

Training Checklist for Site Staff

1. General explanation of the program

- ☐ Purpose of the program
- ☐ Site eligibility
- ☐ Record keeping requirements
- ☐ Organized site activity
- ☐ Meal requirements
- ☐ Nondiscrimination compliance

2. How the program operates

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. Monitor's responsibilities: (use site visit and review forms)

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

5. Civil Rights requirements: (use 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

By signing this form, you are stating that you attended training on the above topics. I understand that this information is being given in connection with the receipt of Federal funds and that misrepresentation may subject me to prosecution under the applicable state and federal criminal statutes.

[illegible]