

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: STAFFING FORMULA

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS
DEPARTMENT OF FOOD AND NUTRITION

DEFINITIONS

Regular Employee - Employees in this category are:

Food Service Managers
Assistants to the Manager
Satellite Assistants

Personnel in this category work eight (8) hours per day, are on Payroll Code A and are paid in accordance with Salary Schedule B4.

Regular Hourly Employee - Employees in this category are:

Cooks
Bakers
Food Service Workers

Personnel in this category are employed on a regular hourly basis not to exceed sixty (60) hours per pay period. These employees are on Payroll Code B and paid in accordance with Salary Schedule B4.

Substitutes - Personnel in this category are scheduled to work as replacements for part-time employees on a temporary basis only. Funding information for substitutes:

Job Code	5727
Location	9977
Payroll Code	B

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STAFFING FORMULA (continued)

MEALS PER LABOR HOUR

The district minimum meals per/work hour standard is as follows:

NUMBER OF MEAL EQUIVALENTS	MINIMUM MPLH
Elementary	
Less than 500	16
501-850	18
851-1200	19
1201+	19
Middle	
Less than 850	16
851-1200	17
1201+	18
Senior	
Less than 1600	14
1601-2000	15
2001+	15
Special Centers	14

Special Centers are:

- Cope Center North
- Cope Center South
- MacArthur Senior North
- MacArthur Senior South
- Merrick Educational Center
- Neva King Cooper Ed. Ctr.
- Young Women's Academy for Academic and Civic Development
- Young Men's Academy
- Young Women's Academy

Exceptions may be authorized based on participation and types of programs offered.

Schools are expected to keep employee hours at the specified number. Before filling employee vacancies, food service managers must consult with the region food service coordinator for approval.

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STAFFING FORMULA (continued)

STAFFING FORMULA

Participation Determination - Participation figures for staffing are based on the following:

1 Lunch	=	1 Equivalent Meal
2 Breakfasts	=	1 Equivalent Meal
3 After School Snacks	=	1 Equivalent Meal
A la Carte Sales divided by \$2.33	=	# Equivalent Meals

Formula - To determine Meals per Labor Hour:

$$\frac{\text{TOTAL EQUIVALENT MEALS}}{\text{TOTAL LABOR HOURS}} = \text{MPLH}$$

To determine allowable labor hours:

$$\frac{\text{TOTAL EQUIVALENT MEALS}}{\text{MEALS PER LABOR HOUR STANDARD}} = \text{Allowable Labor Hours}$$

(14, 15, 16, 17, 18 or 19)

Hours worked by all food service employees, part-time (including substitutes) and full-time, are included when calculating Meals per Labor Hour. Total work hours of base /satellite(s) operations are included in the formula using total equivalent meals from all schools.

The MPLH standard must be met on a weekly basis. If the MPLH standard is not met as the weekly average, labor hours must be adjusted effective the next scheduled work day.

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STAFFING FORMULA (continued)

NON-PRODUCTION LABOR HOURS

Non-production labor hours are added to total work hours used per payroll period for employees on Payroll Code A when there are no students in school on an official School Food Service calendar day.

AUTOMATED LABOR REPORT

The labor hour information is entered into the FASTrak ScMP end-of-day procedure. At the end of every pay period, a labor hours report should be generated, saved on the computer, printed and filed. When necessary, the Work Hours Used Report ([Attachment A](#)) is available for manual calculations.

Base/Satellite Relationships

- Base schools will need to complete the Base/Satellite Average Meals per Labor Hour Form to determine the average meals per labor hour for the cluster ([Attachment B](#)).
- Base Schools must complete this form at the end of every payroll period and attach to the Labor Hour Reports.