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

SUMMER FOOD
SERVICE PROGRAM

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