

Nutrition Services Staff

Initial School Set Up - To be done before students return to school

- NS Staff will meet with Principals to determine which of the three or combination of models that works best for each school's situation.
 1. NS or school staff to transport carts to and from the classroom.
 2. Classes come to cafeteria to get lunch and return to classroom to eat; and
 3. Eat in the cafeteria.

- Determine the lunch schedules and flow of operation. And what classrooms will have school staff be coming down to pick up carts and who will need meals delivered to their classrooms by NS Staff. Also determine who will be returning the carts to the cafeteria.

- NS Staff will meet with teachers to explain the process and what the day will look like depending on the assigned lunch model(s).

Example of items to discuss with teachers:

- Bookmark Google Survey and deadline times
 - Late students
 - Pick up and delivery of cart
 - Who will return cart
 - Google Survey should be kept on cart
 - Allergy Meals
 - Students that get milk for bag lunches, ~~student name~~ **the total number** should be written on the form. **Students bringing bag lunches needing milk in the classroom or cafeteria will be charged through a slush fund and not the student's individual account. The teacher should write the total number of milks on the survey to be accounted for. Please see the Accountability Section of the Contingency Plan for recording these milks.**
-
- NS Supervisor will need to give teachers the link for the Google Survey and ask them to Bookmark for faster and easier access.

 - NS Staff should do practice runs the week before students return. Adjust and tweak as needed and contact your coordinator for guidance.

 - Be sure Allergy Report is ready to go at each POS and give to all teachers that are eating in the classrooms.

How to Print Allergy Report from PrimeroEdge:

1. Point of Service Tab
2. Patron Reports
3. POS Roster
4. Report Orientation: select landscape
5. Display: deselect status and deselect balance, then select Only Students with Special Instructions or Allergens and select Student Photo
6. Group by: select homeroom
7. Click Generate Report
8. Click PDF - Open PDF - Printer to Print

- Schools that will be eating in the cafeteria
 - 3 feet apart if same classrooms in cafeteria
 - 6 feet apart between multiple classrooms in cafeteria
- Justice for All Posters - All schools must have a Justice for All poster displayed in the cafeteria where it is accessible to customers. Schools where students will be served in their classroom must also have an additional Justice for All poster displayed in a location where parents, students and staff have frequent access (i.e. school main office, entryway bulletin board, etc). As long as you have a poster displayed in a frequently accessed location, you do not need Justice for All posters in the classrooms.

Kitchen Equipment Startup Checklist

- Refrigeration (Coolers, Freezers, Milk Coolers)
 - Check for any mold in coolers and clean before use.
- Ovens
 - If they do not heat, check with the building Engineer to make sure gas is on.
- Steamer (if you have one)
- Steam Table
- Hot Box
- Hot Water Dispenser (these were drained and unplugged during shutdown)
- Dishwasher
 - Make sure the booster heater is on if you have one.
 - Water leaks are to be expected due to machine seals drying out during shutdown. Most leaks should go away after a week of using the machine. If you have leaks after a week of use, put in a work order.
- Soap Dispensers
 - For any issues with soap dispensers, please call Ecolab at 1-800-352-5326.
- Garbage Disposal
 - Disposal might be louder on startup due to sitting idle for months, this should go away after a few days of use.
- Sprayers

Please put in a work order for any issues found during startup. You can also email Joe Gisch at Joe.Gisch@spps.org for any questions related to the startup.