

Seamless Summer Option (SSO) Quick Reference Guide HUB Receiver Site Procedures

HUB Receiver Sites:

- HUB receiver sites will be provided meals for their program from a HUB site.

Duties of Food Service Employee Transporting Meals to Site:

- Communicates with the HUB site manager to determine meal counts needed for their site.
- Prepare food at a HUB location and deliver meals to their site.
 - Pack 24 entrées per BIC bags
- Fruit, vegetables, milk, and juice will be transferred by case.
- Follow Offer versus Serve (OVS) guidelines when serving the children.
- Record and complete the amount of meals served on the “Daily Meal Count Form” (breakfast and lunch).
 - Summer Program staff may assist with the “Daily Meal Count Form” process.
- Prepare and complete an “A la Carte Sales and Inventory” worksheet for adult meals purchased and employee meals served.
- Complete all required HACCP forms.
- Prepare and complete a “Summer Daily Transport Meal Record” form for each program receiving transported meals.
- Follow record retention procedures.
- Audit the program’s compliance along with the AFSS.
- Return all completed meal services paperwork to HUB Site Manager
 - Hub Site Manager claims meals by selecting the appropriate cafeteria and input amount in Newton Misc Counts on Post Operating Day.

Required Daily Forms

1. Daily Meal Count Form
2. Summer Daily Transport Meal Record
3. Adult A LA Carte Sales and Inventory Worksheet
4. 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
- SSO Banner
- Summer Breakfast and Lunch Menu
- SSO Training Certificate
- “And Justice for All” Poster
- Health Department Certificate
- Health Department Inspection Report
- ServSafe Certificate