

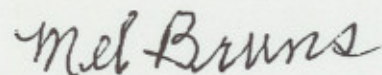
Dear Future Employer:

It is my pleasure to recommend Nancy Gray for consideration for employment. Nancy has worked as Food Service Coordinator for Richmond Community Schools since January of 1997. During that period, she has been responsible for the coordination of food preparation and delivery for a school district of over 6,000 students and seventeen buildings. She has also worked within and helped to develop a budget of about 1.5 million dollars, with approximately \$470,000 dollars in food purchases. She has familiarized herself with the requirements of the Division of School and Community Nutrition Programs which regulate school food operations within the State of Indiana and with the National Department of Agriculture which regulate federal reimbursement for students on free and reduced price meals and the commodity food purchasing program.

Nancy has organized the work force into an efficient and effective group of employees, while making many positive changes in the menu offering for our students. She makes a sincere effort to keep employees informed of decisions that directly effect them and provides necessary information to the community and fellow administrators. In all of her menu changes, she has made every effort to focus on quality and nutrition.

Nancy has proven to be a hard worker who shows a great deal of passion for her job. She is always willing to work the extra hours that are sometimes required in order to complete or fulfill a project. It is not unusual for her to take work home with her when she leaves the office and complete it in the evenings or on weekends. She would make an excellent employee in any area of food service management.

Sincerely,



Mel Bruns
Director of Operations
Richmond Community Schools

FOOD SERVICE

Recommendation from
Mel Bruns
Director of Operations