SUMMER FOOD SERVICE PROGRAM

Training Checklist for Site Staff

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

2. **How sites operate**

   A. 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

   B. For self-preparation sites:

      ____ Meal pattern requirements

      ____ Inventory (use inventory forms)

      ____ Meal adjustments (use production records)

      ____ Meal preparation adjustments

3. **Recordkeeping requirements**

   ____ Daily recordkeeping requirements

   ____ Delivery receipts (provide sample forms)

   ____ Seconds, leftovers and spoiled meals

   ____ Daily labor – actual time spent on food service and time and attendance records

   ____ Collection of daily record forms

   ____ Maintain copies of meal service forms

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

   ____ Duties and authority

   ____ Introduce monitors and discuss areas of assignment

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for Site Staff, Continued

5. Civil Rights requirements (use Site Supervisor's Guide)

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