

SUMMER FOOD SERVICE PROGRAM Training Checklist for Site Staff

Use this checklist for training at least one person per site. Best practice is to train all site staff.

Training Date: 5/15/2020

Training Conducted By: Tina Clifton

1. General explanation of the Program:

- Purpose of the Program
- Site eligibility
- Importance of accurate records especially meal counts
- Importance of organized activities at sites

- Daily labor – actual time spent on food service and time and attendance records
- Collection of daily record forms
- Maintain copies of meal service forms

2. How sites operate:

For self-preparation sites:

- Meal pattern requirements
- Inventory (use inventory forms)
- Meal adjustments (use production records)
- Meal preparation adjustments

For vended sites:

- Types of meals to be served and the meal pattern requirements (provide planned menus)
- Delivery schedules (give exact times)
- Adjustments in the number of meals delivered
- Facilities for storing meals
- Who to contact about problems (name and phone number)
- Approved level of meal service

4. Monitors' responsibilities (use site visit and review forms):

- Duties and authority
- Introduce monitors and discuss areas of assignment

5. Civil Rights requirements (use Site Supervisor's Guide and/or CNP video)

- <https://www.youtube.com/watch?v=kUaBNKn91uU&feature=youtu.be>

6. Other policies/issues

- What to do in inclement weather and alternate service areas
- How to handle unauthorized adults trying to eat meals
- How to handle discipline
- Review equipment, facilities, and materials available for recreational activities
- Review trash removal requirements
- Discuss corrective action
- Nutrition education
- _____
- _____

3. Recordkeeping requirements: **MFP**

- Daily recordkeeping requirements
- Delivery receipts (provide sample forms)
- Seconds, leftovers and spoiled meals

