2019-2020 Food Services Work Plan

Ryan Carter – Acting Assistant Food Services Manager, Food Services Department

**Strategic Direction #1 Student Learning**

*Work Plan:*

**Budget**

Assist the Food Services Manager to Align Resources for Instructional and Institutional Effectiveness.

- Help develop, monitor and provide recommendations for best utilization of technology, implement best practice college food service financial management system to manage food services as a business enterprise.

**Provide Tools**

- Research and facilitate process for purchasing a new POS system that will enhance Food Services’ ability to efficiently manage Food Services financial resources. Work each day to help coach and develop all of our student workers to help them be successful and accomplish their goals in the workplace and in life.
- Utilize our new Menu Software in order to provide standardized recipes, control food cost and ingredient waste, generate new and accurate food production sheets based on menu requirement and help to improve inventory control.

**Business Plans**

- Work side by side with the Food Services Manager to help put into place the individual business plans for all new outlets currently under renovation. The business plans will include revenue projections, staffing levels and supply needs.

**Strategic Direction #2 Facilities & Technology**

*Work Plan:*

**Technology**

- Research and facilitate virtual demonstrations with all participating stakeholders and vendors regarding the new POS project for food services. This will streamline catering, PO processing, food ordering and financial reports with Banner. It also gives management the necessary reports to quickly make effective decisions.
- Menu software acquisition and implementation will enable Food Services to access standardized recipes, control food cost and ingredient waste, generate accurate food production sheets based on menu requirement and improve inventory control.

**Efficient Operations**

- Improve operational efficiency of MVC (Mount Vernon Commissary) and all current food services outlets through regular in service trainings.
• Improve Catering Services specifically service and delivery. Work with the Food Services manager to help implement the new Catering Guidelines.
• Assist the Food Services Manager to implement new catering menu.
• Review and go over foodservice training for all staff.
• Facilitate the new Covid-19 Guidelines training video to all staff and review.

Sustainability

• Food Services is committed to integrating sustainability into all facets of our operation. I am currently in the process of replacing old sources, products and practices with new and better alternatives that benefit the environment and dining experience. Food Services will continue to transition to all biodegradable and sustainable cups and to go containers.
• Food Services vendors are vetted for their sustainability programs.
• Food Services will improve its current recycling program. Currently we recycle bottles, plastic and boxes.

Strategic Direction #3 Leadership & Engagement

Work Plan:

Healthy Food Options

• Food Services take health and wellness very seriously, as we provide healthy food choices. We are currently expanding upon the number and quality of healthy food options for catering, the Huddle and Food Truck. We are committed to continue to collaborate with students and staff on providing healthy food options.

Personnel Management

• Provide day to day leadership and supervision to staff in the Huddle and Concessions.
• In the absence of the Food Services Manager, provide overall leadership and supervision to the entire department.