SUMMER FOOD SERVICE PROGRAM  

Training Checklist for Administrative Staff

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

1. General explanation of the Program:
   - ___ Purpose of the Program
   - ___ Site eligibility
   - ___ Recordkeeping requirements
   - ___ Organized site activity
   - ___ Meal requirements
   - ___ Nondiscrimination compliance

2. How the Program operates:
   - ___ How meals will be provided
   - ___ The delivery schedule, if applicable
   - ___ What records are kept and what forms are used

3. Special duties of Monitors (include if separate training is not held for monitors):
   - ___ How to conduct site visits and reviews
   - ___ Sites for which each monitor is responsible
   - ___ Monitoring schedule
   - ___ Reporting procedures
   - ___ Office procedures
Training Checklist for Monitors

___ Sites for which they will be responsible
___ Conducting site visits and reviews
___ Monitoring schedules
___ Reporting and recordkeeping procedures
___ Follow-up procedures
___ Office procedures
___ Local sanitation and health laws
___ Civil Rights requirements
___ Reporting racial/ethnic data
___ Personal safety precautions, if necessary
SUMMER FOOD SERVICE PROGRAM  Training Checklist for Site Staff

1. General explanation of the Program
   ____ Purpose of the Program
   ____ Site eligibility
   ____ Importance of accurate records especially meal counts
   ____ Importance of organized activities at sites

2. How sites operate
   A. For vended sites:
      ____ Types of meals to be served and the meal pattern requirements (provide planned menus)
      ____ Delivery schedules (give exact times)
      ____ Adjustments in the number of meals delivered
      ____ Facilities for storing meals
      ____ Who to contact about problems (name and phone number)
      ____ Approved level of meal service
   B. For self-preparation sites:
      ____ Meal pattern requirements
      ____ Inventory (use inventory forms)
      ____ Meal adjustments (use production records)
      ____ Meal preparation adjustments

3. Recordkeeping requirements
   ____ Daily recordkeeping requirements
   ____ Delivery receipts (provide sample forms)
   ____ Seconds, leftovers and spoiled meals
   ____ Daily labor – actual time spent on food service and time and attendance records
   ____ Collection of daily record forms
   ____ Maintain copies of meal service forms

4. Monitors’ responsibilities (use site visit and review forms)
   ____ Duties and authority
   ____ Introduce monitors and discuss areas of assignment
Training Checklist for Site Staff, Continued

5. Civil Rights requirements (use Site Supervisor’s Guide)

6. Other policies/issues
   ___ What to do in inclement weather and alternate service areas
   ___ How to handle unauthorized adults trying to eat meals
   ___ How to handle discipline
   ___ Review equipment, facilities, and materials available for recreational activities
   ___ Review trash removal requirements
   ___ Discuss corrective action
   ___ Nutrition education