# Newton Front of the House Finish Line

## Daily

- **Enter After School Counts (Supper, Snack, Offsites)**

- **Run Yesterdays Meal Summary Count Report**

- **Save and Review "Print After-Posting Reports" (All-In-One Report)**

*Export to folder on managers desktop*

- **"Start Operating Date"**

*(Verify Bottom Blue Ribbon) has school site and the correct date*

- **Select Meal Service Breakfast or Lunch**

*Bottom blue ribbon indicates what service is open. This will allow staff to open outside POS Terminals*

*Enter employee meals when applicable*

- **Select "Stop Meal" service for breakfast or lunch**

- **Post Operating Day**

*Enter Bank Deposit, Daily Figures& MISC counts(please refer to "Posting day" quick guide)*

## Monthly

- **Print Rosters**

*Print out Newton Student Roster and MISIS eligibility roster on the 1st operating day of each month*

*In Newton select tab "Reports & Letters -> Customer Info -> Student Roster" No need to distribute Account Balance Letters due to SSO waivers*

# OneSource Back of the House Finish Line

## Daily

- **Receive Ordered Goods (Receiving Tickets)**

*Back of the House →Inventory management →Receiving and Stock Transfers*

- **Send or receive Stock Transfer (inventory adjustments) when applicable**

*Back of the House →Inventory management →Receiving and Stock Transfers*

- **Edit and Complete Dairy order (for 2 days out)**

*Back of the house →Procurement →Shopping list →Enter shopping list →enter date*

- **Print Receiving Ticket for Dairy (for the next day, adjustments must be made by 9:00am)**

*Reports →Inventory →Receiving Tickets*

- **Manually Complete Daily Production Worksheets (CA format) & Sign**
- **Complete Production Record (CA format) Update – Must match Production**

*Back of the House→Production→Daily Production→Find date and meal service*

- **Verify All Daily Paperwork has been completed & signed including all HACCP/Temperature log, timesheets, flushing logs (if required) etc.**

# Weekly

## Monday

**Print & Review Foods Warehouse, CK, and Gold Star Receiving Tickets For the upcoming week, warehouse adjustments must be sent to Food Order Desk by Monday**

*CK sites (NNC Orders) by **12:00 PM** Prep Sites by **3:00 PM***

## Wednesday

- **Complete EZ Steps for Projected Menu Plan Quantities**
- **Edit and Save Shopping Lists**

**Thursday**

- **Create Production Records (For upcoming week)**
- *Edit Projected Production Numbers (For upcoming week)*
- *Print Recipes (Only if recipe(s) were updated) (For upcoming week)*
- *Print Production Worksheet (For upcoming week*

# Monthly

- **Conduct Physical On-Site Inventory (last working day of month**

*Enter Physical Inventory Count Review Physical Inventory Value Report Complete Inventory*

*AS NEEDED: Stock Transfers Inventory Adjustments*