

TASK AND ACTIVITY GUIDE
FOOD SERVICE STAFF
2017 - 2018

DAILY / ONGOING / GENERAL DUTIES

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| <ul style="list-style-type: none">› Complete electronic Timesheet and mileage sheet as directed› Check mail, email, phone messages and center log› Prepare and pH cleaning/sanitizing solution› Wipe counters and work area with sanitizing solution› Record meal counts for each meal on attendance sheets› Log food temperatures› Log refrigerator/freezer temperatures› Record menu changes on working menu› Food allergies (Health Services authorizes lists)<ul style="list-style-type: none">○ Review food allergies○ Share changes with staff○ Make substitutions› Set up food carts› Prepare food› Wash dishes› Complete cleaning per cleaning schedule› Sweep and mop floors› Take out garbage› Turn off all appliances before leaving at the end of the day as needed› Follow appropriate food safety and sanitation procedures› Contact Health Department staff if concerns regarding child chewing/swallowing/dental issues, etc.› Email Kids' Choice menu items to Food Service Manager prior to preparing the items› Recruit and train volunteers as needed |
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WEEKLY

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| <ul style="list-style-type: none">› Complete food inventory and order› Check food delivery for accuracy and quality› Have Area Manager sign off on temps› Complete budget tracking, send original CAP sheets and receipts to Fiscal (keep copy for records)› Send a copy of the receipts with the cap sheet to Food Service Manager› Update food allergy lists and medical statements as needed› Complete cleaning per cleaning schedule |
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MONTHLY

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| <ul style="list-style-type: none">› Post menus and Nutrition Newsletter› Provide one Nutrition activity per classroom with children (when done with food, use healthy food)› Attend Food Service Department meeting every other month› Attend center meeting as required› Complete cleaning per cleaning schedule› Attend one-to-one supervision with Area Manager |
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ANNUALLY

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| <ul style="list-style-type: none">› Obtain food handler recertification if expiring› Obtain ServSafe certification/recertification› Obtain CPR certification/recertification› Obtain fire extinguisher training› Obtain criminal history recertification (bi-annually) |
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AUGUST

- › Attend Pre-Service Day (in August or September)

SEPTEMBER

- › Attend Mandates Training
- › Attend Content Training
- › Set up kitchen
- › Plan work schedule with Cook Assistant
- › Plan orientation with center staff (Nutrition presentation and food)
- › Purchase emergency food
- › Take inventory of equipment/small wares and develop “wish list”
- › Review fall-cycle menu
- › Review Policies and Procedures and Work Plan
- › Begin forming team with Area Manager
- › Review food allergy lists and medical statements, and post in classroom
- › Participate in health and safety walk-throughs before children arrive
- › Do parent/child orientation, participate at orientations
- › Review ordering guide
- › Review new food-buying guides
- › Orient center staff to kitchen

OCTOBER

See **DAILY / ONGOING / GENERAL DUTIES**

NOVEMBER

- › Attend Food Service department meeting Review winter-cycle menu
- › See **DAILY / ONGOING / GENERAL DUTIES**

DECEMBER

See **DAILY / ONGOING / GENERAL DUTIES**

JANUARY

- › Attend Food Service department Training Send equipment “wish list” to Food Service Department Supervisor
- › See **DAILY / ONGOING / GENERAL DUTIES**

FEBRUARY

- › Participate in Self-Assessment
- › Assist with recruitment for Spring selection
- › See **DAILY / ONGOING / GENERAL DUTIES**

MARCH

- › Attend Food Service department meeting Participate in health and safety walk-throughs
- › See **DAILY / ONGOING / GENERAL DUTIES**

APRIL

- › Begin planning for end-of-year celebration
- › See **DAILY / ONGOING / GENERAL DUTIES**

MAY

- › Participate in end-of-year celebration
- › Break down kitchen and submit paperwork to Food Service Manager
- › Take inventory of equipment
- › Clean and close out center
- › Send any remaining USDA paperwork to Food Service Manager
- › See **DAILY / ONGOING / GENERAL DUTIES**
- › Attend Food Service Department meeting

