**Corsicana ISD** Child Nutrition Menu Planner Contracted Services Request of Quote (RFQ)

**Child Nutrition Director – Aubrey Blaylock**

July 24, 2023

The Corsicana ISD is accepting quotes for Food Service Menu Planner from qualified Food Service Contractor. The Contractor will need active contracts with other school districts to provide Child Nutrition menu planning for a minimum of 6,000 students. Contractors must have a proven track record and be knowledgeable of USDA programs. This contractor must exercise considerable independent judgment and initiative in planning, developing, and coordinating breakfast, lunch, snacks, field trips, summer feeding, and other menus and production records. The menu planner must work fluidly with the Food Procurement Specialist and Director to achieve maximum use of commodities and net-of-invoice products. The menu planner must have a high level of organizational skill, dependability, and independence in performing and meet the standard required to perform all work-related tasks.

**Duties and Responsibilities**

The menu planner is responsible for understanding the ingredients used in menu items, special dietary restrictions, and appropriate, cost-effective measures for producing a quality product within budgetary constraints.

The menu planner must work closely with the Child Nutrition Director and Food Procurement Specialist to create nutritious and savory meals from products available via the bid process.

The menu planner must be able to read and interpret Federal and State guidelines and prepare recipes and menus within all parameters.

The menu planner must be able to work with other office staff in the department as well as State personnel to develop good local recipes and menus.

**Personal Qualifications**

Character, personality, and social capability to relate effectively with diverse groups and demonstrate the ability to work with a wide variety of community groups, organizations, vendors, and educational personnel.

Ability to be flexible with assignments, patient and courteous during challenging situations, and tactful when difficult conversations are required.

**All interested Contractors: Please provide the following items in your quote**:

1. Monthly Menu Planning

2. On-Site training with Staff

3. New Standardized Recipes

4. Employee Training and Staff-Professional Standards Training hours

5. Menu development and designs

6. Strategic Plans and recommendations to drive participation

7. Implementation of New menu items to keep students engaged

Please recommend any other services that you have to offer the Corsicana ISD Child Nutrition Department that would be beneficial.

Quotes should be emailed to Aubrey Blaylock at [ablaylock@cisd.org](mailto:ablaylock@cisd.org) by the end of the day on August 4, 2023.

Corsicana ISD address: 2200 West 4th Ave*, Corsicana, Tx. 75110 Direct line 903-602-8174 Fax: 903-641-4798 website:* [www.CISD.org](http://www.CISD.org)