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
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