





# Bullitt County Public Schools

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[www.bullittschools.org](http://www.bullittschools.org)

DATE: Jan. 12, 2022

TO: Jesse Bacon, Superintendent 

FROM: Todd Crumbacker, Director of School Nutrition Services 

RE: Additional cook/baker staff member (Hebron Middle School)

I am requesting approval for one additional team member, a cook/baker, for Hebron Middle School (HMS). This position will be 4 hours a day. I am requesting that we be able to post this position immediately. Due to the USDA allowing our department to serve free meals to all students, we have seen an increase in meal participation in many of our schools, especially our non-CEP schools. HMS is one of the schools that have benefited greatly from the flexibility of serving free meals. Our data has supported this position since September of 2021; since then I have approved 4 daily labor hours of non-contact time in order to support this team. Our experience has shared with us that an additional cook/baker is needed; once hired, the 4 daily labor hours of non-contract time will be dissolved. This position will be guaranteed for the remainder of the 21-22 school year; a labor analysis will be completed monthly to determine if this position will be needed for the 22-23 school year. Our current "Meals Per Labor Hour" analysis (MPLH) supports the addition of this staff member. Funding for this staff member will come from Fund 51: School Nutrition Services.

Included with this memo is the following:

- A MPLH analysis for HMS (Aug., Sept, Oct, Nov, Dec)
- Wage-Calculation sheet to determine the cost of a cook/baker for various steps

## School Food Service Labor Analysis

**BULLITT COUNTY SCHOOLS**

School Food Authority

**Hebron Middle**

School

Aug, 2021

Month/Year

**Crumbacker**

Person Completing Report

August, 2021

Determining Month/Year

16

# of Serving Days

Use \$ to Determine A La Carte  
ADP

### I. Determining Meal Equivalent

Meal Equivalents

Breakfast 1214

75.875

x.67=

50.836

Breakfast ADP (include adult meals)

+

Lunch 4628

289.25

=

289.250

Lunch ADP (include adult meals)

+

Snack \$ -

0

x.33=

0.000

After School Snack ADP

+

A la Carte \$ 977.25

\$ 61.08

13.343

Non-reimbursable food sales average/day (exc. Adult meals)

353.429

Free lunch Reimbursement+Commodity Value per meal factor\*

TOTAL MEAL EQUIVALENTS

\*FLR+CV per MF 2014=  
4.5775 (# provided by KDE)

Guideline is 14-18 meals per labor hour (MPLH). Factors that may affect MPLH may include: Size of Operation/Number of Serving Lines/Scheduling of Lunch Periods/Amount of Convenience Food Used.

IV.I Calculating Meals Per Labor Hour			
353.43	÷	14	= 25.24
Total Meal Equivalents		Desired MPLH	Desired Labor Hours
20.875	-	25.24	= -4.37
Current Labor Hours		Desired Labor Hours	Increase/Decrease
			If sum is + = reduction in labor If sum is - = increase in labor

IV.I Calculating total  
labor hours needed per  
day using 14 MPLH

IV.II Calculating Meals Per Labor Hour			
353.43	÷	16	= 22.09
Total Meal Equivalents		Desired MPLH	Desired Labor Hours
20.875	-	22.09	= -1.21
Current Labor Hours		Desired Labor Hours	Increase/Decrease
			If sum is + = reduction in labor If sum is - = increase in labor

IV.II Calculating total  
labor hours needed per  
day using 16 MPLH

IV.III Calculating Meals Per Labor Hour			
353.43	÷	18	= 19.63
Total Meal Equivalents		Desired MPLH	Desired Labor Hours
20.875	-	19.63	= 1.24

IV.III Calculating total  
labor hours needed per  
day using 18 MPLH

Current Labor Hours	Desired Labor Hours	Increase/Decrease
If sum is + = reduction in labor If sum is - = increase in labor		

Include ALL food service employee time in the labor hours. Including 100% of the manager's time. We are checking about the monitor's time to see if it is to be included or not.

For meal equivalents, add any adult breakfasts to the breakfast count and any adult lunches to the lunch count. Don't forget to look for the the adult YMCA and the employee, monitor, and visitor lunches.

LINES 48 and 49:

If the adjustment needed comes out to be a negative number, that means they are short handed and need more labor. If it is not negative, then they are even or are over staffed.

School: SNS

Program: 4 HOURS COOK / BAKER

Project #: STEP 0 - \$11.62/HOUR

Prepared By: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By (Program Director): \_\_\_\_\_

Balanced (YES/NO) **SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	8,319.92	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	515.84	
0222	EMPLOYER MEDICARE CONTR.	120.64	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,242.22	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	34.11	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 19,921.46	

**Adjustments**

Total Grant Amount 19,921.46

**Balanced When this is ZERO** (19,921.00)

If a needed **expense** object line isn't listed, feel free to make changes  
Call Sherry Sweat, 502-869-8011 with questions or for assistance.

*\$8500 ins*

School: SNS

Program: 4 HOURS COOK / BAKER

Project #: STEP 5 - \$12.95

Prepared By: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By (Program Director): \_\_\_\_\_

Balanced (YES/NO) **SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	9,272.20	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	574.88	
0222	EMPLOYER MEDICARE CONTR.	134.45	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,498.86	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	38.02	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	96.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 21,207.14	

Adjustments

If a needed expense object line isn't listed, feel free to make changes  
Call Sherry Sweat, 502-869-8011 with questions or for assistance.

Total Grant Amount

21,207.14

**Balanced When this is ZERO**

(21,207.00)

*\$8500  
ins.*

School: SNS

Program: 4 HOURS COOK / BAKER

Project #: STEP 10 - \$14.24

Prepared By: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By (Program Director): \_\_\_\_\_

Balanced (YES/NO) **SORRY. BACK TO DRAWING BOARD!!**

ORG	0052118		
OBJECT	ACCOUNT DESCRIPTION	AMOUNT	DESCRIPTION
0130	CLASSIFIED REGULAR SALARY	10,195.84	
0131	CLASSIFIED OTHER SALARY	-	
0150	CLASSIFIED SUBSTITUTE SALARY	-	
0170	CLASSIFIED/PARAPROFESSIONAL	-	
0211	TERM LIFE	28.80	
0213	GROUP LIABILITY INSURANCE	91.94	
0221	FICA	632.14	
0222	EMPLOYER MEDICARE CONTR.	147.84	
0231	KTRS (Fed. Prog. Only)	-	
0232	CERS	2,747.78	
0251	STATE UNEMPLOYMENT INS.	60.00	
0260	WORKMANS COMPENSATION	41.80	
0294	HEALTH INSURANCE	8,400.00	
0295	LIFE INSURANCE	12.00	
0296	ADMINISTRATION FEE	98.00	
0297	FLEXIBLE SPENDING ACCOUNT	-	
Total Expenses		\$ 22,454.14	

Adjustments

If a needed **expense** object line isn't listed, feel free to make changes  
Call Sherry Sweat, 502-869-8011 with questions or for assistance.

Total Grant Amount

22,454.14

**Balanced When this is ZERO**

(22,454.00)

*\$8500 ins.*