

**SUMMER FOOD  
SERVICE PROGRAM****Training Checklist  
for Administrative Staff**

Use this checklist for training sponsor administrative staff, including office assistants, clerks, bookkeepers, secretaries, area supervisors, and monitors.

**1. General explanation of the Program:**

- ☐ Purpose of the Program
- ☐ Site eligibility
- ☐ Recordkeeping requirements
- ☐ Organized site activity
- ☐ Meal requirements
- ☐ Nondiscrimination compliance

**2. How the Program operates:**

- ☐ How meals will be provided
- ☐ The delivery schedule, if applicable
- ☐ What records are kept and what forms are used

**3. Special duties of Monitors (include if separate training is not held for monitors):**

- ☐ How to conduct site visits and reviews
- ☐ Sites for which each monitor is responsible
- ☐ Monitoring schedule
- ☐ Reporting procedures
- ☐ Office procedures

**SUMMER FOOD  
SERVICE PROGRAM**

# Training Checklist for Monitors

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

# SUMMER FOOD SERVICE PROGRAM

## Training Checklist for Site Staff

### 1. General explanation of the Program

- ☐ Purpose of the Program
- ☐ Site eligibility
- ☐ Importance of accurate records especially meal counts
- ☐ Importance of organized activities at sites

### 2. How sites operate

#### A. For vended sites:

- ☐ Types of meals to be served and the meal pattern requirements (provide planned menus)
- ☐ Delivery schedules (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

#### B. For self-preparation sites:

- ☐ Meal pattern requirements
- ☐ Inventory (use inventory forms)
- ☐ Meal adjustments (use production records)
- ☐ Meal preparation adjustments

### 3. Recordkeeping requirements

- ☐ 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
- ☐ Maintain copies of meal service forms

### 4. Monitors' responsibilities (use site visit and review forms)

- ☐ Duties and authority
- ☐ Introduce monitors and discuss areas of assignment

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# Training Checklist for Site Staff, Continued

## 5. Civil Rights requirements (use Site Supervisor's Guide)

## 6. Other policies/issues

- ☐ What to do in inclement weather and alternate 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