

APPROVAL OF FOOD SERVICE MANAGEMENT COMPANY

BE IT RESOLVED that the Nutley Board of Education (herein referred to as the Local Education Agency) approve The Pomptonian, Inc. (herein referred to as the Food Service Management Company) as its Food Service Management Company for the 2006/2007 school year.

BE IT FURTHER RESOLVED that the Food Service Management Company shall receive, in addition to the costs of operation, a fee of \$.0524 per reimbursable meal and meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The School Food Authority guarantees the payment of such costs and fee to the Food Service Management Company.

BE IT FURTHER RESOLVED that total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

BE IT FURTHER RESOLVED that the per meal management fee of \$.0524 will be multiplied by total meals.

BE IT FURTHER RESOLVED that the Food Service Management Company guarantees the Local Education Agency a minimum profit of two hundred ninety nine thousand four hundred thirty three dollars (\$299,433.00) for school year 2006/2007. This guarantee is contingent upon the guarantee requirements as stated below.

- Minimum of 170 serving days
- Adoption of Student Lunch Price List and Faculty Lunch Price List
- Reimbursement rates for 2006-07 are not less than 2005-06
- Value of commodities for 2006-07 is not less than 2005-06
- Enrollment remains constant
- Board is responsible for kitchen equipment maintenance and repair, smallwares purchases, and cleaning of floors in dining room and kitchen area
- No change in school policy that significantly affects operating expenses
- No change in Federal or State regulation that impacts cafeteria operating revenue or expense
- The Offer versus Serve policy is maintained
- No competitive sales during cafeteria operating hours
- Based on the Labor Schedule submitted with the proposal
- The Food Service Director will cooperate in implementing service initiatives as well as cost containment efforts
- The guaranteed profit will be reduced as the current Board of Education Food Service staff retires. The adjustment will be equal to the cost of replacing the retiring employee including wages, taxes, benefits and other employment related expenses

- The Food Service Director must achieve the following specific objectives:
 - Maintaining a food cost of 42% or lower
 - Maintaining a paper cost of 4% or lower
 - Maintaining a participation level in the reimbursable meal program equal to or greater than the previous year (District-wide paid meals 622, reduced 74 and free 101)
 - Maintaining a cash sales level 3.5% greater than the previous year (high school \$521, middle school \$1,196 and elementary schools \$1,328 [all figures are daily])
 - Achieving service objective including but not limited to improving quality, enhancing presentation and creating a friendly work and dining environment
 - Food Service Director will perform the duties of the position as detailed in the attached job description
 - Pomptonian will notify the district administration in writing of any of the criteria not being met
 - District will address these concerns in a progressive manner with their Food Service Director

JOB DESCRIPTION
FOOD SERVICE DIRECTOR

- Start time _____ to properly supervise
- Take full responsibility for ensuring entire staff is performing their functions properly in adherence to the District's goals and objectives
- Start minimum two weeks prior to first serving day
- Proper ordering insuring adequate quantities and avoiding need to run to store
- Forecast supply needs and order adequate quantities. Facilitate the serving of the printed menu
- Coordinate menu to properly utilize government commodities
- Ensure a bread basket is present at end of middle school/high school serving lines
- Ensure a fruit basket with minimum of three fresh fruits is available daily on all serving lines where offer versus serve system is being implemented
- Supervise catering functions and ensure that the quality and presentation are in line with the expectations of the person ordering the function
- Ensure cafeteria is in full compliance with the new HAACP and Bio Security regulations
- Estimate following day's production needs and review with staff
- Be on floor during peak production and serving times
- Periodically cash out every cashier to ensure proper cash handling
- Verify all cashiers are utilizing proper/Board approved pricing
- Ensure proper portioning being utilized
- Monitor daily sales and participation results for all locations. Report and investigate any negative variances
- Record meal counts and cash on spreadsheets
- Utilize approved vendors
- Check incoming invoices against inventory sheet to insure vendor is charging proper prices

- Check incoming invoices to reflect the proper quantities ordered are received
- Insure there is an invoice for incoming orders, maintain log for vendors that did not supply invoice with incoming orders. Follow up with vendors and provide verified invoices to Pomptonian's main office in a timely manner
- Maintain proper pricing on inventory spreadsheets
- Perform monthly inventory (or weekly if necessary) with emphasis on accurately counting all food and paper supplies
- Job description includes two page Food Service Director responsibility summary

FOOD SERVICE DIRECTOR RESPONSIBILITY SUMMARY

AREA	TASK	PHASE
	Ensure proper Sanitation and safety Standards	
	Create Harmonious Work environment	
	Be a Team leader fostering enthusiasm	
Customer relations	Ensure staff is focused on customer satisfaction	1
Food Cost	Order adequate/minimum quantities	1
Food Cost	Rotate inventory	1
Food Cost	Utilize inventory in planning 2nd and 3rd choices	1
Food Cost	Utilize commodities efficiently	1
Government	Complete monthly allocation notice	1
Personnel	Team member - fill in where needed	1
Personnel	Direct daily work flow	1
Personnel	Fingerprinting compliance	1
Personnel	Monitor proper hours	1
Personnel	Communicate responsibilities (expectations/policies)	1
Presentation	Adequate quantities for all lunch periods	1
Presentation	Ensure food presentation is up to standard	1
Presentation	Match production to needs (batch cooking)	1
Quality/Sanitation	Ensures kitchen(s) meets quality standards	1
Quality/Sanitation	Ensure kitchen(s) meets all health regs.	1
Quality/Sanitation	Check serving temperatures	1
Quality/Sanitation	Keep staff current with required health classes	1
Recordkeeping	Voucher vendor invoices	1
Recordkeeping	Production records	1
Catering	Prepare and set up functions	2
Catering	Determine function cost and propose price	2
Catering	Prepare Invoice for special functions	2
Food Cost	Take inventory accurately	2
Food Cost	Check/reinforce portion control	2
Menu	Modify monthly menu from core	2
Menu	Plan appealing variety	2
Menu	Check proposed menu to school calendar	2
Personnel	Track/check weekly time sheet	2
Personnel	Train	2
Quality/Sanitation	Run local sanitation classes annually	2
Recordkeeping	Check for overclaims / 100% participation	2
Recordkeeping	Sales graph	2

Food Service Director Responsibility Summary		
Customer relations	Set up/attend YAC meeting	3
Food Cost	Organize stock room/freezers/refrigerators	3
Food Cost	Check prices on vendor invoices	3
Food Cost	Ensure student/faculty price list is proper	3
Government	Ensure proper accountability system	3
Government	Prep for CRE/SMI Review	3
Government	Perform monthly Gov't Inventory	3
Personnel	Staff building - keep staff current in policies	3
Personnel	Newspaper ads - place your own local ads	3
Personnel	Ensure adequate/efficient staffing	3
Recordkeeping	Verify 100% participation w/ attendance office	3
Recordkeeping	Transfer slips	3
Recordkeeping	Ensure required postings are in place	3
Customer relations	Follow up on Report Cards/customer concerns	4
Food Cost	Calculate weekly food cost (when required)	4
Government	Coordinate lost commodity paperwork w/ Office	4
Government	Coordinate Accuclaim w/ Board	4
Menu	Plan minimum of one promotion	4
Menu	Plan one new entrée per month	4
Personnel	Hire/complete new hire forms	4
Personnel	Document discussions w/employees about problems	4
Personnel	Consult w/ HR dept. on termination decisions	4
Quality/Sanitation	Communicate to Board any changes/purchases necessary	4
Recordkeeping	Maintain lunch count/Income Worksheet	4
Recordkeeping	Enter lunch counts into Edit check	4
Recordkeeping	Weekly statement of deposit	4
Recordkeeping	- attach daily deposit tickets	4
Recordkeeping	- deliver one copy to Board of Ed.	4
Recordkeeping	Coordinate daily cash deposit	4
Recordkeeping	Petty cash vouchers	4
Recordkeeping	Edit check consolidation	4