

G9. SCHOOL NUTRITION MANAGER COST INTERVIEW REFERENCE GUIDE (GROUP 3  
AND FULL OUTLYING AREAS)

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## HANDOUT 1: Example School Food Service Staff Time Allocation Grid

We will ask you to help us fill out a schedule (please refer to the grid below) for each of your kitchen’s food service staff during the target week. We will ask how much time school food service staff spend on categories of food service activities. Please see the definitions of activities in Handout 2. It may help if you have access to the schedules or time cards for the staff. For these questions, please think about all staff who work in this kitchen whose salaries are paid all or in part by the food service account.

Opening Time: 6:00 AM		Closing Time: 2:30 PM	
<b>Activity Codes</b>			
▪ BPS = Set up / Make / Serve <b>Breakfast</b>	▪ OPS = Set up / Make <b>Other Meals or Food</b>	▪ EP = Nutrition <b>Education/Promotion</b>	▪ A = Food Service <b>Administration</b>
▪ LPS = Set up / Make / Serve <b>Lunch</b>	▪ OA = <b>Other Food Service Program Activity</b>	▪ Break = <b>Breaks</b> / Non-Assignable Work	▪ OFF = Time before / after the work day
▪ JPS = Set up / Make / Serve both <b>Breakfast and Lunch</b>			
▪ SPS = Set up / Make / Serve FFVP, CACFP, or NSLP <u>Afterschool Snacks</u>			

Schedule Day(s)	Staff												
	(M)(Tu)(W)(Th)(F)	(M)(Tu)(W)(Th)(F)	(M)(Tu)(W)(Th)(F)	M	Tu	W	Th	F	M	Tu	W	Th	F
Title / Position	Cafeteria manager		Cook		Cashier								
Number of People	1		2		1								
Time of Day	Schedule												
5:00 – 5:15 AM	OFF	OFF	OFF										
5:15 – 5:30	↓	↓	↓										
5:30 – 5:45													
5:45 – 6:00	↓	↓	↓										
6:00 – 6:15 AM	A	BPS											
6:15 – 6:30	↓	↓	↓										
6:30 – 6:45													
6:45 – 7:00	↓	↓	↓										
7:00 – 7:15 AM	JPS		BPS										
7:15 – 7:30	↓	↓	↓										
7:30 – 7:45													
7:45 – 8:00	↓	↓	↓										
Continue recording through end of day													

## **HANDOUT 2: List of School Food Service Staff Tasks**

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### *DEFINITIONS OF ACTIVITIES FOR THE SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID*

1. **Breakfast production and serving (BPS)**

- Producing foods for breakfasts
- Cleaning up production area after producing breakfasts
- Serving breakfasts
- Collecting money, meal tickets, or other payments for breakfasts
- Supervising students during breakfasts
- Cleaning up serving area and cafeteria (including washing dishes) during/after breakfasts are served

2. **Lunch production and serving (LPS)**

- Producing foods for lunches
- Cleaning up production area after producing lunches
- Serving lunches
- Collecting money, meal tickets, or other payments for lunches
- Supervising students during lunches
- Cleaning up after serving area and cafeteria (including washing dishes) during/after lunches are served

3. **Breakfast and lunch production and serving (JPS)**

- Producing foods for both breakfasts and lunches (such as baking foods offered at breakfast and lunch)
- Cleaning up production area after producing foods for both breakfasts and lunches
- Serving foods offered for both breakfasts and lunches at the same time
- Collecting money, meal tickets, or payments for both breakfasts and lunches
- Supervising students during breakfasts and lunches
- Cleaning serving area or cafeteria (including washing dishes) after serving foods for both breakfasts and lunches

4. **FFVP, CACFP snacks or suppers, or NSLP afterschool snacks production and serving (SPS)**

- Producing foods for FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
- Cleaning up production area after producing FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
- Serving FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
- Collecting money, meal tickets, or other payments for FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
- Supervising students during FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
- Cleaning up serving area and cafeteria (including washing dishes) after FFVP, CACFP snacks or suppers, or NSLP afterschool snacks

**Other meals or food production and serving (OPS)**

- Producing meals or food other than for breakfasts or lunches or for FFVP/CACFP snacks or suppers/NSLP afterschool snacks. Other meals or food can be produced for special events, catered meals produced for other facilities, or other meals or food not counted as reimbursable meals by this SFA.
- Cleaning up production area after preparing these other meals or food
- Serving meals or food other than for breakfasts or lunches or for FFVP/CACFP snacks or suppers/NSLP afterschool snacks.
- Supervising students during other meals or food service
- Cleaning up serving area and cafeteria (including washing dishes) after serving these other meals or food

**5. Nutrition education and promotion (EP)**

- Activities to promote healthy eating and participation in school meals
- Includes related communications, events, planning, and training
- Also includes development and monitoring of school wellness policies

**6. Food service administration (A)**

- Preparing, distributing and processing meal applications
- Conducting income verification
- Updating student status and records
- Inventorying food
- Ordering and purchasing food and supplies
- Planning, budgeting and management for the food service program
- Menu planning and nutritional analysis
- Record keeping, accounting, and data processing for the food service program
- Supervising staff in meal production and serving or other activities

**7. Other non-production food service program activities (OA)**

- Cleaning, maintenance, and security of food service space and equipment (e.g., weekly deep cleaning of equipment)
- Receiving, storing, or transporting food and supplies
- Maintenance of vehicles and other equipment used in storage and transportation

**8. Breaks (break)**

## **HANDOUT 3: School Nutrition Manager Cost Interview Guide**

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**We will ask you the following questions about your kitchen's food service staff identified in the above grid. Refer to Handout 4 for questions 1-8.**

- 1. What are the job titles of these staff (i.e., title, position, etc.)?**
  - Include staff who are paid all or in part out of the food service account.
- 2. How many people share that job title?**
- 3. How many paid hours per week do the staff in this position work?**
  - Total hours per week can only exceed 40 if *paid overtime* for a position is incurred on a *regular* basis. Intermittent or unpaid overtime should not be included, even if unpaid overtime is worked on a regular basis.
- 4. What is the total paid time per year for the staff in this position?**
  - Paid time includes paid holidays, sick time, and vacation.
  - This can be reported in days, weeks, or month per year.
- 5. What percentage of these staff members' hours worked is spent on food service activities?**
  - Include all types of meals and non-production tasks related to food service operations.
- 6. What percentage of these staff members' wage or salary is charged to the food service account?**
- 7. What is the salary or wage for this position?**
  - If multiple staff members are reported together, report the lowest and then the highest salaries for this position.
  - The salary can be reported per hour, week, every two weeks (biweekly), two times a month, per month, or per year.
- 8. What is the dollar value of annual fringe benefits received by staff in this position?**
  - If multiple staff members are reported together, report the lowest and then the highest fringe benefit amounts for this position.

## HANDOUT 4: School Food Service Staff Salary Grid

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Title/Position	Number of staff	Total paid hours/ week	Total paid time/ year	Percentage of staff hours worked on food service	Percentage of salary/wage charged to the food service account	Salary/Wage	Fringe benefits/ year
E.g. Assistant Cook	1	30 hrs/wk	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Days  <input checked="" type="checkbox"/> Weeks  <input type="checkbox"/> year  <input type="checkbox"/> Months                 </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <div style="text-align: center;">                     40                      Per                 </div> </div>	100%	100%	\$ <u>35,000</u> per <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week <input checked="" type="checkbox"/> Year <input type="checkbox"/> Every two weeks <input type="checkbox"/> Other: <input type="checkbox"/> Two times a month	\$ <u>12,000</u> per year
A.	_ _ _	_ _ _  hrs/wk	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Days  <input type="checkbox"/> Weeks  <input type="checkbox"/> year  <input type="checkbox"/> Months                 </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <div style="text-align: center;">                      _ _ _ _                       Per                 </div> </div>	_ _ _  %	_ _ _  %	\$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year <input type="checkbox"/> Every two weeks <input type="checkbox"/> Other: <input type="checkbox"/> Two times a month	\$ _____ _ per year

Please note that if more than one staff are in a position and an average salary or fringe benefit cannot be provided, we can also collect the range of salaries and benefits provided for that position.