## 1) STAFFING TABLE FOR VALLE VERDE FOOD SERVICES

<table>
<thead>
<tr>
<th>Role</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOD SERVICE MANAGER HOURS TBA</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>ASST. FOOD SERVICE MANAGER 5:30 AM - 2:00 PM</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<td>1</td>
</tr>
<tr>
<td>ASST. FOOD SERVICE MANAGER 12:30 PM - 9:00 PM</td>
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<td>-</td>
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<td>1</td>
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<tr>
<td>ASST FOOD SERVICE MANAGER M-T - 5:30 AM - 2:00 PM</td>
<td>1</td>
<td>1</td>
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<td>1</td>
<td>-</td>
<td>-</td>
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<tr>
<td>W-TH - 12:30 PM - 9:00 PM</td>
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<tr>
<td>SUN - 10:00 AM - 6:30 PM</td>
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</tr>
<tr>
<td>DIETITIAN HOURS TBA</td>
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<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>STUDENTS' KITCHEN 5:30 AM - 2:00 PM</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
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<tr>
<td>STUDENTS' KITCHEN 12:30 PM - 9:00 PM</td>
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<td>5</td>
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<td>5</td>
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<td>5</td>
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</tr>
<tr>
<td>STUDENTS' SERVICE 11:30 AM - 8:00 PM</td>
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</tr>
</tbody>
</table>
STAFFING

2) SUPERVISION PLAN
& 6) John Dunn will remain as Chairman of the Hotel and Restaurant Management Department, but three new Certificated, four-year college graduates with teaching credentials will be hired to be Field Line Supervisors. One will be responsible for Hotel Education Areas, one for Food Service Education, and one for Culinary, Chef Training. Two of these supervisors, the Chef Training Supervisor and the Food Service Supervisor, will relieve the four full-time managers at Valle Verde for their vacation times. Their other responsibilities at Valle Verde will be as follows:

1) Check Quality of Food Service.
2) Check that all Policies are being followed.
3) Be on call in case of emergencies.
4) Sanitation and Safety Inspections.
5) Work closely with and train managers at Valle Verde, as needed.
6) Direct line between John Dunn and Valle Verde.

Providing no others apply with better qualifications, as we are an Equal Opportunity Employer and follow all guidelines laid down by State Code and District Policy, probable candidates Barbara Baker and Lewis Reed will be the Supervisors in Culinary and Food Service respectively. Their backgrounds follow:

LEWIS REED -- FIELD SUPERVISOR, FOOD SERVICE
1) Graduate of SBCC HRM Department, 1977.
2) Graduate of Cal. Poly, Pomona, School of Hotel Administration, 1980.
3) Lab Teaching Assistant, SBCC HRM Department, 1981 to Present.
4) Consultant Valle Verde, Dining Room Service
5) Consultant Samarkand Retirement Home, Food Service
BARBARA BAKER -- FIELD SUPERVISOR, CULINARY

1) Graduate Culinary Institute of America, 1980.
2) Graduate of San Diego State University, 1975.
4) Lab Teaching Assistant, SBCC HRM Department, 1980 to Present
5) Chef, Santa Barbara Retirement Home, "Villa Santa Barbara"

The other four staff members and dietitian are unknown at this time, but some will come from present H.R.M. staff, others from graduates of our program, and others from our great industry. We have contacted a present Assistant Food Service Manager with Level 1 Certificate, who might be our food service director. District hiring practices allow for job announcement and recruiting after agreement is signed.

3) District responsibility to provide qualified Food Service Manager following District Procedures. District will hire best person. If person does not prove satisfactory to Valle Verde, we will correct the problem. Interests of Valle Verde will be paramount.

4) I agree that we would not want to remove the Department Head for two years, but legally SBCC cannot promise this, as all of our employees belong to same group representation and are all covered by master contract. It is always our intent to have permanent employees, except for promotions or job opportunity could lead to change.

5) The Department Head (Food Service Manager) will be Certificated at Level 1 Supervisor, or will obtain certificate.

6) Covered in #2.

7) District will permit these two employees to assist in operation, as stated on your payroll. Responsible to our Food Service Manager. Employees to be Valle Verde employees, with all benefits, insurance coverage, the responsibility of Valle Verde.
8) The District will follow ABHOW Dietitian Consultant Job Description, as well as state regulations and have appropriate Registered Dietitian to cover time needed.

9) The District will maintain same high standards at Valle Verde as maintained in other District Food Service Operations.

**STAFF DEVELOPMENT**

1) The District will discuss training of all of our students and staff in caring for the elderly and meeting their special needs. The District hopes they can be part of your regular in-service training sessions conducted on your premises for your employees.

2) Our students and staff will be on an eight-hour day, five-day week as per our educational code and union contract for staff. Within this time frame we feel we will have sufficient time to hold classes in a) Nursing Home Regulations, b) Tray Service Operation, c) Nutrition, d) Restorative Mealtime Programs and Concepts, as well as other related subjects needed to have the best trained staff and future staff possible.
FOOD PRODUCTION

1) Employee training includes daily preventative maintenance and cleanliness of all kitchen equipment.

2) The District vendors, as our prices seem to be overall a little better. Quality and service will be equal or better also. We can supply a full list of our vendors if needed. A few major ones would be: Shalhoob Meat Co, Castagnola Fish Co., Jordano's Produce and Staples, Golden Coast Dairy, Wonder Bread Co., Italian Bakery, Glenco-Sysco, and Cal Mae Co.

3) Vendors shall bill S.B.C.C. directly. All of our bills will be paid promptly on the tenth of each month. Our credit rating is as high as possible.

4) Already stated, and stated again, all items purchased are equal or better quality than currently used products.

5) Valle Verde inventory on hand September 1, 1986 will be purchased. If agreement terminates, current C.I. at fair market value shall be paid by Valle Verde, not to exceed initial O.I.

6) Title 22 regulations would be adhered to.

7) SBCC will follow ABHOW policies, procedures, diet manual and menu guidelines as requested.
MAIN DINING ROOM

1) We concur.

2) We concur.

3) We concur.

4) "Theme Meals" or "Monotony Breakers" will be planned on a regular monthly basis. Suggestion:
   A) Typical National Holidays or Special Events
      February -- Valentine
      October -- Halloween
      November -- Thanksgiving
      December -- Christmas
   
   B) International Themes -- Countries and Their Food
      German -- French -- Italian -- Japanese -- English
   
   C) Creative Ideas
      Dinner Dance                      Student Demonstration of Special Dish
      Vaudeville Showtime               Bingo Night
      Community Sing                   Gay Nineties
      Talent Night                     Barbershop Quartet Night
      Special Guest Night              Costume Party Night
   
   D) Special Food Service
      BBQ -- Outdoor                    Banquet -- (a-la-SGCC, HRM)
      Buffet -- Fancy

   E) Features
      Fish Night                        Steak Night

We would suggest two per month: one a Special Buffet each month and the other one from the many ideas listed above, and more to come.
5)  We concur.

6)  We concur.

**PERSONAL CARE**

1)  We concur.

2)  We will investigate and make appropriate changes and recommendations as needed.
HEALTH FACILITY

Numbers 1 through 5 -- We concur.
FINANCIAL PLAN

1) All students are covered by "Student Accident Insurance Policy." The College carries Product and General Liability Insurance. All staff members are covered by Worker's Compensation.

2) All costs for food and supplies will be paid by S.B.C.C.

3) Other than daily preventative maintenance, equipment and facilities will be maintained by Valle Verde Maintenance Department, at Valle Verde expense.

4) A monthly statement, which shall include: Food Costs, Non-Food Supply Costs, Rental Expenses, Dietitian Hours on Premises, Labor Hours, Meal Counts by Categories, Dining Room, P.C.U., S.N.F., Out-Patient, Staff, Guest, Miscellaneous Meal Equivalents, shall be provided.

5) Valle Verde will pay to S.B.C.C. monthly (on the fifth day of the month for the previous month's services) the sum of $50,975.00. This includes full payment for all services rendered and all expenses paid per agreement by S.B.C.C. This amount shall be good for one year, starting September 1, 1986 and ending August 31, 1987.

6) Either party may cancel the contract by giving a 90-day written notice.

7) The responsibility for existing employees is Valle Verde's, and their expense only.

8) Financial arrangements and any changes will be negotiated in writing annually.
Questions

1) What are non-food supplies? (detergent, paper goods, mops, brooms, etc.)

2) Number of employees listed varies a lot from number eating? Also, what about Guest Meals?

3) Starting date of September 1, 1986?

4) Will maximum number of residents be in by September 1?

5) Insurance Liability of Building--we carry Product Liability only.