

Memorandum

To: Tim Schlosser

From: Sarah Richardson



CC: Amanda Spears

Date: 9/03/2024

Re: Additional Labor Hours

On September 30, my 4-hour cafeteria worker at Lincoln Elementary will be resigning. I am requesting that this position be changed to a 6-hour worker. By increasing the number of labor hours, we will be better equipped to serve the demands of our breakfast and lunch participation. We will continue to be aligned with our USDA policy of meals per labor hour. It will only be an increase of \$4,363.20 plus fringe benefits per year. From a financial perspective, this falls right in line with by budget. This will begin on October 1, 2024.