

Survey Instrument on Kitchen Infrastructure Administered to Food Service Directors in California Public Schools Spring 2020

Developed by:



1. What is your name?
a. Short open response
2. What is your job title?
a. Short open response
3. What is the name of your school district?
a. Short open response
4. Which food services programs do you operate in your district? *Check all that apply*
 - a. NSLP (National School Lunch Program)
 - b. CACFP (Child and Adult Care Food Program)
 - c. School Breakfast Program
 - d. After School Snack
 - e. At Risk Supper Program
 - f. Seamless Summer
 - g. Summer Feeding
 - h. Other (Please name)
i. Short open response
5. Do any of the schools in your district participate in:
 - a. Community Eligibility Provision (*select one*)
 - i. Yes
 - ii. No
 - b. Provision 2 (*select one*)
 - i. Yes
 - ii. No

The next set of questions ask about your district's current meal services and facilities. These questions will describe the capacity and configuration of kitchens in your district: what schools can prepare and how the nutrition facilities are interconnected.

6. How many of each of the following types of sites does your district operate? The total below should add up to the total number of sites where your nutrition program operates.
For example, fictional Sunnyland District serves a total of 6 schools, with 5 Reheat Sites (at schools), 1 Central Kitchen (at a school), and a Central Warehouse (not located at a school site).
 - a. **Basic Site:** a facility that receives and serves pre-cooked food from a central / regional kitchen or a vendor. No food preparation takes place at this site.

- i. Number of sites*
 - b. **Reheat Site:** a site that receives pre-cooked food in hotel pans or pre- packaged individual meals from a central / regional kitchen or a vendor. These meals are reheated in rethermalization cabinets, warmers, or ovens. No food preparation takes place at this site.
 - i. Number of sites*
 - c. **Finishing Kitchen:** (also known as a satellite kitchen) a kitchen where ingredients arrive partially processed and on-site staff may complete final cooking and assembly. For example, vegetables may arrive already chopped or chicken may arrive in sautéed strips from a central or regional kitchen, and staff on site at the finishing kitchen are responsible for completing the meals for service.
 - i. Number of sites*
 - d. **Central Kitchen / Regional Kitchen:** a production kitchen where food is prepared for surrounding schools. Food is prepared at least partially from basic ingredients, and may be distributed as partially processed ingredients or as finished meals. This central or regional kitchen may support any of the types of sites described above.
 - i. Number of sites*
 - e. **Cooking Kitchen:** In a school with a cooking kitchen, the meals to be served at that school are prepared primarily on site in that kitchen. Nearly all vendor deliveries are made to this site, and the food served is not exclusively heat and serve. If a district has a central kitchen or warehouse, this Cooking Kitchen site may receive minimal support.
 - i. Number of sites*
 - f. **Central Warehouse:** this site receives the bulk of food deliveries, and the food for each school is distributed from this warehouse. Very little to no food preparation takes place at a central warehouse.
 - i. Number of sites*
- 7. Please briefly describe the kitchen facilities and cooking processes in your district. For example, “A central production kitchen prepares meals from scratch which are delivered in hotel pans to 3 schools with warming ovens and tables. 2 other schools operate heat-and-serve, supplied by an external vendor.”
 - a. Open Response*
- 8. What is your ideal vision for your district’s kitchen facilities? What kitchen capacity and configuration / distribution would be your ideal? (Dream big! We want to know your dream, ideal district set- up).
 - a. Open Response*

Next, we ask your observations and opinions about scratch cooking in your district.

For this survey, we define scratch cooking as: "food service in which the preparation of 80% of all meals and snacks takes place on a daily basis at or near the site of consumption with ingredients in their most basic form."

- 9. How many schools in your district serve primarily (at least 80%) scratch-cooked food as defined above? (This can also include schools that serve food scratch-cooked in a central or regional kitchen).
 - a. Short open response*
- 10. How many schools in your district serve at least some scratch- cooked food? (This can also include schools that serve food scratch-cooked in a central or regional kitchen).
 - a. Short open response*

11. What infrastructural changes would be needed to shift your district to primarily (at least 80%) scratch cooking as defined above? How many schools would need to be updated, and what infrastructural changes would be required at each school?
 - a. *Open Response*
12. What equipment would be needed to shift your district to primarily (80%) scratch cooking as defined above? How many schools would need new equipment, and what equipment would be required at each school?
 - a. *Open Response*
13. How many full-time employees work in nutrition / food services in your district? Please include the total number of full-time (40+ hours per week) employees at the district and the school site level.
 - a. Working at a school or site
 - i. *Number of Employees*
 - b. Working at a centralized office
 - i. *Number of Employees*
14. How many half-time employees work in nutrition / food services in your district? Please include the total number of half-time employees (20-39 hours per week) at the district and the school site level.
 - a. Working at a school or site
 - i. *Number of Employees*
 - b. Working at a centralized office
 - i. *Number of Employees*
15. How many part-time employees work in nutrition / food services in your district? Please include the total number of half-time employees (1-19 hours per week) at the district and the school site level.
 - a. Working at a school or site
 - i. *Number of Employees*
 - b. Working at a centralized office
 - i. *Number of Employees*
16. What would you estimate to be the additional staffing required if your district were to shift to scratch cooking as defined above?
 - a. *Open Response*
17. In thinking about expanding your district's ability to incorporate scratch cooking, how would you rate the severity of each obstacle (with 1 being not an obstacle and 5 being an extremely difficult obstacle).
(Rate each of the following bullets 1-5 on the following scale: 1: Not an obstacle; 2: A slight obstacle; 3: A moderate obstacle; 4: Quite an obstacle; 5: An extremely difficult obstacle)
 - a. Obtaining funding to upgrade kitchen facilities and equipment
 - b. Staff skills / training
 - c. FSW Union Opposition
 - d. Funding for increased FSW staff costs
 - e. Funding for increased food costs
 - f. Obtaining parent support
 - g. Obtaining school board support
 - h. Obtaining superintendent support
 - i. Obtaining teacher support
 - j. Obtaining principal support
 - k. Procurement logistics
 - l. Other (please describe)
 - i. *Short open response*

Next, we ask about kitchen facilities funding. These questions will help us understand how currently available funding sources serve FSD needs.

18. Which of the following funding sources are you **currently utilizing for kitchen facility modernization and/or upgrades (not equipment)**? Check all that apply, and indicate to what purpose each kind of funding is being used. If you aren't sure, leave blank.

<i>Check any / all that apply</i>	Plumbing upgrades	Electrical upgrades	Gas upgrades	Internet connectivity	Kitchen renovation	Building a new kitchen where there wasn't one	Other
Individual or foundation philanthropy							
Corporate philanthropy							
Local school bond funds							
State school bond funds							
District operating budget							
PTA Funds							
Soda Tax Revenues							
School Discretionary Funds							

If other, please describe.

Short open response

19. Which of the following funding sources are you utilizing to **source new kitchen equipment in this current (2019-2020) school year**? Check all that apply, and indicate to what purpose each kind of funding is being used. If you aren't sure, leave blank.

20.

<i>Check any / all that apply</i>	Refrigeration / Freezers	Ovens	Stoves	Warming or Retherm Cabinets	Milk Cooler	Salad Bars	POS/ Cashier Stations	Other
Individual or foundation philanthropy								
Corporate philanthropy								
Share our strength grants								
Local school bond funds								
State school bond funds								
District operating budget								
PTA Funds								
Soda Tax Revenues								
School Discretionary Funds								
CDE Breakfast, Summer Start Up grants								
USDA Equipment Grants								

If other, please describe.

Short open response

Next, we ask your observations and opinions about the use of organic / pesticide-free food in your district. These questions will demonstrate the possible connection between scratch cooking and organic / pesticide-free procurement.

21. Does your district currently serve organic / pesticide-free food? *(select one)*

- a. Yes

- b. No
- 22. Please estimate what percent of the following food categories served in your district are organic / pesticide-free: [THIS QUESTION ONLY DISPLAYED TO RESPONDENTS WHO SELECTED 'YES' ON QUESTION 20 ABOVE]
 - a. Fruits and Vegetables
 - i. *Short open response*
 - b. Milk
 - i. *Short open response*
 - c. Meat / Meat Alternatives
 - i. *Short open response*
- 23. Does your distributor's ordering sheet include organic options? (*select one*)
 - a. Yes
 - b. No
 - c. I don't know
 - d. We do not use a distributor
- 24. On a scale of 1 to 5, how likely do you think it is that your district will increase its organic / pesticide-free purchasing in the next 5 years? (*select one*)
 - a. 1: Extremely likely
 - b. 2: Somewhat likely
 - c. 3: Neither likely nor unlikely
 - d. 4: Somewhat unlikely
 - e. 5: Extremely unlikely
- 25. If your district were to move to scratch cooking, would your organic / pesticide-free purchasing increase? (*select one*)
 - a. Yes
 - b. No
 - c. I don't know

Next, we ask a few questions about food service costs. These questions help us understand the relationship between costs and food preparation methods.

- 26. What is your average food cost for each of the following meals? If you don't know, leave blank.
 - a. Breakfast
 - i. *Food Cost per Meal (\$)*
 - b. Lunch
 - i. *Food Cost per Meal (\$)*
 - c. Snack
 - i. *Food Cost per Meal (\$)*
 - d. Supper
 - i. *Food Cost per Meal (\$)*
- 27. Please share what percent of your entire annual districtwide food and nutrition budget fall into each category: (SACS codes indicated below are the four numbers marked by Xs here: 13-53100-2020-0000-3700-XXXX-173)
 - a. % Food (4710)
 - i. *Numeric entry*
 - b. % Labor (2208, 2209, and 2213)
 - i. *Numeric entry*
 - c. % Supplies (4790)

