



Purpose and Work Streams 2016-17

Food Services

Purpose

Purpose	Department Manager
The Food & Nutrition Department supports student achievement and wellness in MMSD with quality nutritious meals and excellent customer service.	Steve Youngbauer

Major Work Streams

Title	Description	Lead
Generate month end Financial Reports	Catering invoices are completed by kitchen lead. All shipping and receiving completed for the month by Kim. Costing and shipping reports reviewed daily by Food 7 Nutrition coordinator Dustin. Meal counts and deposits are reviewed by school managers. Physical inventory conducted and entered by Procurement Manager Maggie Sanna. All accounts payable are processed by accounting in the month received. Federal meal claim form is generated by Rebecca Bender. Reports are reviewed and distributed for analysis.	Rebecca Bender, Accountant
Food Production	Menu is planned by Mgm. team. Menu is entered into Primero Edge software by school managers for nutritional analysis. School sites forecast and place orders into Horizon. Orders reviewed and adjusted by Kitchen coordinator. Procurement manager orders supplies and food based on forecast and existing inventory. Recipes, production and shipping reports printed and distributed by kitchen coordinator. Culinary staff produces ordered quantities of product per recipe specifications. Food coordinator monitors product quantity and quality.	Dustin Lundt, Food Service Coordinator



Food Services

Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps	Q2 Key Implementation Steps	Q3 Key Implementation Steps	Q4 Key Implementation Steps	Metrics for Monitoring Completion and Success
Conduct an analysis of the current Community Eligibility Provision program to identify potential opportunities to support student achievement in MMSD	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Maggie Sanna & Eric Zimdars are co-leads for the project	1. Review alternative Funding source Guidelines to determine suitability. Administer short survey to CEP site principals.	Gather historical data. Analyze participation change, Revenue, Profit & Loss, Negative balance impact	Review ISP data in early 2017 to identify potential sites. Determine projected profit or loss by site. Discuss potential funding sources for shortfall.	Present 2017-18 plan to Mike Barry for approval. Submit CEP application to DPI.	Participation history, Profit and loss history, CEP Revenue tool.
Increase Breakfast Program participation in MMSD	N/A	N/A	Mary Engelhart and Sue Cotter are co-leads for the project	Study information from DPI, USDA, and Hunger task force to determine what has been successful in other districts.	Gather information with Surveys, focus groups etc... Develop Marketing Plan to include power point for principals.	Finalize sites for alternative serving styles and implement. Develop menu.	Monitor results of changes that have been implemented	Participation data, Number of sites willing to change serving styles(Breakfast in classroom, alternative serving times.)
Complete the Department analysis and improvement plan for recruiting, hiring, and developing talent	IV: Thriving Workforce	Refine the recruitment, hiring, induction and engagement processes for all roles at all levels of the system to ensure maximum retention of all employees.	Dustin Lundt & Steve Youngbauer are co-leads for this project	Complete skills analysis for key position and identify promotable staff	Review current recruiting practices and meet with MMSD HR. Dept. to develop improvement plan. Assess vacancy risk for current positions.	Identify and Fill anticipated staffing needs for fall 2017. Provide training opportunities for promotable staff identified in quarter 1.	Review current on boarding procedures and materials. Develop an improvement plan. Look at MMSD 2017 graduates for potential hire candidates.	Fill rate on projected staff opening for fall 2017. Number of staff identified and given training opportunities for promotion.