g9. SCHOOL NUTRITION MANAGER COST INTERVIEW REFERENCE GUIDE (GROUP 3 AND FULL Outlying Areas)

OMB Control No.: 0584-XXXX

Exp. Date: XX/XX/XXXX

**Contents**

[HANDOUT 1: Example School Food Service Staff Time Allocation Grid](file:///C:\Users\Christina.Sandberg\Documents\School%20Nutrition%20and%20Meal%20Cost%20Study-II\Final\Appendices%20F-K\G08%20SFA%20Director%20Cost%20Interview%20Reference%20Guide%20(Group%203,%20Full%20and%20Ltd%20OA).docx#_Toc528331289) …………………..1

[HANDOUT 2: List of School Food Service Staff Tasks…………………………………](file:///C:\Users\Christina.Sandberg\Documents\School%20Nutrition%20and%20Meal%20Cost%20Study-II\Final\Appendices%20F-K\G08%20SFA%20Director%20Cost%20Interview%20Reference%20Guide%20(Group%203,%20Full%20and%20Ltd%20OA).docx#_Toc528331290).2

[HANDOUT 3: School Nutrition Manager Cost Interview Guide](file:///C:\Users\Christina.Sandberg\Documents\School%20Nutrition%20and%20Meal%20Cost%20Study-II\Final\Appendices%20F-K\G08%20SFA%20Director%20Cost%20Interview%20Reference%20Guide%20(Group%203,%20Full%20and%20Ltd%20OA).docx#_Toc528331292)……………………………………4

[HANDOUT 4: School Food Service Staff Salary Grid](file:///C:\Users\Christina.Sandberg\Documents\School%20Nutrition%20and%20Meal%20Cost%20Study-II\Final\Appendices%20F-K\G08%20SFA%20Director%20Cost%20Interview%20Reference%20Guide%20(Group%203,%20Full%20and%20Ltd%20OA).docx#_Toc528331294)…………………………………………………..5

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. This reference guide is used in conjunction with the School Nutrition Manager Cost Interview. The time required to complete the interview, while using this guide, is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All information will be kept private under the Privacy Act to the extent allowed by law. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

**This page has been left blank for double-sided copying**

HANDOUT 1: Example School Food Service Staff Time Allocation Grid

OMB Control No.: 0584-XXXX

Exp. Date: XX/XX/XXXX

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 |
| **Activity Codes** | | | | | |
| * BPS | = Set up / Make / Serve **Breakfast** | | * OPS | = Set up / Make **Other Meals or Food** | |
| * LPS | = Set up / Make / Serve **Lunch** | | * EP | = Nutrition **Education/Promotion** | |
| * JPS | = Set up / Make / Serve both **Breakfast and Lunch** | | * A | = Food Service **Administration** | |
| * SPS | = Set up / Make / Serve FFVP, CACFP, or NSLP Afterschool **Snacks** | | * OA | = **Other Food Service Program Activity** | |
|  | * Break | = **Breaks** / Non-Assignable Work | |
|  |  | | * OFF | = Time before / after the work day | |

|  | **Staff** | | | | |
| --- | --- | --- | --- | --- | --- |
| **Schedule Day(s)** | **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** | Cafeteriamanager | 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

*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

1. **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
2. **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
3. **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
4. **Breaks (break)**

HANDOUT 3: School Nutrition Manager Cost Interview Guide

**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.

1. **How many people share that job title?**
2. **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.
3. **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.
4. **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.

1. **What percentage of these staff members’ wage or salary is charged to the food service account?**
2. **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.

1. **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 | 40  🞏 Days  x-mark Weeks Per year  🞏 Months | 100% | 100% | $\_\_\_35,000\_\_\_\_\_\_ per | | | $12,000  per year |
| 🞏 Hour  🞏 Week  🞏 Every two weeks  🞏 Two times a month | | 🞏 Month  Year  🞏 Other: |
| A. | | | | | | | |  hrs/wk | | | | |  🞏 Days  🞏 Weeks Per year  🞏 Months | | | | |% | | | | |% | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per | | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per year |
| 🞏 Hour  🞏 Week  🞏 Every two weeks  🞏 Two times a month | 🞏 Month  🞏 Year  🞏 Other: | |

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.