

- 1.6.11. ServSafe or Ark. Dept of Health Training. ServSafe or Ark. Dept. of Health training is mandatory for all trainees as of 11-7-05. Trainee will not be certified for licensing until they pass the course. Trainee will have 2 opportunities to pass before they are denied certification.

1.8. Deficiency and Upward Mobility Training

The respective Vending Facility Program specialist shall provide short-term training. If the Vending Facility Program specialist deems it advisable, the specialist shall submit in writing a request to the Vending Facility Program Administrator for such a service documenting the specific needs and tentative goals and objectives for such training. In the event a licensed blind vendor is not recommended by the specialist for transfer or promotion, the licensed blind vendor must be provided training to correct any deficiencies noted in order to satisfy the requirements for operations. This training may include, but not be limited to, on-the-job training and classroom training.

Any manager that sells foods prepared on-site and any manager recommended by his specialist to take the ServSafe or Ark. Dept. of Health course must participate and complete the course. They will have two opportunities to pass the course paid by the VFP. Any third or more attempts will be paid for by the manager. Also, managers that refuse or are unable to pass the course will be reduced to selling prepackaged foods only.

2.2. Committee Organizational Structure

The Committee shall consist of seven members who shall be the same as the officers and members of the board of directors of the Arkansas Association of Blind Vending Facility Managers. The chairperson, vice-chairperson, and secretary of the Committee shall be the same as the president, vice-president, and secretary of the Arkansas Association of Blind Vending Facility Managers.

2.3. Election of Committee Members

Members of the Committee shall be elected to serve terms of two years. The number of consecutive terms vendors may serve on the Committee shall not be limited. Participation by any blind vendor in the election of Committee members shall not be conditioned upon the payment of dues or other fees.

Elections are conducted under the following procedures:

- A. The President of the Association shall appoint a nominating committee consisting of from three to five members. This committee shall nominate five vendors from throughout the State. The nominees shall be for the positions of president, vice-president, secretary/treasurer and one member from each of the geographic areas as may be established by the DSB and the Committee. When no vendor is willing or able to represent their geographical area of the state, then a vendor will be elected at-large to fill a regional position. Currently, the geographic areas are:
 - Area I – All locations within the City of Little Rock.
 - Area II – All locations outside the city limits of Little Rock.
- B. Elections will be conducted in odd numbered years at the business meeting held during the Sales Seminar at which time nominations may be made from the floor.
- C. A vendor nominated from the floor to a position representing a geographical area must operate a vending facility in that area, except

when no vendor is willing or able to represent their geographical area of the state, then a vendor will be elected at-large to fill that position.

- D. A vacancy created as a result of a member who does not represent a geographical area leaving the Vending Facility Program will be filled at the next annual Sales Seminar if the vacancy occurs during the first year of the term. A vacancy occurring during the second year shall be appointed by the President of the Arkansas Association of Blind Vending Facility Managers

If a vendor who represents a geographic area ceases to operate a vending facility in that area either as a result of transfer or promotion or of leaving the program for any reason, his/her position shall be deemed vacant. As soon as practicable thereafter, a special election will be conducted among the vendors who operate facilities in the pertinent area under procedures to be prescribed by the DSB in consultation with the State Committee of Blind Vendors.

4.3.2. Evaluation Procedures. An evaluation should be completed by the vending facility specialist at least annually unless circumstances warrant otherwise to document his observations of the vendor's performance in such areas as: neatness and cleanliness of facility, food protection, personal appearance, customer service, marketing and merchandising, and fiscal information. The vending facility specialist's observations will be discussed with the vendor. The criteria to be evaluated is contained in the basic guidelines for facility evaluation (see Appendix A). A copy of the evaluation, signed by the vendor and the vending facility specialist, will be provided to the vendor at the time the evaluation is performed. A copy of the evaluation will be placed in the vendor's personnel file.

5.9.6. Extra Help Location Illness Policy.

1. Employees must report health problems to the manager before starting work.
2. Restrict employee from working with or around food. Exclude employee from the location if you primarily serve a high-risk population.
Sore throat with fever
3. If the employee has one of the following symptoms, or becomes ill with one of the following symptoms while working, they must immediately report their condition to the manager, stop working, and see a doctor.
Diarrhea
Vomiting
Jaundice (a yellowing of the skin and eyes)
4. Exclude employees with the following illnesses and notify the health department. Work with the health department or medical practitioner when the employee can return to work.
 1. Salmonella typhi
 2. Shigella spp. (dysentery)
 3. Shiga toxin-producing E. coli
 4. Hepatitis A virus
 5. Norovirus

5.9.7. ServSafe or Ark. Health Department Training for Extra Help.

Effective 11/7/05, any manager that wants his extra help person to take

ServSafe or Ark. Dept. of Health training will pay ½ of the cost and the VFP will pay ½ of the cost one time. Whether or not the extra help person passes the course, the program will not spend any additional funds on the training of the extra help person.

6.1.1. Sales Seminar Attendance. Vendors must attend all meetings of the annual Sales Seminar on Saturday. If a vendor does not attend the seminar meetings on Saturday, they will lose 5 vacation days. However, if the vendor provides a written statement of explanation for the vendor's absence to the State Committee of Blind Vendors, the State Committee will review Section 6 (Leave Policy) to consider whether or not to approve payment of all unused vacation leave of the vendor in question. If a vendor fails to provide a written statement, the vendor will lose 5 days vacation leave in the current year. If all vacation has been depleted in the current leave year, vendor will lose 5 vacation days on January 1st of the next leave year.

9.1.1. Vending Machines. Vending machines will be purchased for locations that are established as vending machine locations only or have vending machines in service that were purchased by the Program on or before 11/5/05. Managers wanting to add vending machines to the location in lieu of contracting the machines, must purchase the machines at their own expense. However, the Program will offer assistance with the purchase of machines by way of a repayment plan. The repayment plan would work as follows; the Program would purchase the machine(s) and allow the manager to pay back the total cost of the purchase over the next 5 reporting periods, if needed.

9.3. VFP Equipment Disposal. Equipment purchased by the VFP that has been determined is of no use to the Program by VFP staff; the manager assigned to the location will have first rights to the equipment for their personal use and may dispose of the items at will. Those items will be removed from the equipment inventory according to VFP policy. Managers will not be charged for the equipment that is being disposed of. Any questions or problems concerning the equipment disposal will be address by the VFP Administrator and the President of Arkansas Association of Blind Vending Facility Managers.

10.1.2. Weekly Sales Report. The Weekly Sales Report reflects the sales and expenses of the vendor during the counting week (from the beginning of the day on Friday through the end of the day on Thursday). A Weekly Sales Report will be completed by the vendor after the close of business on each Thursday (see Weekly Sales Report instructions in Appendix A). Use of the Weekly Sales Report form is recommended but is optional. The following essential information, however, must be reported to the Bookkeeping Section in writing after the close of business on each Thursday.

- (1) Total Supplies/Operating Expenses
- (2) Total Purchase of Stock
- (3) Total Weekly Deposit
- (4) Total Weekly Sales

Reports containing the above listed information may be submitted in typed or legible written form with appropriate accompanying invoices. Since the vendor's commissions are calculated from this report, extreme care should be taken to ensure its accuracy. The Weekly Sales Report should be sent to DSB, P.O. Box 3237, Little Rock, AR 72203. The report should be accompanied by invoices for the purchase of stocks and supplies during the week covered by the report and the deposit which must be in the form of a money order, cashier's check, or personal check. Cash will not accompany the report. Cashier's checks or money orders are preferred. If more than one personal check must be returned or held

because of insufficient funds in a six month period of time, personal checks will no longer be accepted from the vendor, unless the vendor can provide documented evidence that the returned check(s) was not the fault of the vendor. Invoices for purchases of stock and supplies which are not accompanied by a completed Weekly Sales Report will not be accepted by the Bookkeeping Section, so long as the vendor has had adequate training in the procedure of completing the report.

If it is necessary to hire assistance in preparing the Weekly Sales Report, the necessary cost may be charged as an operating expense. Personal checks should be made payable to the Vending Facility Program. The cost of cashier's checks or money orders may be charged as a miscellaneous operating expense. Receipts for the cost of cashier's checks or money orders should be included with the following week's invoices. The report must reach the Vending Facility Program's Bookkeeping Section by 9:00 a.m. on the Wednesday following the Thursday of the week for which the report is applicable. A report arriving after 9:00 a.m. on Wednesday will be considered a late report. The Bookkeeping Section will notify the respective Vending Facility Program Specialist of any late reports after mail delivery on Wednesday morning. The specialist will then contact the affected vendor/vendors to notify them of late reports. Reports that are consistently late through the fault of the vendor will be cause for suspension or termination.