



VERNDALE PUBLIC SCHOOLS

Independent School District No. 818, Wadena County

VERNDALE, MINNESOTA 56481-3000

To: Superintendent Brownlow & Verndale Public School Board Members

From: Victoria Thompson, Food Service Supervisor *VT.*

Re: Food Service Reorganization

Date: December 3, 2018

I would like to propose the following changes to our current food service staffing:

Current Positions:	Food Service Supervisor	5 hours
	Cook Manager	8 hours
	Head Cook	8 hours
	Assistant Cook	8 hours
	Assistant Cook	<u>6 hours</u>
	Total Hours	35 hours per day

Proposed Positions:	Food Service Supervisor	5 hours
	Head Cook	8 hours
	Assistant Cook	8 hours
	Assistant Cook	6 hours
	Assistant Cook	5 hours
	Secretarial hours	<u>1.5 hours</u>
	Total Hours	33.5 hours per day

We will be reducing food service hours by 3 hours per day. This will be done by eliminating the Cook Manager position (8 hrs) and adding an assistant cook position (5 hrs). We will need to bring in secretarial hours (1.5 hrs) to provide personnel to enter numbers during lunch time. This is a common occurrence in area school districts. This will help us run more efficiently in the food service department.