

**Miami-Dade County Public Schools
Department of Food and Nutrition
Hourly Work Schedule**

Employee Name _____ Employee # _____

Scheduled Time: _____ to _____

Number of Work Hours: _____

Times:

Job Tasks*:

_____ to _____

_____ to _____

_____ to _____

_____ to _____

_____ to _____

_____ to _____

Break Time: _____ to _____ _____ to _____ Unpaid Break: _____ to _____

Food Service Employee Signature

Date

Food Service Manager/Satellite Assistant Signature

Date

Paid and unpaid break times must be documented.

Employees working up to 6 hours shall be entitled to (2) two 15-minute paid breaks. Employees working less than 6 hours shall be entitled to (1) one 15-minute paid break.

Note: This work schedule is subject to change to accommodate food service operational needs, i.e., changes in meal service times, adjustments to meet District Meals Per Labor Hour Standard and to assist in any employee coverage needs. *Job tasks are not limited to the responsibilities listed above. Additional tasks may be assigned as deemed necessary by the Manager/Satellite Assistant.