

Glassboro School District  
Food Service Operation  
June 11<sup>th</sup> 2014

*May 2014*

*Rodgers School*

Provided lunch for Staff Appreciation on May 8<sup>th</sup> 2014. There were assorted wraps, chips, assorted drinks a coffee set up and cookies. Changed the menu for the first week in June to accommodate schedule for concerts. Students must eat in classrooms during programs in the auditorium. Received date and confirmed I will be present for new student registration in August. This is for parents to ask any questions about the food service program.

*Bullock School*

May 22<sup>nd</sup> was "Scavenger Hunt Day" for the 2<sup>nd</sup> grade. There was a pirate theme. I worked with Donna Romalino to coordinate gifts for students and the evening festivities. I supplies bags and gifts to go along with themed project. That night I was stationed at the Police Station as part of the in town scavenger hunt. I coordinated with the PTO to order the water ice for pride day which will be on June 11, 2014.

*Bowe School*

Provided school wide breakfast program for state testing. This was the first time at the Bowe School. The kids came through the line separated by grade. The first week was 4<sup>th</sup> grade then the second week was 5<sup>th</sup> & 6<sup>th</sup> grade combined. It was a major undertaking for the school but having previous experience with testing breakfast at both the Int. & High School I took same procedure and took it to Bowe. It went very smoothly. Bowe staff was very helpful. I coordinated with Mrs. Aruffo the water ice needed for June's Field day.

*Intermediate School*

Provided breakfast school wide for testing that finished May 2<sup>nd</sup>. This has been in the Intermediate School for a few years so it is an easy flowing operation. Hired new Employee Matt Jullano. He is fitting into the Food Service Program well and likes his job very much. On May 9 there was a "Breakfast with the Principal" event. I provided the paper goods, coffee set up fresh fruit and juice. This was for 200 people. I still provided the normal breakfast for students that did not attend honor roll breakfast. Met with Mrs. Mitchell to go over the summer feeding program. Coordinated times of when her students can eat during summer hours. Mrs. Mallardi coordinated snack coupons with kitchen. Coffee set up for 50 people at 7am on May 8<sup>th</sup> for staff appreciation.

*High School*

Provided breakfast for staff on May 6<sup>th</sup> for Teacher Appreciation. Worked with Nancy Brown on this event. Nancy Brown and I coordinated snack coupons for staff appreciation. Spoke to Dr. Sneathen about possible lunch change for next school year. We discussed what that would mean for changes to my kitchen and my staff times. Also discussed snack days for next school year. When there is testing students can purchase a snack. We are trying to put together a healthier option than what has been

provided in the past. Coordinated with Mrs. White to use her work force class to run monthly menus. This provides her students with valuable skills for the future.

### **District**

Adams Refrigeration started freezer maintenance. Last year there was a bee issue at the end of the year. This year he did it earlier. Coordinating with all schools different items needed for various Field day celebration/picnics. Coordinated with many people in district concerning "Summer Feeding" Walt Pudelko, LaVonlga Mitchell, Rich Talbi, and Glassboro Child Care Development Center.

### **Beth Clark Food Service Director**

I attended a "Change Management" class May 13<sup>th</sup>. This class was to learn about middle management. Went to a state run "Fresh Veggie" class May 15<sup>th</sup>. This was a state run class giving Directors more information on fresh vegetables available in New Jersey. May 21<sup>st</sup> I attended training on "Summer Feeding Program". Walt Pudelko and Ruth Arnold (Nutri-Serve Operation Manager) also attended this training. Jodi Rettig asked for water for 25 people on May 27<sup>th</sup>. Danielle Sochor asked for lunch for 5 people on May 28<sup>th</sup>. I provided Board dinner May 28<sup>th</sup>. I provided refreshments May 28<sup>th</sup> board meeting. This was for student recognition. Secured Nutri-Serve staff to work in the kitchen for the summer feeding program. Contract was completed for the Summer Feeding Program.

Due to unforeseen delivery issues with our vendor there have been some shortages of items. When this happens the next order is increased as to not rely on truck coming at a certain time. Also when some items come as a frozen item there will be enough ordered to have it served at the proper temperature. This is something that can not be changed daily and will be monitored closely to cut down on frequency of these issues.



# NUTRI-SERVE FOOD MANAGEMENT, INC.

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To: Walt Pudelko, Business Administrator of Glassboro School District  
From: Karen Fynan, President – Nutri-Serve Food Management, Inc.  
Re: Responses to Questions asked at our Meeting of June 13, 2014  
Date: June 17, 2014

**Question 1) Provide evidence that the Management-Food Service Director Salary is sufficient enough to attract and/or retain qualified candidate based on local labor and market salary survey.**

The Food Service Director position at Glassboro School District is now a 12 month position due to the addition of the summer school program. We inquired if Beth Clark continue to be an acceptable candidate in this position for the district and were assured she was acceptable.

Nutri-Serve Food Management has a compensation guide that was prepared in conjunction with the Mid-Atlantic Employers Association (MEA). This guide is reviewed periodically by MEA and ensures that Nutri-Serve's salaries are competitive within levels of responsibility for various positions and range of experience/ proficiency in our industry.

Beth Clark, Food Service Director in Glassboro is now a 12 month employee. Her salary is reflected in a budgeted increase to an annual salary of \$51,500.00 with single person health benefits. All Nutri-Serve employees have a 20% co-pay for health benefits.

**Question 2) How do you plan to improve Customer Service? What type of training will be provided for the Food Service Employees to improve Customer Service?**

As shared with you in our meeting of June 13, 2014 Nutri-Serve Food Management plans to improve our customer service for the 2014-15 school year in several ways. The target areas to improve sales are; faculty meals, student ala carte sales, and special functions catering.

The first step was to gather input directly from the customers. Beth Clark met with groups of students before school was out at all grade levels to receive their ideas and suggestions. She recorded minutes to these meetings. She also has met with the High School Principal several times already with new ideas and has meeting scheduled with each of the building principals. A district specific catering brochure is also being developed that will be delivered to the principals and administration. We prepared a google docs survey for the faculty. It was determined that the Board food service committee will review this then we will ask the faculty to complete it at the end of August/beginning of September.

When the food service employees return in August a special one-day workshop will be held on Customer Service. This will be followed up with monthly "tool-box" workshops to reinforce this training. We have worked with professors from various county colleges to teach these trainings along with our administrative team.