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
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
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