

EMPLOYEE/PARENT ACKNOWLEDGEMENT FORM

I have read, understand, and agree to abide by the policies outlined in the 2015 UMC Food Ministry Employee Manual. Specifically, I understand that:

- All staff are expected to be safe-food certified within 1 calendar year.
- All staff are required to participate in the May 16 all day training at the Trinity UMC in Latonia
- Driving staff are expected to attend the site training on May 21 (630p) in addition to the May 16 training
- Because some of our food is processed under the Federal Child Nutrition Programs, you agree not to take any additional outside employment that would interfere with your ability to fulfill your duties in our CACFP or Summer Food Service Program. This does not mean you cannot have additional employment, however it does mean that you cannot have employment that would require you to leave the kitchen when you were already scheduled to work to do the other job. An example of this might be a volunteer firefighter who has to leave without notice, or an on-call babysitting job that would require you to leave the kitchen to babysit.
- Driving staff shall maintain insurance on the vehicles they use to deliver meals for the Twisty Grill. Driving staff must also sign a separate driver agreement, as well as provide copies of their insurance card at the May 16 training.
- Drivers are not guaranteed a specific route. All drivers will be expected to be available to deliver to any of our sites, unless you have a prior WRITTEN agreement from the Food Ministry director or Pastor Larry
- This is a DRUG and ALCOHOL free environment. If the Twisty Grill has credible information that a staff person is using/and or possessing illegal drugs and/or alcohol, they will be dismissed
- The UMC Food Ministry has a random drug testing policy for its employees. If you are under age 18, your parents will need to sign in order to authorize permission for you to take the test. (Tests will not be given until a final Drug Testing Policy is finalized and distributed to all employees.) You have a right NOT to participate in the random drug-screen, however your employment may be terminated should you decide not to participate.
- All schedule requests must be entered into the “wheniwork.com” site at least 14 days in advance. All work schedules will be distributed through wheniwork.com
- As a staff person of UMC Food Ministry, you represent the UMC Food Ministry both on the clock and off. As such, you are expected to maintain a lifestyle that is consistent with Scripture both on and off the clock.
- As a staff person of the UMC Food Ministry, you represent the highest ideals of our faith. As such, you are expected to be an ACTIVE participant in the life and ministry of a UMC Food Ministry or faith community.

Employee Name (printed) _____ Date _____

Employee Signature: _____ Date _____

Parent Signature (if 20 and under) _____ Date: _____

