

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: SITE SUPERVISOR

www.sde.ok.gov/sde/summerfood



OBJECTIVES

- What you can expect from your sponsor
- Your responsibilities as a site supervisor
- The meal pattern requirements for the meals you serve
- Safety rules to keep in mind
- Some do's and don'ts while running your site



GOAL

To serve fresh, well-balanced meals that are appetizing to children, come rain or shine.



Site Supervisor Responsibilities

- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Receive and account for delivered meals
- Ensure that children eat all meals on-site
- Plan and organize daily site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service



Pre-operational Training

- Kind of meal service
- Types of meals the site will serve
- Times meals are delivered and served
- Proper method for counting meals



PRE-OPERATIONAL TRAINING

- Record-keeping requirements for your site's food service
- Who, when, and where to call about problems
- Local health and sanitation standards
- Local security and safety considerations
- Nondiscrimination policy



WHAT YOU MUST DO FOR YOUR SPONSOR

- Attend the training session provided by Sponsor
- Order or prepare only the number of meals that you need
- Check with sponsor on delivery of meals
- Count the number of meals delivered, and check them thoroughly each day
- Keep a copy of the delivery receipt and meal count record with your daily report
- Count meals at the point of service



WHAT YOU MUST DO FOR YOUR SPONSOR

- Make sure the meals served meet the meal pattern requirements
- Serve one complete meal to each child



WHAT YOU MUST DO FOR YOUR SPONSOR

- Serve only one meal per child during the approved meal time
- Be sure that children eat the entire meal at the site
- Do not allow parents to eat any portion of the child(ren)'s meal
- Serve meals to children 18 years of age or younger



WHAT YOU MUST DO FOR YOUR SPONSOR

- Never serve spoiled food or incomplete meals to children.
- Allow all children equal access to services and facilities at your site.
- In a prominent place, display a nondiscrimination poster provided by your sponsor.
- Make program material provided by your sponsor available to the public upon request.
- Comply with any guidance provided by the monitors.



RULES OF THE SFSP

Participants must understand the rules of SFSP

- Who may eat at the site?
- When the meals are served?
- Where the meals will be served in bad weather?
- What type of meals will be served?
- Why meals must be eaten on site?



MEAL PATTERN REQUIREMENTS

- The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help maintain their nutrient and energy needs



FOOD SAFETY RULES

- Food temperature danger zone 40 degrees to 140 degrees
- Avoid holding foods in this temperature danger zone
- Remember you cannot determine food safety by site, taste, odor or smell



SFSP RULES

DO:

- Prepare only the meals needed
- Check meals to make sure items are not spoiled
- Clean site before you serve the meals
- Serve meals only during designated time
- Follow state and local health and safety standards
- Count and record the number of complete meals
- Count complete second meals separately if your sponsor allows
- Complete all daily records in a timely manner
- Encourage children to try new foods
- Clean site after the meals



SFSP RULES

DON'T:

- Serve second meals until all children have been served one complete meal
- Serve meals with missing components
- Serve meals to parents or other adults from the community, unless allowed by your sponsor
- Allow any part of the meal to be taken off site unless your sponsor allows a fruit/vegetable/grain to be taken off site



SFSP RULES CONTINUED...

DON'T:

- Sign meal receipts until all meals are carefully counted and checked
- Allow discrimination against any child because of race, color, national origin, sex, age, or disability
- Forget to have each meal service supervised by a person trained in the operation of the Program
- Hesitate to contact your sponsor if you have concerns



NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

