

**McFarland Kistler & Associates, Inc.**

Food & Laundry Facilities Consultants

~ Celebrating over 60 Years ~

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January 22, 2021

Crabtree, Rohrbaugh & Associates Architects  
401 East Winding Hill Road  
Mechanicsburg, PA 17055

Attention: Mr. Chris Barnett, Project Manager

Reference: Wilson High School – Wilson School District  
Food Service Kickoff Meeting

Dear Chris:

As scheduled, I participated in the virtual meeting with you, Dr. Chris Trickett, Jeff Simcox, Chris Rada, and Sarah Ginn on January 21, 2021. The purpose of the teleconference was to review specifics regarding the Districts' current food service operation, discuss desired modifications and enhancements to the program, and review design and equipment needs associated with the consolidation, relocation and total redesign of the High School food service area. The current antiquated, dual kitchen and serving area design within the High School will be redesigned as a single production kitchen and servery to support a future maximum enrollment of 2,150 students in grades nine through twelve, plus faculty and staff. Information, comments and design criteria are as follows:

- The production kitchen will also serve as the Districts' catering hub.
- No additional satelliting of prepared food/meals is anticipated for this kitchen.
- The District participates in the Federal Lunch Program and will continue to follow the requirements of the program.
- The food service program is self-operated under the direction of Sarah Ginn, Director of Food Services.
- Breakfast and lunch meals will be offered daily.
- It is anticipated lunch service will be structured as three (3) consecutive serving periods, each with a duration of approximately 45 minutes (to continue to be discussed and confirmed). Service for approximately 750 students per period are anticipated, however we acknowledge not all students will participate and the serving periods will not be equally loaded.
- The maximizing of cafeteria space, to the greatest extent possible, is requested.
- All new equipment is desired for the kitchen and serving area. It is the Districts' intention to relocate any salvageable existing equipment from the High School to other kitchens within the District.
- Commodity storage for frozen and dry storage goods must continue to be accommodated within the new High School kitchen and within the kitchen at Whitfield Elementary School.

- A combination walk-in freezer/walk-in refrigerator is desired, with the walk-in freezer being the larger of the two (2) units.

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- A unisex locker room, with a maximum of twenty (20) lockers, and a single, unisex toilet room is deemed sufficient to support the food service staff.
- Incorporation of a single, two-person office is requested. The food service director's office will not be located in this kitchen.
- Preparation equipment to support breakfast and lunch preparation as well as catering demands will include: work tables, preparation sinks, handwashing sinks, racks, utility carts, can openers, slicer, mixer (most likely a 20 quart capacity unit will be adequate), food processor, and corresponding equipment stands.
- Cooking equipment will be natural gas operated.
- Cooking equipment considerations include: combination ovens, convection ovens, roll-in rack oven, kettle (one, 40-gallon capacity unit), range (four burner unit with oven), conveyor oven (double or triple deck unit), and possibly a trunnion kettle.
- Braising pans, griddles, and a fryer battery are NOT to be incorporated in the design.
- Standard type control panels are desired for the vast majority of the equipment to enable ease of use and service.
- A food court style serving area is desired. Serving stations such as "Special of the Day"; Italian Selections, Deli (dual station); Ala Carte (can be utilized as a "Special of the Day" Counter or alternate menu offerings), Global Diversity Counter; American Grille; Salad (made-to-order and self-service); etc. Continuing review and discussion is required.
- Generate options for a build-your-own salad counter, fully staffed; self-service salad counter; and pre-packaged salads with accompaniments in matching containers, all displayed within a refrigerated merchandiser. We will review and determine the desired direction with the District stakeholders throughout the design process.
- Consider incorporating a coffee/breakfast/smoothie (or similar) station within the servery, offering direct service through a service window (when/if the main serving area is closed), or through the servery (during breakfast and lunch hours), to maximize flexibility of service and enable extended serving hours with less labor.
- It is anticipated permanent trays will be utilized with disposable plates/bowls and flatware.
- Condiment counters, flat top design with lockable understorage, are desired. We will continue to review the specific design aspects with the stakeholders.
- A declining balance cashiering system is currently utilized within the High School and is anticipated for continuing use.
- We recommend single cashiering stations with service to both sides to maximize overall efficiency and

speed. We will determine the recommended number of cashiering stations and review will the stakeholders.

- A combination pot/pan washing and dishwashing area was discussed and desired.
- Consider incorporating a pot washing system, such as a Power Soak unit, due to the large number of pots and pans which will be utilized within the operation.

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- A separate washer and dryer, for food service use, is desired. Large loads can be washed within the laundry area below the kitchen.
- Review the current water conditions within the building with John Lewis to determine whether a centralized water softener/filtration system, point-of-use water filters, or a combination of both are required.

We will generate multiple conceptual design options, forwarding the Chris for his review and comments, in advance of forwarding to the District team for their review and comments. The next review meeting is tentatively scheduled for February 11<sup>th</sup>, at 2:00PM.

Upon review, please contact me with any questions, concerns, or desired corrections to these minutes, or feel free to distribute to all desired parties.

Sincerely yours,

Kenneth M. Kistler, FCSI  
President / CEO

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