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DATE: June 15, 2025

TO: School Board
Finance Committee
Jamie Bente

FR: Barbie Roessler
Director of Finance and Operations

RE: New Position Request: Food Service Coordinator

Please consider approving the addition of a 1.0 FTE, 260-day **Food Service Coordinator** position. This role will provide additional administrative assistance to the current Food Service team at Faribault Public Schools. Most of the duties the new position will be responsible for will then alleviate some tasks from the Business Office. Minnesota Department of Education Food Nutrition review staff recommended an additional FPS staff member be added to our Food Service Program due to the size of our program.

Responsibilities include but are not limited to:

- Serve as the primary District liaison for the contracted food service management company (FSMC).
- Monitor the FSMC's adherence to the contract terms, including staffing levels, meal quality, and financial guarantees.
- Conduct regular on-site kitchen inspections and audits to ensure safety, sanitation, and "offer vs. serve" compliance.
- Lead the annual contract renewal or RFP process in accordance with state procurement laws.
- Manage the Annual Application for Commodities and School Nutrition Programs via the MDE CLiCS system.
- Ensure the District remains in "Good Standing" for Administrative Reviews (AR) conducted by MDE.

The annual cost for this position is approximately \$119,200 and will come out of the Food Service Fund.