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# Money Management for Managers

## **CURRICULUM OUTLINE**

Purpose: To motivate school nutrition managers and school chefs through the pennywise fundamental skills of kitchen management and marketing to identify and achieve school meal program success.

**Objectives:** At the end of the workshop, the participant will confidently:

1. Recognize the importance of financial management to the fiscal and nutritional integrity of school nutrition programs.
2. Create a climate for ethical, effective, and efficient operations of the school nutrition program.
3. Utilize site-level financial management tools and standards to manage a financially and nutritionally accountable school nutrition program consistent with federal and state guidelines.
4. Recognize the importance of expanding program reach resulting in increased revenue.

## **DAY 1: SETTING THE STAGE (8:00 AM – 4:00 PM)**

1. Orientation
  - a. Introductions
  - b. Setting expectations—agenda, schedule, team formation & activity process
2. Introduction to Money Management for Managers
  - a. School business is big business – Penny Wise works in school nutrition; do you know her?
  - b. Calculating average per meal revenues and determining food costs
  - c. Focus on What You can Control - Activity
  - d. A Tale of Three Managers - Activity
3. Purchasing
  - a. Product specifications
  - b. The importance of production records & standardized recipes
  - c. Recipe adjustment - Activity
  - d. Forecasting means never having to say, "I'm sorry, we're out" Activity
  - e. Forecasting & Ordering with Accuracy – Activity
  - f. Other procurement considerations – Buy American
4. LUNCH – Prepared by the Chef (11:30 am – 12:15 pm) – Includes recipe debrief
5. Receiving
  - a. Getting what you ordered – Cycle Your Menu to Success
  - b. As Purchased versus Edible Portion – Activity
  - c. Calculating Edible Portion Cost– Activity
6. Afternoon break

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## DAY 1: SETTING THE STAGE

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7. Storing and Inventory Management)
  - a. Efficiency Runs on Organization
  - b. Inventory Management Best Practices - Handout
  - c. Determining Number of Days of Inventory– Activity
  - d. Tour of storage areas – Lab Activity
8. Manager Action Plan with Teammate (M.A.P. It!)
  - a. What do you need to improve in your operation? – Activity
9. Daily Debrief with Instructors
10. Adjourn – 4:00 pm

## DAY 2: IT'S SHOWTIME (8:00 AM – 4:00 PM)

1. Group Photo
2. Recap Day 1
3. Food Production – Food & Worker Safety, Food Quality, Food/Labor Costs & Efficiency
  - a. Measuring Efficiency – Calculating MPLH - Activity
  - b. Time standards - Activity
  - c. Work schedules to the menu – Plan the Work; Work the Plan – Activity
  - d. Work simplification
  - e. Morning break (10 am) with activity
  - f. In the kitchen with chef demonstration (ergonomics, kitchen hacks, weight versus measure and more)
4. Serving
  - a. Customer Service Means At Your Service
  - b. What Student's See, Smell, & Taste - Excellence is in the Details
  - c. Serving line diagrams to the menu - Handout
5. LUNCH – Prepared by the Chef (11:30 am – 12:15 pm) – Includes recipe debrief
6. Cashiering and Point of Sale
  - a. Capturing Revenue
  - b. Preventing fraud & theft – Think Like a Thief - Activity
  - c. Speed of Service - Up your Productivity
  - d. How many cashiers do you need? Handout
  - e. Setting up your cash drawer
  - f. Cashiering Best Practices - Handout
7. Back Office
  - a. Checks and Balances: Trust but Verify
  - b. Putting the Puzzle Pieces Together – End of day review - Handout
  - c. Trace a Case – Activity
  - d. Afternoon break (2 pm) with Buy & Sell Activity (20 minutes)
8. Marketing & Promotions
  - a. Customer Service & Customer Satisfaction
  - b. Marketing: Team Up to Dream Up
9. Manager Action Plan with Teammate (M.A.P. It!)
  - a. What do you need to improve in your operation? – Activity
10. Post-workshop Discussion
  - a. Teach It Forward
11. Certificates & Graduation
12. Adjourn