

# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **STAFFING FORMULA**

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## **PURPOSE**

The purpose of this procedure is to define different categories of hiring positions, meals per labor hour and staffing formulas.

## **PROCEDURE**

### Full-Time Employees

- A. Work eight (8) hours per day, plus a mandatory thirty-minute lunch break
- B. Hours reported on the Non-Instructional Full-Time Employees Payroll Roster
- C. Paid in accordance with [Salary Schedule B4](#)
- D. Include:
  - Food Service Managers
  - Satellite Assistants
  - Assistants to the Manager

### Part-Time Employees

- A. Eligible part-time employees may be scheduled to work up to 60 hours per pay period.
- B. Non-eligible part-time employees may not be scheduled more than 50 hours per pay period.
- C. Hours reported on the Hourly Employees Payroll Roster
- D. Paid in accordance with [Salary Schedule B4](#)
- E. Includes:
  - Cook I & II
  - Baker I & II
  - General Worker I & II

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Cafeteria Substitutes

- A. May not be scheduled more than 50 hours per pay period.
- B. This position does not guarantee permanent status or permanent employment.
  - Substitutes are to be scheduled on an as needed basis.
  - The food service manager must inform the substitute of the needed schedule weekly.
- C. Funding information for substitutes:

Job Code	5727
Location	9977
Payroll Code	Hourly

Meals Per Labor Hour (MPLH)

The District minimum meals per labor (work) hour (MPLH) standard is as follows:

NUMBER OF MEAL EQUIVALENTS	MINIMUM MPLH
Elementary	
Less than 500	16
501-850	17
851-1200	18
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 designated by the Director of Operations.

Exceptions may be authorized based on lunch schedules and program needs.

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Before filling employee vacancies, adding employees, adjusting hours or arranging transfers, ([Refer to Food and Nutrition Procedure G-2](#)) food service managers must consult with the region food service supervisor for approval.

Staffing Formula

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

1 lunch	=	1 equivalent meal
2 breakfasts	=	1 equivalent meal
2 after school meals	=	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)

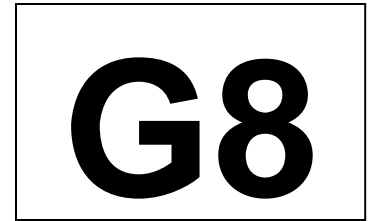
Hours worked by all food service employees, including all regular and substitute part-time and full-time (including acting assignments), are included when calculating Meals per Labor Hour.

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 or exceeded on a weekly basis. If the MPLH standard is not met as the weekly average, a labor hour adjustment must be addressed. Employee(s) must be given a two week notice of the change in schedule.

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## Automated Labor Report

The labor hour information is entered into the FASTrak ScMP during end-of-day procedure. At the end of every pay period, a labor hour 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

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

*For Action By: Principals, Food Service Managers and Satellite Assistants*

*Refer Questions to: Department of Food and Nutrition*

*Revised: August 2004(11<sup>th</sup>), July 2006, July 2008, August 2009, July 2010, July 2011, July 2014, July 2015,  
June 2024  
Reviewed: June 2024*