



# **Marblehead Food Service Department**

## **Food Service Department**

### **Employment Plan**

**Revised: September 1, 2025**

#### **I. Hours of Work and Work Year**

- The normal work year shall consist of 184 days per year. This includes 2 days prior to the 1<sup>st</sup> day of school for students and 2 days after the last day of school for students. This shall not guarantee a specific number of days or weeks of work per year.
- Permanent employees include the Bookkeeper, Cook Manager and Assistant Cook Manager.
- The normal work week for permanent Assistant Cook Managers and Cafeteria Workers shall be as determined by the Director of Food Service.

#### **II. Temporary Assignment**

- If an employee is temporarily assigned to perform duties of a higher-rated position by the Director of Food Service, they shall receive compensation at the rate of the higher-rated job for the duration of such assignment.

#### **III. Sick Leave**

- Employees are entitled to up to 10 days of sick leave per school year, accruing at a rate of one day per month of active employment.
- A full sick day is based on an 8-hour day. Part-time employees accrue sick leave proportionally.
- The maximum accumulation of unused sick leave shall not exceed 75 days.

- Sick leave may be used for the employee's own illness or injury, or to care for an ill or injured family member, with medical certification required in some cases.

#### **IV. Funeral Leave**

- In the event of a death in the employee's immediate family, the employee shall be granted up to 3 calendar days of leave with pay.
- An additional day with pay may be granted to attend a funeral outside of New England, provided the funeral is within a reasonable distance from the employee's residence.
- Immediate family includes spouse, child, parent, grandchild, parent-in-law, sibling, sibling-in-law, stepchildren, foster children, grandparents, aunts, uncles, nieces, and nephews.

#### **V. Jury Duty**

- Employees summoned for jury duty shall be permitted to be absent from work and shall receive pay for the difference between jury duty compensation and their base hourly rate, up to their regular daily hours.
- Eligibility requires reasonable notice to the Food Service Director and proof of jury duty service.

#### **VI. Uniform Allowance**

- Employees shall purchase and wear appropriate shoes at their own expense.
- The District shall reimburse employees up to \$200 per year upon submission of receipts to the Food Service Director for approved uniform items.
- Staff will be provided with 5 uniform shirts upon odd years of employment (Years 1, 3, 5 etc). Staff will be responsible for their own work appropriate pants.

## **VII. Holidays**

- Employees shall receive one day's pay for the following holidays:  
Indigenous Peoples Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.
- Labor Day shall also be considered a holiday if the employee's work year starts before Labor Day.
- Juneteenth shall also be considered a holiday if the employee's work year continues through Juneteenth.
- President's Day and Patriot's Day are designated as unpaid holidays. However, if school is in session the day following the holiday, employees are eligible for holiday pay.
- Staff must work the scheduled day prior to and after the holiday in order to receive pay for the holiday.

## **VIII. Vacations**

- Vacation pay is based on years of completed service as of December 1st each year.
- Employees with at least three years of service shall receive one week (5 workdays) of vacation time to be paid during December school break.
- Employees with at least six years of service shall receive two weeks (10 workdays) of vacation time to be paid during December and February school breaks.
- Employees with at least ten years of service shall receive three weeks (15 workdays) of vacation time to be paid during December, February and April school breaks.

## **IX. Pay Rates**

- 2025-2026 Cafeteria Salary Grid

Position		7/1/25 – 6/30/26
Bookkeeper	(Years 1-4)	\$30.00 / Hour
Bookkeeper	(Years 5+)	\$32.00 / Hour
Cook Manager	(Years 1-4)	\$24.48 / Hour
Cook Manager	(Years 5+)	\$25.50 / Hour
Assistant Manager	(Years 1-4)	\$21.42 / Hour
Assistant Manager	(Years 5+)	\$22.44 / Hour
Worker / Helper	(Years 1-4)	\$18.36 / Hour
Worker / Helper	(Years 5+)	\$19.38 / Hour
Driver	(Years 1-4)	\$20.40 / Hour
Driver	(Years 5+)	\$21.42 / Hour

## **X. Miscellaneous**

- If school is canceled due to inclement weather after an employee reports to work and is sent home before completing three hours, they shall be paid for 3 hours at their straight hourly rate.
- If school is canceled due to inclement weather staff will not be paid that day. They will recoup those hours when the make-up day occurs
- Employees are entitled to 2 personal days per school year, not to be used immediately preceding or following vacation or holidays without approval from the Superintendent. Personal days do not carry over between school years.