Department Director Report

General Information

Director Name: Michael Burley

Department: Food Service (Taher)

Date: 11.9.26

Section 1: SWOT Analysis

Strengths/Celebrations

Examples: Efficient workflow systems; Strong vendor partnerships

1. Building a team that is cohesive and works well together

2. Improving efficiency each day

3. We have strong vendor relationships through the Taher partnership

Weaknesses/Challenges

Examples: Outdated equipment; Limited staff training opportunities

1. Space is very limited with current participation levels.

2. The current ovens limit opportunities for efficiency

3. The “triple sinks” in dish area are too small and don’t fit the full-size sheet pans to pre-soak them to clean.

Opportunities

Examples: New funding opportunities; Technology upgrades

1. Waiting to find out if the grant for the reach in cooler will be awarded

2. Will order small wares once the vendor/order is approved. This will slightly improve efficiency.

3. We need to/will be hiring an additional food service worker to improve the operation. Filtering candidates currently.

Threats

Examples: Rising operational costs; Supply chain disruptions

1. Costs are always a concern but we do our best to control/mitigate these by working with our vendors

2. Needing to make an additional hire will put temporary strain on current staff. “Stretched thin” now and we are doing our best every day.

Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response: Continued coaching and teaching, growth as a team, hiring qualified candidates

Section 3: Budget/Department Planning

1. Please outline any anticipated large-scale budget requirements for the upcoming quarters and explain how these resources will address current challenges or position the department for future success.

Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter:

Anticipated challenges and mitigation strategies:

Support requested from the School Board: