

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Food Service Staffing

Series: G39A

Reference:

Issued: 05.24.1990

Revised: 03.11.1995; 06.01.2016

Revision Number: 3

39.01 Definition of Average Daily Participation. Total meals served under the United States Department of Agriculture's National School Lunch, Breakfast, and/or After School Snack Programs (lunch = 1.0; breakfast = 0.75; snack = 0.25) during three consecutive months divided by the total number of days meals were served during such months

39.02 Cooks Staffing Levels. Based upon average daily participation for the months of August through October schools configured in Kindergarten through 5th grades (could include meals served to Pre-K aged students on Board property), 6th through 8th grades, and 9th through 12th grades, will be staffed according to the following table.

Average Daily Participation	Divided by 115 equivalent meals	Number Cooks Required	Average Daily Participation	Divided by 115 equivalent meals	Number Cooks Required
0-258	÷ 115	2.0	949-1006	÷ 115	8.5
259-316	÷ 115	2.5	1007-1063	÷ 115	9.0
317-373	÷ 115	3.0	1064-1121	÷ 115	9.5
374-431	÷ 115	3.5	1122-1178	÷ 115	10.0
432-488	÷ 115	4.0	1179-1236	÷ 115	10.5
489-546	÷ 115	4.5	1237-1293	÷ 115	11.0
547-603	÷ 115	5.0	1294-1351	÷ 115	11.5
604-661	÷ 115	5.5	1352-1409	÷ 115	12.0
662-718	÷ 115	6.0	1410-1466	÷ 115	12.5
719-776	÷ 115	6.5	1467-1524	÷ 115	13.0
777-833	÷ 115	7.0	1525-1581	÷ 115	13.5
834-891	÷ 115	7.5	1582-1639	÷ 115	14.0
892-948	÷ 115	8.0	1640-1696	÷ 115	14.5

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However, each school will be staffed with a minimum of 2.0 cooks regardless of the number of meals. School locations which do not fit in the traditional configurations as indicated above shall be staffed as needed. Examples of such school locations would be William J. Raglin Center and Chandler Academy. Meals provided to related programs such as Head Start, Senior Citizen Feeding Program, and other student and community support programs will NOT have a dedicated staff for cooking.

Schools with a projected enrollment increase of more than 30 students for the subsequent year, may receive consideration for an additional half-day cook beyond what was earned during the average daily participation months (August through October), depending upon budget considerations and Superintendent approval.

39.03 Cafeteria Manager. A cafeteria manager may be employed in lieu of a cook for the next ensuing school year in schools with an average daily participation for the months of August through October of 604 or greater. Cafeteria Manager positions shall be reduced through attrition when the average daily participation is less than 604 (minimum need for 5.5 cooks). The vacated position will then be filled with a regular Cook I/II, as most schools have a Cook III position.

39.04 Adjustments to Staffing During School Year. If average daily participation for two consecutive months meets requirements for increased staff, such additional positions may be posted at the discretion of the Superintendent. However, no such additional positions will be posted following the deadline for including positions on the second month report.