

Food Service Agreement Contract

THIS AGREEMENT is made and entered into between Food Service Director, Debby Hall, and Legacy Charter School, Inc.

WHEREAS the Food Service Director agrees to oversee the food service department at Legacy.

- The Food Service Director will provide standardized recipes that have been analyzed to meet the standards of USDA.
- Will provide analyzed menus that will meet the standards of USDA
- Will provide production sheets and task sheets
- Will attend the yearly bid meetings to procure all items that are to be used in the following school year.

Will keep all records of nutritionals, CN labels and menus that the State Department requires for a review. Will make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture (USDA) for audit or administrative review at a reasonable time and place.

- Will do all of the renewal application packet for the State Department every year, which includes the following:
 - Setting the lunch prices for students and adults using the PLE tool provided by the State Department.
 - Sending out the public release to the Press.
 - Making sure all of our food service policies, are up to date. (Wellness, charging, smart snacks, etc.)
 - Completing the Non-program Food Revenue Tool
 - Assisting in the completion of free and reduced forms
- Will complete the amended budget and projected Budget
- Will keep an eye on that budget and numbers being served.
- Will support any issues the kitchen managers have and will help with the hiring of all employees.
- Will check on the kitchen to make sure everything is being taken care of in an environment that is warm, clean and nurturing for the students at Legacy Charter School.
- Will do whatever needs to be done to insure that the food service department is running at its peak at all times.
- For the services above Legacy agrees to pay the Food Service Director (Debby Hall) \$5000.00 per school year until either party terminates the contract with 30 day written notice.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

Debby Hall

Debby Hall / Director of Food Service
Signature/Title

1/30/2019
Date

Legacy Charter School

[Signature]
Signature/Title

1-31-19
Date