



Starting a Mobile Meal Service Model: Conversation Checklist

When starting a mobile meal service model, you will need the support of your school administrators and community to ensure a successful program. This list below can help you get started with having the important conversations with key people in your organization.



Who: Superintendent / School Administrators / School Leaders

What to Discuss:

- How will this benefit our students and families?
- What advantages will this have for the school/district?
- Labor needs
- Cost/revenue



Who: Transportation Director

What to Discuss:

- Routing recommendations
- Availability of vehicles and drivers
- Areas with high need populations



Who: Maintenance / Facilities Director

What to Discuss:

- Personal Protective Equipment (PPE) needs (e.g. hand sanitizer stations, masks, gloves)
- Securing items during transport



Who: Finance Director / Chief Financial Officer

What to Discuss:

- Budget
- Reimbursement process
- Coding



Who: Vendor or Food Service Management Company, if applicable

What to Discuss:

- Contract
- Cost
- Menu planning
- Times and delivery of meals



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Who: Governing Board

What to Discuss:

- Overview of the program
- Benefits of the program
- Budget
- Basic policies for the program



Who: Communications Department

What to Discuss:

- Website needs
- Advertising material/branding
- Press releases



Who: Teachers

What to Discuss:

- Can homework or other materials be sent home with the meals?
- Are they aware of households in need of mobile meal service?



Who: Office Manager or other front office staff

What to Discuss:

- Be sure they are aware of your program and can answer questions
- Are they aware of households in need of mobile meal service?



Who: School Safety

What to Discuss:

- Traffic control at bus stops
- Line management for social distancing



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Who: Community partners

What to Discuss:

- Space for mobile stops during scheduled activities
- Advertising
- Volunteer opportunities



Who: Other departments (operations, school monitors, health services, etc.)

What to Discuss:

- Do they have staff available to assist?

Do you need additional support and would like to discuss further with someone who has experience with starting a mobile meal service model? Your School Nutrition Programs Advisory Council (SNPAC) is here for you! Contact one or more of your council members below.



Anabel Robles

District NSLP Coordinator
PPEP-Tec High Schools
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(520) 741-4374

- Public charter schools
- Urban & Rural
- Enrollment: <2,500
- Food service type: Catered meals
- Free/reduced %: >75%



Barb Simington

District Food Service Liaison
Blue Ridge Unified School
District
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- Public school district
- Rural
- Enrollment: <2,500
- Food service type: Food Service Management Company
- Free/reduced %: 51-75%



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Dustin Walker

Director of Child Nutrition
Queen Creek Unified District
SNPAC Spokesperson
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- Public school district
- Urban
- Enrollment: 2,500-9,999
- Food service type: Self-operated
- Free/reduced %: <25%



Heather Williams

School Nutrition and Wellness
Director
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*SNPAC Training and Professional
Development Chair*
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- Public charter schools
- Urban & Rural
- Enrollment: <2,500
- Food service type: Catered meals
- Free/reduced %: 51-75%



Jennifer Gordon

Child Nutrition Services Director
Laveen Elementary District
*SNPAC School Nutrition
Association Chair*
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(602) 237-9100, ext. 3044

- Public school district
- Urban
- Enrollment: 2,500-9,999
- Food service type: Self-operated
- Free/reduced %: 51-75%



Lindsay Aguilar

Director, Food Services
Department
Tucson Unified School District
SNPAC Policy Chair
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- Public school district
- Urban
- Enrollment: >10,000
- Food service type: Self-operated
- Free/reduced %: 51-75%

Adapted from [No Kid Hungry's SFSP Mobile Meals Toolkit](#) and in partnership with the Arizona School Nutrition Programs Advisory Council.