

Department: Cafeteria

Planning and Reporting Year: 2017

Part 1: Plan (to be completed by month/date...institution decides on this submission date))

PURPOSE

Provide the department mission/purpose statements.

- To provide exceptional food and management services designed to enhance our partners' ability to exceed the expectations of their customers.

GOALS

What are the department goals for this year?

- We would like to increase revenue coming into Cafeteria ad Coffee Shop.
- Keep track of stock full in vending Machine weekly.
- Minimize some costs from previous year.
- Get info on food and specials out to more departments.
- Try to utilize the one card system accessories.

ASSESSMENT/EFFECTIVENESS

How will the above goals be measured? (When, where, with what tools, etc.,)

- Try to market more caterings off campus and on campus, add more variety at Coffee Shop.
- Have someone check weekly and get food stocked in machine.
- Work with vendor for better deals when possible.
- Try to promote more of the staff by sending info on food products that we offer.
- Get with IT and meet with them to see if we can utilize more options on cards.

Part 2: Report (to be completed by month/date)

ASSESSMENT/IMPROVEMENT/EFFECTIVENESS ACTIVITIES

Describe the goal, measure and summarize findings.

Share conclusions and next steps.

POTENTIAL ASSESSMENT/EFFECTIVENESS AREAS FOR NEXT YEAR/CYCLE

Do the above findings suggest needed follow-up? Do they suggest deeper questioning? Are results satisfactory? Will a new topic/area be explored? (Statements here are not commitments to next year's measures but provide some context for planning and discussing unit performance.)