**APPENDIX P**

**STAFFING GUIDELINES FOR NUTRITION SITES**

**Effective January 29, 1993**

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| **STAFF CLASSIFICATION AND HOURS** |
| **Sites with Kitchens** | **Satellite Sites** |
| **Average Meal Per Day** | **Site****Manager** | **Cook** | **Cook** **Aide** | **Custodian** | **Site****Manager** | **Site** **Aide** | **Custodian** |
| 20-50 | - | - | - | - | - | 4 | 2 |
| 51-75 | 4 | 6 | 4 | 2 | 4 | - | 2 |
| 76-100 | 4 | 8 | 6 | 2 | 4 | 2 | 2 |
| 101-150 | 6 | 8 | 10 | 2 | 5 | 4 | 3 |
| 151-200 | 6 | 8 | 14 | 3 | 5 | 5 | 4 |
| 201-250 | 6 | 8 | 24 | 4 | 5 | 5 | 4 |
| 251-300 | 8 | 8 | 28 | 4 | 6 | 5 | 4 |
| 301-350 | \* | 16 | 20 | 4 | 8 | 5 | 4 |
| 351-400 | \* | 16 | 24 | 4 | - | - | - |
| 401-500 | \* | 16 | 28-30 | 4 | - | - | - |
| 501+ | Minimum of 12 - 18 meals per person hour. |

\*At this level of meal preparation, site manager hours would be determined by number of meals actually served in a given location.

EXAMPLE: If 350 meals are prepared at Site A, but 100 meals are Satellite A to Site B, then Site A would require a 6 hour Site Manager, and Site B would require a 4 hour Site Manager.

Staff hours for food service operation should be considered separately from staff hours for other site responsibilities when determining allowable staff hours.

**Staffing Guidelines for Nutrition Sites Instructions**

The staffing patterns shown on the Staffing Guidelines for Nutrition Sites uses the current Nutrition Salary Schedule, provided for consistent labor cost since the positions and rates per hour are specified.

To use the Staffing Guidelines for Nutrition Sites, follow these steps:

1. Determine the maximum staff hours per site by adding all hours for all positions in a given site.
2. Determine the maximum salary cost per site by multiplying the hours in each position by their corresponding allowable salary on the Nutrition Salary Schedule.
3. Add the corresponding allowable salaries to arrive at the total allowable project labor cost.
4. Add the maximum staff hours for each site to determine total allowable project staff hours.
5. Maximum hours in a site may exceed the number listed on the Staffing Guidelines for Nutrition Sites, but any deviations and their resulting cost increases cannot cause total project labor cost to exceed total allowable project labor costs as determined in Step 2.

 In no case may the Project exceed maximum allowable salary as specified on the Nutrition Salary Schedule for a given position.

For example, in a 20-50 meals satellite site, if the position is changed to a Site Manager instead of a Site Aide, this would add 59 cents per hour to the cost for this location.

 20-50 meals per day

 4 hr. Site Aide x $5.82/hr. = $23.28/day

 2 hr. Custodian x $5.82/hr. = $11.64/day

 $34.92/day for this site

 20-50 meals per day

 4 hr. Site Manager x $6.41/hr. = $25.64/day

 2 hr. Custodian x $5.82/hr. = $11.64/day

 $37.28/day for this site

 Net increase of $2.36 per day x 250/days = $590.00 per year.

 This additional $590.00 per year would have to be taken from some other area of labor cost so that total labor cost will remain within guidelines project wide.

Only hours used in food preparation, storage, and kitchen facility maintenance are figured in meal preparation hours.

Staffing pattern does not include Food Carrier because this time should be based on the distance to be transported, number of sites to be served by each driver, and the number of meals per satellite site.

Total time from the beginning of food preparation through the process of bulk packaging until all meals are served at a site will not exceed 4 hours. Total time to complete the activities of loading, transporting, and serving the food should not exceed two hours for optimum nutritional benefit. Carriers will be carefully monitored to assure that foods are maintained at a minimum of 140° for hot and below 45° for cold.

The Staffing Guidelines for Nutrition Sites have been developed for use by Area Agencies on Aging in reviewing nutrition RFPs. These guidelines should reflect the maximum staffing considered for approval in evaluating RFPs. Additionally, each site should be individually reviewed as instances could occur where maximum staffing would not be necessary, e.g., volunteer staff or staff paid from other sources such as Title V.