

Food Service Opening Orders Checklist 2025-2026

Please follow the instructions listed below to complete CAFE’ -LA opening orders for 2025-2026:

- Scan, e-mail to AFSS when complete before June 6, 2025
- Opening orders will be placed using main site.
- Opening menu plans will be available for sites to work on, May 14 and May 20,2025
- Opening order EZ-Steps and Review, edit and save shopping list will be due on May 20, 2025
- Do not have to wait until the due date to complete E-Z Steps
- AFSS will Review order quantities in CMS on May 21, 2025
- If no Grocery and/or staples order are needed, you must mark “No order” on each shopping list not needed.

This will let central office and the warehouse know that the order was not missed and is not needed.

BEST PRACTICES for Opening Orders
Before starting EZ-Steps do the following research:

- **Communicate with your site administrator to validate August enrollment.**
- **Review August 2024 Production records**
- **Print out a participation report for August 2024, this will let you know how many students were served and will assist with order projections**
- **Steps to view Participation Report (Horizon Onesource) Reports>Point of Service>Participation report**

Due dates, please initial below once EZ-Steps are done.

1. Due on Wednesday May 14, 2025, E-Z Steps for:
_____ **Aug. 11- Aug. 15- All Sites**-Open sites only
_____ **Aug. 18- Aug. 22- All Sites**
2. Due on Wednesday May 20, 2025, E-Z Steps for:
_____ **Aug. 25- Aug. 28- All Sites**
_____ **Sept.2- Sept. 5- All Sites***

*Remember This will create a shopping list for Meat/Frozen deliveries for **Aug. 29th. & Sept. 1**, which are **Holidays**, these shopping lists must be moved to the last scheduled delivery for the week of **Aug. 25- Aug. 28**.

3. Due on below, **Review and Edit Shopping lists** for:
- _____ **Aug. 4- Aug. 8- All Sites Due Wednesday May 14, 2025**
_____ **Aug. 11- Aug. 15- All Sites Due Tuesday May 20, 2025**
_____ **Aug.18- Aug. 22- All Sites Due Tuesday May 20, 2025**

4. I have reviewed and edited shopping list for the following dates and vendors: Initial below

August 4, 2025 Through August 8, 2025	August 11, 2025 Through August 15, 2025	August 18, 2025 Through August 22, 2025
____ Meat/Frozen ____ Grocery/Staple ____ Central Kitchen (CK) ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook	____ Meat/Frozen ____ Grocery/Staple ____ Central Kitchen (CK) ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook	____ Meat/Frozen ____ Grocery/Staple ____ Central Kitchen (CK) ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook

- PLEASE REMEMBER:**
- TO DOUBLE CHECK EACH SHOPPING LIST FOR NEEDED ITEMS (add paper goods, condiments, and trash bags
 - AFSS will **NOT** enter any shopping lists for school sites.

I certify that the above duties have been completed.

Name of School: _____ Location Code: _____

Signature of Food Services Manager Date

Name of Food Services Manager (Please Print) Name of AFSS (Please Print)