

# Roxbury School Nutrition Assessment

## **Description of Operations**

### Food Deliveries:

All school meal components are currently being transported from Northfield to the Roxbury Village School. A site coordinator is responsible for bringing the daily main lunch entrée from Northfield to Roxbury along with any other ingredients/meal components that the school needs for the day/week. There are currently 51 students enrolled in Roxbury Village School from Pre-school through grade 6. Though 5<sup>th</sup> and 6<sup>th</sup> grades will no longer be in attendance next year, the estimate for number of students in FY19 is between 40 and 50 due to a relatively large population of students eligible for pre-school.

### Breakfast:

A Roxbury paraprofessional (not a school nutrition employee) provides breakfast for students and records all meals served. These meals are then recorded by the Main Office Administrator so that the school nutrition office gets this information.

### Lunch:

The site coordinator (school nutrition employee) arrives at the school between 10:30 and 10:45 and begins preparing the meal for the day. Her daily tasks include cooking the main entrée and preparing the remaining meal components, setting up the serving line, serving the meal, and clean up. She leaves the school around 12:45 PM.

### Afterschool:

The school nutrition program also provides the food for the afterschool snack program and possibly for the licensed child care program on site as well (need to confirm this with the school nutrition director).

### Current Equipment:

The kitchen currently has a 3-bay sink, small work station, one convection oven, one milk cooler, a small commercial dishwasher, and a conventional-style refrigerator/freezer. The serving line is equipped for four hot wells.

### Current Staffing:

There is one school nutrition representative present for 2-3 hours per day to prepare and serve food to Roxbury students. All other school nutrition related tasks are absorbed by the current school staff and administrators.

## **Recommendations**

The goal of this assessment is to develop a plan to provide the students of Roxbury with the highest quality foods that are similar to those being offered to the students in Montpelier. To accomplish this goal, we will need equipment to transport both hot and cold foods and consider the storage space and cooking equipment on site. My recommendations for equipment are as follows:

### Recommended Equipment:

- One 2-door, reach in, commercial refrigerator
- One single door, reach in commercial freezer
- 2 insulated food carriers for hot foods
- 2-3 insulated food carriers for cold foods
- Accessory parts for food carriers-warming inserts, cold-packs, divider bars, food pans/trays, dollies for ease of movement, straps to secure units during transport
- 4 insulated milk crate coolers

### Justification:

Current storage space is limited and consists of conventional refrigerator/freezer unit that is shared by other school departments. Adding the commercial refrigeration/freezer units will better accommodate the needs of the meal program, after school programs and farm to school program as it exists currently.

Hot holding units will accommodate the pans and trays needed to transport the varied menu items we will be preparing at MHS for Roxbury. This will better prepare us to provide meals that are consistent with what Montpelier residents have access to. Cold-holding units will support our ability to provide an array of fresh fruits and vegetables each day as well as any condiments /cold menu items that are required.

### Equipment Estimates:

- One 2-door, reach in, commercial refrigerator ~\$3100-\$4500





- One single door, reach in commercial freezer ~\$2300-\$4300



- 2 insulated food carriers for hot foods ~\$510/each
- 2-3 insulated food carriers for cold foods ~\$270-280/each



- Accessory parts for food carriers-warming inserts ~\$200/each, cold-packs~\$135/each, divider bars~\$4-\$6/each, dollies for ease of movement~\$315/each, straps to secure units during transport ~\$15/each

- 4 insulated milk crate coolers ~\$100-\$120/each



**Rough total estimate: ~\$9186-\$12,701**

Recommended Staffing:

Assuming that we can continue to rely on the assistance of a Roxbury Paraprofessional and administrative assistant to continue assisting with meal service and recording of meals served, our main staffing requirements would be for transportation and service of meals. Preparation of meals can be folded into our daily production at MHS.

Staffing Estimates:

To accommodate time for travel as well as serving meals at Roxbury, we will need a staff member for between 4 and 5 hours per day. Assuming a rate of \$11.00/hour and 180 days per year, this comes to **\$7920-\$9900** per year.