SCHOOL AND COMMUNITY NUTRITION SERVICES

JEFFERSON COUNTY PUBLIC SCHOOLS

DINING IN THE CLASSROOM

PRE-LAUNCH CHECKLIST

**SCNS CHECKLIST FOR CLASSROOM PROGRAM**

**6-8 WEEKS PRIOR TO ROLL-OUT**

Obtains the Pre-launch Packet for review, Roll-out Timeline, confirms and inputs dates.

Conducts School Readiness Evaluation

Meets with Principal to:

Coordinates Teachers’ training schedule

Discuss food pick up schedule, trash disposal areas; insulated bag storage areas

Discuss School Readiness Evaluation result and have Principal sign off on Evaluation sheet

Schedules FS Staff training

Submits Readiness Evaluation Sheet to Assistant Director

**5 WEEKS PRIOR TO ROLL-OUT**

Receives a copy of Readiness Evaluation for any large equipment requisition approval

**4 WEEKS PRIOR TO ROLL-OUT**

Sends copy of **Letter for Parents** to Principal

Confirms Teachers’ training schedule via e-mail or phone call

Schedules training for FS staff

Coordinates with Assistant Director regarding Training schedules

Makes cafeteria schedule revisions

**3 WEEKS PRIOR TO ROLL-OUT**

Ensures that training was conducted for Principal, Teacher, Plant Manager,

and FS Staff

Ensures that FSM order supplies

**2-1 WEEK PRIOR TO ROLL-OUT**

Follow-up FSMs tasks

Verify large equipment delivery (if any)

**DAY OF ROLL-OUT**

Follow-up FSMs tasks

**1 MONTH AFTER ROLL-OUT**

Performs SCNS Monitoring

Documents all concerns and provides possible solutions

**6 MONTHS AFTER ROLLOUT**

Performs SCNS Monitoring

Documents all concerns and provides possible solutions

**School Name:**

**ROLL-OUT TIMELINE**

**DATE: DATE: DATE:**

**DATE:**

**6-8 WEEKS PRIOR TO ROLL-OUT**

x SCNS obtains Roll-out Timeline worksheet, confirms and inputs dates

x SCNS obtains Pre-launch packet for review

x SCNS conducts school evaluation using the School Readiness Evaluation sheet.

x SCNS meets with Principal and FSM to discuss Program, roll-out timeline, School Readiness Evaluation

x Coordinates training for Principal, Teachers, Custodian

x Determines Food pick-up schedule and location

x Determines trash disposal areas

x Determines insulated bags storage area

x SCNS submits School Readiness Evaluation sheet to Assistant Director

x Staff Aide inputs School Readiness information on file as receive.

**5 WEEKS PRIOR TO ROLL-OUT**

x e-mails order of equipment to equipment department such as refrigerator, freezer (if any) to CEP-FS

**4 WEEKS PRIOR TO ROLLOUT**

x SCNS

A. Sends copy of  **Letter to**

**Parents** to Principal

B. Confirms Teachers’ training schedule with Principal via E-mail or phone call

C. Schedules training of FS Staff

D. Coordinates with Consultant regarding Training schedules

E. Makes cafeteria schedule revisions

**3 WEEKS PRIOR TO ROLL-OUT**

x Principal, Teachers, Custodian participate in a Food Services Training

x Food Services Staff participate in a Training

x FSM acquires a list of room numbers and number of students in each classroom

A. places order for food, paper, trash cans, lids, insulated bags, paper towels

B. confirms special diets with teachers

C. FSM sets up permanent parking spaces for the bags

**DATE: ROLL-OUT DATE: DATE:**

**DATE:**

**DATE:**

**1 MONTH AFTER ROLL-OUT**

x FSM distributes Teacher’s

Survey

x SCNS conducts SCNS Monitoring Checklist

**6 MONTHS AFTER ROLL-OUT**

x SCNS conducts SCNS Monitoring Checklist

**DAY OF ROLL-OUT**

x FSM checks one POS to see if it does not charge for breakfast for Full, Reduced price eligible students

x 10 minutes before pick-up, all insulated bags are packed

x Rosters placed in appropriate insulated bags

x Cafeteria staff lines up insulated bags in designated pick-up area

x At the end of service, Cafeteria Staff counts and records all unused meals upon return of bags

x Cafeteria Staff cleans, sanitizes and reset bags ready for next day service

**DAY BEFORE ROLL-OUT**

x SCNS Operations sets up attribute for Pricing Schools and e-mails confirmation to FSM and copies SCNS.

**1 WEEK PRIOR TO ROLL-OUT**

x SCNS verifies equipment delivery if any

x Teacher picks Team

x FSM meets with Principal for last minute update

x FSM distributes sheriff badges to each teacher

x Trash cans, sheriff badges are distributed to each classroom

**2 WEEKS PRIOR TO ROLL-OUT**

x Principal informs parents about

x FSM

A. Verifies delivery of all orders B. Prepares classroom rosters C. Prepares sheriff badges

x FS staff cleans/sanitizes insulated bags

- labels insulated bags with room numbers

**PRINCIPAL CHECKLIST FOR PROGRAM**

**6-8 WEEKS PRIOR TO ROLL-OUT**

Principal meets with SCNS to discuss program and Timeline, training date for

Teachers, Plant Manager.

Determine pick-up schedules for food, designated food pick-up location, trash disposal areas

**4 WEEKS PRIOR TO ROLL-OUT**

Confirms via e-mail or phone with SCNS the training date for teachers, plant managers,

building and grounds worker

**3 WEEKS PRIOR TO ROLL-OUT**

Participates in a Food Services Training for Teachers, Plant Manager.

**2 WEEKS PRIOR TO ROLL-OUT**

Sends information to parents regarding program

Review communication letter and blackboard message

**1 WEEK PRIOR TO ROLL-OUT**

Meets with Cafeteria Manager for last minute update

**1 DAY PRIOR TO ROLL-OUT**

Communicate with Cafeteria Manager for last minute update

Verify that all tasks are completed for the roll-out

**BUILDING AND GROUNDS WORKER’S CHECKLIST FOR PROGRAM**

**3 WEEKS PRIOR TO ROLL-OUT**

Attends the training for conducted by SCNS

**2 WEEKS PRIOR TO ROLL-OUT**

Discuss duties with the Plant Manager

**1 WEEK PRIOR TO ROLL-OUT** Designates areas for trash containers Designates areas for trash pick-up

Receives trash containers from Plant Manager

 Receives trash containers casters from Plant Manager (if ordered and approved)  Receives tilt truck from Plant Manager (if ordered and approved)

**DAILY**

 Place trash containers in the designates areas

 Collect trash from the designated trash pick-up areas

 Dispose of trash into the dumpster

Clean-up of large spills and spot clean as needed

**PLANT MANAGER’S CHECKLIST FOR PROGRAM**

**3 WEEKS PRIOR TO ROLL-OUT**

Attends the training for conducted by SCNS

 Confirm trash container order quantities

 Request trash container casters from the FS Manager (requires FSD SCNS approval)

 Request a tilt truck from the Food Services Manager (requires FSD SCNS approval)

**2 WEEKS PRIOR TO ROLL-OUT**

Introduces Program to Building and Grounds Workers

**1 WEEK PRIOR TO ROLL-OUT** Designates areas for trash containers Designates areas for trash pick up

Receives trash containers from FS Manager

 Receives trash containers casters from FS Manager (if approved)  Receives tilt truck from FS Manager (if approved)

**DAILY**

 Place trash containers in the designates areas

 Collect trash from the designated trash pick-up areas

 Dispose of trash into the dumpster

 Clean-up of large spills and spot clean as needed

**ELEMENTARY TEACHER’S CHECKLIST FOR PROGRAM**

**3 WEEKS PRIOR TO ROLL-OUT**

Attends the training for conducted by FS Division

**2 WEEKS PRIOR TO ROLL-OUT**

Introduces Program to students

**1 WEEK PRIOR TO ROLL-OUT**

Selects Teams and Classroom Sheriff/Ambassador

Designates areas for trash cans and table set-up

Receives Sheriff/Ambassador badges and trash cans from Food Services

Manager

Receive materials from cafeteria

Obtain colander if using sink to dispose liquid

Issues you see due to, can be communicated through these two venues:

x Hot Line ####

x Email: @Jefferson.kyschools.us

Issues you see due to Maintenance and Operations can be communicated through:

x ######

Update 5/12/2020

**ELEMENTARY STUDENT CHECKLIST FOR PROGRAM**

Delivery Team picks up breakfast meals from Cafeteria

Delivery Team arranges bags on designated tables inside the classroom

Students go through the line and obtain their complete breakfast meal from insulated bags

Teacher or Students sign or check off their names on the roster at the POS after receiving a reimbursable meal

Students consume meal in the classroom

Clean-up Team leads fellow students in a line to dispose of trash and left-over beverage in the trash cans provided (or liquid in the sink)

Clean-up Team puts trash can in the designated area for that classroom outside the classroom

With all un-served items left in bags, Clean-up Team closes and zips insulated bags

Delivery Team wheels insulated bags back to the cafeteria, ensuring that the roster for the day is returned with the bags

Update 5/12/2020

**Classroom Dining**

**Clean-Up Team**

Note: Team can be comprised of students, parent volunteers or aide

Clean-Up Team (2)

 When the class is done eating, the clean-up team stands by the trashcan to see to it that all participants carefully place their trash into the can.

 No food can be saved in the classroom.

Puts the trashcan outside door of the classroom



**BEST PRACTICES Guidelines for Service**

|  |  |
| --- | --- |
| BREAKFAST SERVICE TIMELINE | |
| 8:00 am | x Delivery Team report to the Cafeteria and pick up the insulated bags for their individual classroom. |
| 8:05 am | x There will be 2 bags per day per classroom.  x Each insulated bag will be labeled with the room number.  x Delivery Team reports to their classrooms (rolling insulated bags).  Delivery Team place the open bags with the food item on the designated  table in the classroom for each child to pick-up their menu items. This can be done as they come into the classroom saving the time of having them get  back up after being seated.  o K-2: Teacher / adult volunteer checks off names on the roster at the end of the line  o Grades 3 and up: Teacher or designated student checks off names on the roster at the end of the line  x All un-served food remaining in the insulated bags will be returned to the  Cafeteria.  x Clean up team place trash can in central location preferably by the hand sink. |
|  |  |
| 8:05 am – 8:15 am | Meal Period  x Students, teachers and volunteers eat breakfast while attending to morning activities such as attendance, homework, etc.  x Students place all waste and leftovers in the trash can/ common table for each classroom.  x Breakfast Sheriff/Ambassador walks around classroom checking floor, inside  desks, and on *top* of desks for any wrappers, spills, DQG crumbs.  x Clean Up Team ties off the trash bag and places the trash can outside the door of the classroom. |
| 8:15 am | x Delivery Team returns the rolling insulated bags back to the Cafeteria. |
| 8:30 - 8:45am | x Custodial Staff collects trash bags.  x Cafeteria Staff perform safety/HACCP procedures on food and does counting and claiming procedures |

Update 05/05/2020

**CAFETERIA STAFF CHECKLIST FOR PROGRAM**

**6 WEEKS PRIOR TO ROLLOUT DATE**

Cafeteria Manager meets with Principal and SCNS to discuss, pick-up schedule for food, designated food pick-up location, trash disposal areas

**4 WEEKS PRIOR TO ROLLOUT DATE**

Cafeteria Manager coordinates with SCNS regarding training date for cafeteria staff

**3 WEEKS PRIOR TO ROLLOUT DATE**

Participates in a Food Services Training Assign the Designated Pick-up/Drop off location Assign the storage location for the bags

Cafeteria Manager acquires a list of room numbers and the number of students in each classroom to forecast food counts, making sure that the teacher, teacher’s assistant and any parent volunteers are included

Cafeteria Manager places order for food, paper and operating supplies

(insulated bags, 44 gal plastic trash cans, single-fold paper towel, spray bottles etc.)

from the warehouse

Cafeteria Manager confirms special diets with teachers and ensures that it is considered

**2 WEEKS PRIOR TO ROLLOUT DATE**

Cafeteria Manager verifies that the items ordered will be delivered

Cafeteria Manager prepares classroom rosters

Food Services staff cleans/sanitizes, labels with classroom numbers insulated bags

Cafeteria Manager sets up the Permanent Parking Spaces at the designated pick-up location

Cafeteria Manager prepares the sheriff badges to be distributed to each classroom

**1 WEEK PRIOR TO ROLLOUT DATE**

Cafeteria Manager checks with Principal for last minute updates

Cafeteria Manager distributes Sheriff/ Ambassador badges, trash cans, spray bottles to each Classroom

Cafeteria Manager sets up permanent parking space for each insulated bags

1

Plans for staffing, method of food and insulated bag assembly line for day of roll out

**DAY OF ROLLOUT**

10 minutes before pick-up, have food ready and places lined class roster in each insulated bags and places each bag at the designated pick up location

After service, counts and records all unused meals upon return of bags at the end of service; follows left-over policy

Follows all counting and claiming procedures

Clean, sanitize and reset bags ready for next day service

Updated 5/5/2020