

COMMUNITY SERVICE – SUPERVISION TIME SHEET

CAFETERIA PERSONNAL ONLY

Williamson County Board of Education

PLEASE FILL THIS OUT IN ITS ENTIRETY

DO NOT LEAVE ANYTHING BLANK

Today's Date _____ Name of School Cafe _____

Name of Organization Using Services _____

Employee's Name (**PRINT ONLY**) _____ Employee's # _____

Date of Supervision	Time In	Lunch Out	Lunch In	Time Out	Total Hours	Signature of Authorized Person with Organization Using Facility
				Total Hours		

1. Please submit time sheets within **10 days** of supervision, custodial or food service obligations; otherwise, we may have to find someone else to handle the community service commitments.
2. **Only original timesheet** will be accepted. No faxes or pdfs.
3. FAILURE TO FILL OUT **ALL PERTINENT INFORMATION** CAN RESULT IN DELAYED PAYMENT!
4. When you work over 6 (six) hours, you must record a 30-minute break per Tennessee State Law. The SOP calls for supervision of compliance during the event only so there should be no physical work that would prevent the aforementioned break.

I certify that the reported information is correct, and I was not permitted or required to work or perform duties not reported on this time sheet.

Employee Signature

Date

Submit this completed form to James Remete, Food Service Director, ext. 24990

*****CAFÉ PERSONNEL – DO NOT WRITE BELOW THIS LINE*****

Central Office Use Only

Estimated Scheduled Pay Date _____

Operations Department
(Payment Approval)

Date Received

# Hours	Rate Per Hour	Total
	<i>CAFÉ Reg Pay Rate (Per Diem, Per Payroll)</i>	

Updated 1/2020

This timesheet is for cafeteria personnel who are supervising use of cafeteria for community or school events after school hours, not for building supervisors of community events.