

Early Education Center (EEC) Food Service Staff Training Guide

At the start of the new school year or a program, Food Services must provide annual EEC training to all staff involved with the meal service for EEC participants (Food Service staff, EEC attendants, EEC staff).

FSD Staff Responsibilities

- Communicate effectively with EEC site staff verifying that all procedures are followed correctly
- CMS Daily Entry must be completed daily for EEC programs
- All required paperwork is stored at the EEC and the main school site

Menu Production

- EEC Production Worksheets must be completed daily
- Menu items must be listed with the recipe number; document substitutions as needed on production worksheet/record and public menu
- The number of menu items prepared must be enough for each child to receive correct portion sizes
- All Food HACCP Logs must be completed daily during production
- Refrigerators, freezers and coolers **must not** be used to store outside food products. Food Services is responsible to clean all refrigerators, freezers and coolers

Milk Portions & Special Diets

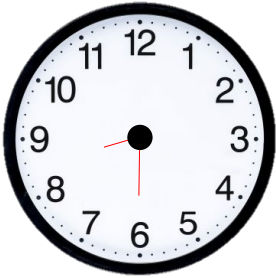
- Milk portions are 6 ounces for children younger than 6 years old and 8 ounces for children 6 years old and older
- There must be enough milk set at each table for each child seated to receive a full portion
- Non-fat milk, 1% milk and lactose free milk may be served
- Lactose Free milk is offered to students who have lactose intolerance without requiring documentation.
- Students with special dietary needs must complete and return a *"Request for a Special Diet"* form; medical authority signature is required
- Parents/Guardians may request soy milk for their child by completing the *Parents/Guardian Request to Substitute Soy Milk for Fluid Milk* form; medical authority signature is **not** required

Mandatory Postings & Record Keeping

- The "And Justice For All" civil rights poster must be posted at the EEC main office in view of parents, teachers and staff
- Menus must be posted within the kitchen and in the EEC for parents
- Follow current record keeping guidelines and store all records for 3 years plus the current year
- The EEC Site Binder must be kept at the EEC and used to store all verified copies of EEC documents
- EEC staff keeps documents onsite for 1 year plus the current year

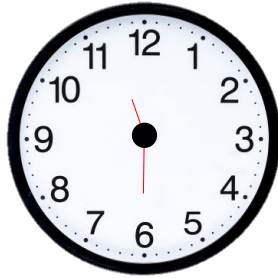
Meal Service Times

Meal service times have been approved by the California Department of Education (CDE) and are strictly enforced.



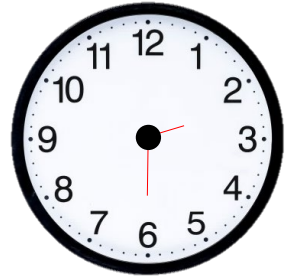
Breakfast

8:30 a.m. – 9:00 a.m.



Lunch

11:30 a.m. – 12:00 p.m.



Snack

2:30 p.m. – 3:00 p.m.

**Meals from all services (breakfast, lunch, and snack) must be consumed on campus.*

Breakfast & Lunch Meal Service Procedures

- Prepare breakfast and lunch according to the menus
- Food Service Worker serves the food and remains at EEC for the entire serving period
- *EEC Daily Meal Record* must be completed and verified daily
- Meal counts are taken at the point of service (each table after each child seated)
- Each child seated is offered a fully reimbursable meal
- Provide correct portion of menu items
- Verify attendance
- Record the temperatures on the Food Temperature Log

Snack Meal Service Procedures

- Prepare EEC snack according to the menu
- Coordinate with EEC personnel to determine the amount of snacks needed for service
- Prepare, package, and deliver meals to EEC site
- Complete *SNP After School Snack Meal Record* (Header, Item Description, Portion Size, Amount Prepared)
- Provide thermometer for milk temperature check
- Perishable leftovers are disposed next morning by FSD staff

EEC Staff Responsibilities

EEC Attendant will:

- Receive the after-school snacks and milk
- Complete the remaining areas of the *SNP After School Snack Meal Record*
- Communicate with FSM the amount of students in attendance
- Take temperature of milk, record it on the meal record and disposes of the milk carton used
- Verify meal counts and signs the meal record for accuracy