



CATERING FORM

FUNCTION NAME: _____

DATE OF FUNCTION: _____

MENU: _____

GROUP SERVED: _____

MEETING WITH CHILD NUTRITION STAFF

TYPE OF MEETING: _____

DATE OF MEETING: _____

STAFF SIGNATURES: _____

Work Schedule (Sample)

TIME	Beatrice (Mgr.)	Marcy	Ben	Linda	Louis (3 hrs.)	Twanda (3 hrs.)	Ethel (3 hrs.)	
7:00 AM	<i>Breakfast</i>	<i>Breakfast</i>	<i>Baking &</i>	<i>Breakfast</i>				
7:30 AM			<i>Sandwiches</i>	<i>Cashier</i>				
8:00 AM	<i>Paper Work</i>	<i>Main Dish</i>		<i>Fruits &</i>				
8:30 AM	<i>Supervision</i>			<i>Vegetables</i>				
9:00 AM								
9:30 AM								
10:00 AM	<i>Lunch</i>	<i>Line Setup</i>	<i>Lunch</i>					
10:30 AM	<i>Supervision</i>	<i>Lunch</i>	<i>Line Setup</i>	<i>Lunch</i>				
11:00 AM		<i>Dish Room</i>	<i>Line Backup</i>	<i>Line Server</i>	<i>Line Server</i>	<i>Line Server</i>	<i>Cashier</i>	
11:30 AM								
12:00 PM								
12:30 PM								
1:00 PM			<i>Cleaning</i>	<i>Cleaning</i>	<i>Dish Room</i>	<i>Dish Room</i>		
1:30 PM	<i>Count Money</i>							
2:00 PM	<i>Place Orders</i>	<i>Breakfast Prep</i>						
2:30 PM	<i>Close Up/ Depart</i>							

**Examples of Professional Development Plan Activities
(Choose 2 or 3 from the list below)**

Attend Child Nutrition staff development classes offered at the local or regional level.

Promote local Child Nutrition Program with the media.

Publicize involvement in the Awards for Excellence with the local leaders.

Participate in a local awards ceremony.

Submit an entry for an association or Child Nutrition award.

Become a member of a professional organization.

Participate in the local School Nutrition Association by attending meetings or by serving on a committee or as an officer.

Participate in the SNA-NC and/or SNA by attending meetings or by serving on a committee or as an officer.

Attend state or national professional meeting.

Recruit new members to SNA-NC/SNA.

Become certified with SNA-NC/SNA.

Enroll in a GED Program

Enroll in a University or Community College course.

Other involvement _____

**Examples of Environmental Management Activities
(include examples from sanitation, safety and recycling)**

Maintain an average of 97 on the school sanitation grades throughout the school year (doesn't include 2 points for ServSafe Certification).

Maintain ServSafe certification or take a class to be recertified.

Practice safety in the kitchen (list ways to achieve this).

Become involved with recycling within the community and/or school.

Other _____

Examples of Quality Food Production Activities

Use the Culinary Techniques Training Videos this year. After each segment is covered the staff will demonstrate their knowledge of the material in the kitchen and be retrained where needed.

Improve the quality of food production by monitoring the use of recipes, proper food temperatures, and proper paperwork recording, and using different teaching/learning tools to enforce the quality of our products.

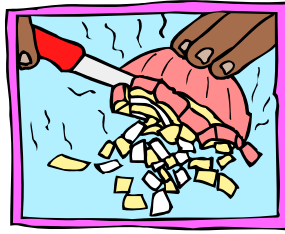
Train all staff members on how to calibrate thermometers, proper storage of thermometers, and how to take and record the temperatures of food. A chart to record the temperatures will be posted. Training will be provided for when a product is not the correct temperature and proper cooling of food items.

Have recipes available to all staff members. Our staff will be trained to put recipes back in order and in the correct location after use.

Demonstrate proper usage of USDA commodities.

Use batch cooking techniques in the kitchen.

Decorate the serving line or garnish foods to encourage healthy choices by customers.



Quality Food Production Documentation Form

Use of Thermometers

_____ Thermometers are used to check temperatures on a minimum of 3 occasions

Standardized Recipes

_____ Standardized recipes are used by staff for food preparation

Batch Cooking

_____ Staff demonstrates batch cooking

Merchandise Food

_____ Staff merchandises food by garnishing or decorating the line

CN Director or Supervisor Signature

Date

WEBSITE LINKS

SNA: www.schoolnutrition.org

SNA-NC: www.schoolnutrition-nc.org

American Dietetic Association: www.eatright.org

NC Prevention Partners: www.ncpreventionpartners.org

Fruits and Veggies: www.dole5aday.com/

NC Fruits and Veggies: www.fruitsandveggiesnc.com

NC Healthy Schools: www.nchealthyschools.org

Eat Smart Move More NC: www.eatsmartmovemorenc.com

Team Nutrition: www.fns.usda.gov/tn/

Eat Smart Play Hard: www.fns.usda.gov/eatsmartplayhard/

Healthy School Meals: www.nal.usda.gov:8001/team.html

Why Milk Campaign: www.whymilk.com

NC Sweet Potatoes: www.ncsweetpotatoes.com/

Kidsworld: www.agr.state.nc.us/cyber/kidswrld/

Yahooligans for Kids: yahooligans.yahoo.com

Kelloggs: www.kelloggs.com/nutrition/nutritioncamp/index.html

American Heart Association: www.americanheart.org

American Diabetes Association: www.diabetes.org

National Dairy Council: www.nationaldairycouncil