

Seamless Summer Option (SSO) Quick Reference Guide Stand Alone Procedures

Stand Alone Sites:

- Orders, prepares, and serves meals for their site program only.

Duties of Food Services Manager:

- Place orders for all menu items and packaging products needed in CMS.
- Utilize FIFO when receiving and storing all deliveries.
- Complete all receiving tickets.
- Prepare meals according to SSO menu following the standardized recipes.
- Complete all HACCP records.
- Follow Offer versus Serve (OVS) guidelines when serving the children.
- Use Newton POS to record the amount of meals served (breakfast and lunch).
- Prepare and complete an "A la Carte Sales and Inventory" worksheet for adult meals purchased and employee meals served.
- Complete a "Daily Meal Transport Record" form for each program that is receiving transported meals (BTB Non-Reimbursable Supper and field trips).
- Create and complete production records in CMS daily.
- Responsible for the quality, safety, and oversight of the meals being served.
- Audit the program's compliance along with the AFSS by observing the entire daily meal service.
- Follow record retention guidelines.
- Input counts for BTB Non-Reimbursable Supper into Newton Misc Counts in Post Operating Day.

Required Daily Forms

1. Daily Meal Count Form
2. Summer Daily Meal Transport Record
3. Production Worksheet and Production Record
4. Adult A LA Carte Sales and Inventory Worksheet
5. HACCP Logs
 - a. Thermometer Calibration Log
 - b. Refrigerator and Freezer Temperature Log
 - c. Food Temperature Log
 - d. Equipment Cleaning Log

Mandatory Postings

- SSO Meal Service Schedule
- Summer Meals Banner
- Summer Lunch and Snack Menu
- SSO Training Certificate
- "And Justice for All" Poster
- Health Department Certificate
- Health Department Inspection Report
- ServSafe Certificate