

Site Name _____

Site Location _____

Food Services Managers to check off items as completed at the beginning of the School Year. On Monday September 9, 2019, scan e-mail the signed completed checklist to your Area Food Services Supervisor.

☐ **Required Annual Trainings Completed by Monday, August 19th:**

- ☐ I have reviewed the **Production Worksheets and Production Records** training on the MyPLN website.
- ☐ I have reviewed the **Banking** training on the MyPLN website.
- ☐ I have reviewed the **Policy and Procedures** training on the MyPLN website.

I have reviewed the **EEC training** on the MyPLN website.

- ☐ I will provide the EEC training to my staff the first week of school.
- ☐ I will provide the EEC training to the EEC center staff prior to October 1, 2019.
- ☐ I will collect and file the training documents (EEC Meal Service Agreement, EEC Verification of Training) from the EEC center staff.

I have reviewed the appropriate **Supper training** for my school service (Hot/Cold) on the MyPLN website.

- ☐ I will provide the Supper training to my cafeteria staff the first week of school.
- ☐ I will collect and file the training documents (Supper Meal Service Agreement, Supper Verification of Training) from the afterschool program staff prior to the first day of service.

☐ **Professional Standards Training**

Food Services Managers and staff must complete their assigned Professional Standards Trainings by April 12, 2020.

Food Services Managers must complete all trainings that was offered during orientation by April 12, 2020.

☐ **CMS**

Front of the House:

Complete all CMS reports for my primary site and all off my off-sites, Early Education Centers, special programs etc. in CMS.

For POS

- ☐ Customer Roster Report Printed and ready for use.
- ☐ Are communication connected.
- ☐ Push communication manually (instructions posted on the Daily Updates).
- ☐ Sites with connectivity issues place **Remedy** Ticket (instructions posted on the Daily Updates).
- ☐ Computer and POS terminals logged off daily (**do not power off**).

Back of the house:

- ☐ Daily Entries completed daily.
- ☐ Receiving Tickets completed daily.
- ☐ Production Records completed daily.
- ☐ Follow Monthly CMS ordering calendar.
- ☐ Complete Weekly EZ-Steps.
- ☐ Review and save weekly shopping list.
- ☐ Monthly inventory completed on the last day of each month.

NOTE: PLEASE REMEMBER TO DOUBLE CHECK THE AMOUNT IN DOLLARS (Inventory Value) OF YOUR INVENTORY BEFORE SUBMITTING TO ENSURE IT IS CORRECT.

☐ **Update and Post**

- ☐ Employee work schedules
- ☐ Cafeteria Information Sheet
- ☐ Employee Emergency Cards
- ☐ Telephone Tree
- ☐ Counting and Claiming Method
- ☐ Targeted Meal Budget

☐ **Verify All Mandatory Postings are Posted for Each Program (NSLP, SBP, EEC, Supper)**

- ☐ "And Justice for All" posters
- ☐ Menus
- ☐ Health Certificate
- ☐ Health Inspection Report
- ☐ "Save It for Later" posters
- ☐ ServSafe Certificate
- ☐ Wellness Policy

☐ **Prepare**

- ☐ 2019-2020 Absence/Tardy/FMLA Log for each employee, put in Daily Workbook.
- ☐ Filing system for 2019-2020 school year.

Food Services Division Site Opening Checklist

2019-2020

Site Name _____

Site Location _____

☐ **Equipment**

I have verified:

- ☐ Refrigerators and freezers are clean and operational.
- ☐ Trouble Call Log set up for 2019-2020 school year.
- ☐ All new and pending issues are reported through the M&O "Facilities Service Request" system.

☐ **Rosters and Meal Applications**

- ☐ All blank/unused 2018-2019 meal applications have been destroyed by May 31, 2019.
- ☐ MiSiS and CMS Student Roster are printed and ready for use. Copies available at all POS.

☐ **Snack Program Change Request Forms**

- ☐ All existing **Snack Programs** from 2018-2019 ended on last day of sites school year. All snack Program required a new request form. You may print the form from the Food Services website.

☐ **Snack Programs under BTB and LA's Best**

- ☐ Will be served snacks the first week of school. Be prepared with enough snack items available.

☐ **Supper Program** All existing supper program will continue on to the next school year.

Name of staff assigned _____ Date/Time _____

☐ **Change Fund**

The 2019-2020 Change Fund has be retrieved and secured:

- ☐ I have retrieved and verified established change fund amount of \$ _____
- ☐ I have assigned the person who will go to the bank and Completed the designated banking forms.
 - ☐ Designee who will go to the bank and submitted to AFSS.
 - ☐ Exemption form if applicable and submitted to AFSS for approval.
- ☐ I acknowledge and understand the Food Services Banking procedures and policy (instructions posted on the Daily Updates).
- ☐ I have secured the change funds.

I have followed the above stated procedures:

Food Services Manager (Print name and sign)_____
Date**I certify that the above duties are completed.**

Name of School: _____

Location Code: _____

Signature of Food Services Manager_____
Date:_____
Name of Food Services Manager (Please Print)_____
Name of AFSS (Please Print)

❖ **All Managers must scan and email this document to their Area Food Services Supervisor by September 9, 2019!**