



## Saturday Meal Service Transport Form Instructions

**Saturday Program Coordinator Must Initial Daily** that Civil Rights poster is posted, and meals are checked off at POS.

**Number in Attendance Today:** Program Coordinator or Designee must enter the number of children in attendance

**School Name:** Food Service Manager or Designee must fill in the name of the school site

**Loc Code:** Food Service Manager or Designee must fill in the site location code

**Date:** Food Service Manager or Designee must fill in the date of meal service

**Saturday Program Name:** Food Service Manager (FSM) or Designee must fill in the program name (Instructional, ELOP, BTB, ect.)

**Designated Eating Area (Cafeteria, Room #, Gym etc):** Food Service Manager or Designee must fill in location of meal service on campus.

**Meal Service Type:** Circle meal service type being served; breakfast, lunch, or supper.

**Column 1** - FSM will enter menu items

**Column 2** - FSM will enter the portion sizes

**Column 3** - FSM or Designee fills in the amount of meals prepared

**Column 4** - Program Coordinator or Designee must enter the amount received from the cafeteria

**Column 5 - *Beginning of Service:*** Program Coordinator or Designee must record the temperatures for all perishables items. (e.g. juice, milk, cheese) Program Coordinator or Designee records their initials and indicates the time the temperature is taken. (3 Clean/sanitized thermometers are provided by the FSM)

**Column 6 - *End of Service:*** Program Coordinator or Designee must record the temperatures for all perishables items. (e.g. juice, milk, cheese) Program Coordinator or Designee records their initials and indicates the time the temperature is taken.

**Column 7** - Program Coordinator or Designee must enter the count of the number of food items served.

**Column 8** - Program Coordinator or Designee must list the amount of un-served leftovers for each food item

**Column 9** - Program Coordinator or Designee must enter the number in attendance as recorded on the Saturday Program Roster.

**Column 10** - Program Coordinator or Designee must enter the total children served a reimbursable meal per LAUSD Cafe LA Offer vs Serve guidelines

**Signature:** Program Coordinator or Designee must sign in the designated signature area and return the completed *Saturday Daily Transport record* with the *Saturday Service Meal Count Form* to the cafeteria the following Monday. All left over food items must be returned to the Saturday service designated refrigeration unit.

**Signature:** Food Services Manager will verify the accuracy of the information completed by the Program Coordinator or designee and must sign in the designated signature area

**\*\*Lactose Free Milk Count Adjustments:** Program Coordinator or designee must indicate if the lactose free milk counts need to be adjusted for the next day's meal service. Food Service Managers must have a minimum of two (2) cartons of lactose free milk available each days service.