



## **Food Service Division Staff 2025 Summer Training Guide**

The following procedures are required for Seamless Summer Option (SSO) for Food Service Staff; Senior Workers, Food Service Workers, and Food Service Worker II (Drivers).

### **Training:**

FSD is required to provide annual SSO training to all Food Services Staff.

- FSM will provide in person training to all FSD staff assigned to their school site.
  - After completion of training FSM will submit an online "Training Acknowledgement Form" survey for each FSD staff member, including themselves.
  - Upon completion of training, all staff must sign the Training Sign-In & Meal Service Agreement Form provided by the FSM.
  - FSM will issue SSO Training Certificate for posting.
- SSO Training Certificate is posted for each Food Service staff member working at the site.

### **Program Participants:**

- Children ages 18 and under are eligible to receive meals.
- A person 19 years of age and over who has a mental or physical disability and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive reimbursable meals.

### **Meal Service Times:**

- Food Service Manager will follow the breakfast and lunch meal service times.
- "2025 Free Summer Lunch Program Serving Time" poster must be posted visible to participants.
- No deviation from the serving time is permitted.

### **Civil Rights:**

The purpose of federal civil rights regulations is to ensure that Child Nutrition Program (CNP) benefits are available to all eligible people in a nondiscriminatory manner.

- This ensures equal treatment for all and treat each customer with dignity and respect.
- Have knowledge of your rights and responsibilities.
- Accommodations are provided for participants or staff with special needs.
- Sponsor behavior is not discriminatory.
- Eliminate illegal barriers, so as not to deter or prevent participants from receiving benefits.
- Conflict resolution is designed to avoid potential civil rights complaints. Keep the in mind to communicate clearly, have good listening skills, attempt to improve the situation, avoid the desire to place blame.

### **Meal Preparation and Serving Procedures:**

Food Service Staff will:

- Prepare ready-to-eat breakfast meals following the breakfast menu.
- Serve breakfast to students on campus attending BTB/LAB program or Instructional Class.
- Prepare ready-to-eat lunch meals following the lunch menu.
- Serve a ready-to-eat lunch to BTB/LAB participants, academic classes, and community members



## **Food Service Division Staff 2025 Summer Training Guide**

- If site is providing meals to City of LA Recreation & Parks (RAP), follow RAP guidelines posted on the Café LA website.
- Staff will transport foods for distribution to Hub Receivers and/or RAP using the insulated BIC bags.

### ***Breakfast Meal Service:***

- Staff serves from the cafeteria or cart.
- Participants receive a reimbursable breakfast meal following Offer versus Serve guidelines.
- The reimbursable meal is counted using the Newton POS.

### ***Lunch Meal Service:***

- Staff serves from the cafeteria or cart.
- Participants receive a complete lunch reimbursable meal following Offer versus Serve guidelines.
- The reimbursable meal is counted using the Newton POS.

### ***Non-Reimbursable Supper Meal Service for BTB/LAB participants remaining on campus:***

- Supper meals are billed to BTB.
- BTB/LAB Staff serves to their program participants.
- BTB/LAB participants receive a complete supper meal including milk.
- A complete meal is left for BTB along with a "Summer Daily Meal Transport Record" for verification of meals.

### **Meal Count Forms (HUB Receivers and Field Trips):**

The "Breakfast Meal Count Form" and "Lunch Meal Count Form" can track up to 200 child breakfast meals and lunch meals on each form.

- Place one check mark for each child participant after a reimbursable meal is served.
- Multiple sheets may be needed based on the amount of meals served.
- Number the sheets on the bottom of the page and staple completed sheets together after service.
- Maintain and file all "Breakfast Meal Count Forms" and "Lunch Meal Count Forms" in a folder for record retention purposes.
- Records are retained for three years plus the current school year.
- Follow regular counting and claiming procedures and enter meal counts served to children in Newton POS for reimbursement claiming purposes.

### **Field Trips:**

To be reimbursed for meals taken on a field trip, the sponsor must report all field trips in CNIPS prior to trip date.

- The FSM will provide blank SSO Field Trip Request Forms and instructions to the principal
- Request must be made no later than 10 days prior to the field trip
- Any changes to the field trip are considered a new request
- Submit a separate request for each field trip
- Cancellations of field trips will be accepted
- FSD will obtain approval from the CDE and will post the approved field trips on the summer page



## Food Service Division Staff 2025 Summer Training Guide

- Unapproved field trips meals may **NOT** be claimed for reimbursement
- Designated server must conduct a point of service
  - Document meals by using the SSO Lunch Meal Count Form
  - Summer Daily Meal Transport Records must be completed

### Operations:

Ensure HACCP procedures are in place.

- Complete HACCP logs:
  - Food Temperature Log
  - Thermometer Calibration Log
  - Refrigerator and Freezer Equipment Log
  - Damaged/Discarded Log
  - Equipment Cleaning Log
- Use FIFO systems:
  - Eliminate time and temperature abuse; do not leave food out of refrigeration for more than 1 hour.
  - Keep crates and boxes containing food items a minimum of 6 inches off the floor.
- Spot check service lines to ensure they are operating properly.
- Breaks for FSD employees:
  - Stagger breaks to maintain continuous production (1-3 persons at a time).
  - 4 hours = One - 10 minute break.
  - 6 hours or more = Two - 10 minute breaks and One - 30 minute unpaid lunch break
- Complete Production Worksheet by documenting:
  - Number of meals prepared for home site plus any HUB Receiver sites and/or RAP sites if applicable.
  - Leftovers for your main site
  - Adult meals served to FSD staff
  - Paid adult meals

### Time Reporting:

Time sheets must be turned into Central Office each Friday and on the last day of the pay period for time reporting purposes.

- Food Service staff will complete a Food Services Time Sheet for all hours worked.
- Sign in and sign out at the true times of work.
- Any employee that exceeds their regular time worked will be paid for the additional hours, per AFSS approval.
- Mileage must be turned in weekly and with the timesheet.
  - A flat rate of \$7.00 is allocated to those staff who transport 75 pounds or more work-related items using their personal vehicle
  - Refer to the SSO Payroll Cutoffs sign for time reporting dates.