Arizona Department of Education
Health and Nutrition Services

SFSP Staff Training Checklist

☼ Administrative Staff

- [ ] Purpose of the Program
- [ ] Site eligibility
- [ ] Recordkeeping requirements
- [ ] Organized site activities
- [ ] Meal requirements
- [ ] Nondiscrimination compliance
- [ ] How meals will be provided
- [ ] The delivery schedule, if applicable
- [ ] What records are kept and what forms are used
- [ ] How to conduct site visits and reviews
- [ ] Sites for which each monitor is responsible
- [ ] Monitoring schedule
- [ ] Reporting procedures
- [ ] Office procedures
- [ ] Civil Rights

☼ Monitors

- [ ] Sites for which they will be responsible
- [ ] Conducting site visits and reviews
- [ ] Monitoring schedules
- [ ] Reporting recordkeeping procedures
- [ ] Follow-up procedures
- [ ] Office procedures
- [ ] Local sanitation and health laws
- [ ] Civil Rights requirements
- [ ] Reporting racial/ethnic data
- [ ] Personal safety procedures, if necessary
- [ ] Civil Rights

☼ Site Staff

- [ ] Purpose of the Program
- [ ] Site eligibility
- [ ] Importance of accurate records, especially meal counts
- [ ] Importance of organized activities at sites
- [ ] 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
- [ ] Duties and authority of monitors
- [ ] Introduce monitors and discuss areas of assignment
- [ ] Civil Rights requirements
- [ ] What to do in inclement weather and alternative 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
- [ ] Civil Rights
- [ ] For vended/central kitchen delivery sites:
  - [ ] Types of meal to be served and the meal pattern requirements (provide planned menus)
  - [ ] Delivery schedule (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
- [ ] For self-preparation sites:
  - [ ] Meal pattern requirements
  - [ ] Inventory (use inventory forms)
  - [ ] Meal adjustments (use production records)
  - [ ] Meal preparation adjustment