent cuts (cut resistant glove, guards)		
MSDS accessibility		

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance to safety for children. I understand that following these policies and procedures is a condition of employment in this department and school district.

\_\_\_\_\_  
 Signature