

BEFORE OPERATING AT THE SITE BEGINS:

- Attend the training session(s) provided by your sponsor
- Maintain documentation of successful completion of annual sponsor training

NOTE: Personnel that receive training must be on site during the entire meal service including delivery and clean up.

RECORDKEEPING

Below are records that the site supervisor is responsible for collecting on a daily basis and submitting to their sponsor. Submitting items weekly is a best practice.

MEAL ORDERS

- Order from your sponsor, or prepare at your site, only the number of meals that you need.

MENUS PROVIDED BY SPONSOR

MEAL DELIVERY (VENDED/CENTRAL KITCHENS)

Maintain a copy of the delivery receipt that identifies:

- What meal was delivered
- The date and time of delivery
- The number of meals delivered
- Meals that were delivered in unacceptable/un-servable condition

NOTE: Match the meals delivered to the planned menu for the day that the meals were delivered and served, note any substitutions.

DAILY MEAL COUNT RECORD

Complete daily meal count form at the point the meal is served (at point of meal service) to include:

REIMBURSABLE MEALS

- Complete first meals served to children, by type
- Complete second meals served to children, by type
- Extra meals or meals left over

NON-REIMBURSABLE MEALS

- Meals served to Program adults
- Meals served to non-Program adults
- Meals leftover from previous day if not served
- Meals discarded (e.g., dropped, spilled, test meal, etc.)
- Meals transferred to another site or meals transferred

WHAT SHOULD BE POSTED AT THE SITE AT ALL TIMES?

Sponsor should supply the following:

- "And Justice for All" Nondiscrimination Poster
- Meal Site Identification Signage

***Site supervisors are still responsible for all requirements set by their sponsor along with content covered in the *Site Supervisor's Guide*.**