

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