



SUPPER TRAINING MEETING

November 21, 2019



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- ▶ Responding to Emails
- ▶ Product Information
- ▶ Menu Changes
- ▶ Meal Counts
- ▶ Program Information
- ▶ Meal Production Corrections
- ▶ Recalls

CHECK YOUR EMAILS



- ▶ Communication, idea sharing, trouble shooting, ordering of products

TEAMWORK BETWEEN TEAM LEADERS
AND SUPPER PERSONNEL



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November 13, 2019

TO: TRUSD Expanded Learning Partners

RE: Roles and Responsibilities of Custodians, Kitchen Staff and Expanded Learning Personnel

In an effort to ensure TRUSD school facilities are well maintained, TRUSD has worked collaboratively with Custodial Services, Nutrition Services and Special Projects to develop a framework of roles and responsibilities for maintaining the cleanliness of facilities during after school hours. Please see the information below, outlining the roles and responsibilities of custodians, kitchen staff and Expanded Learning personnel.

CAFETERIA/MULTI-PURPOSE ROOM

Responsibility of Expanded Learning Program	Responsibility of Custodian	Responsibility of Kitchen Staff
Tables wiped down and are free of debris.	Ensure table is free of debris prior to Expanded Learning program.	Provide 1 bucket of clean soapy water, 1 bucket of sanitizer and 4 towels to Expanded Learning program for cafeteria tables.
Trash and debris removed from tables and floors.	Broom and dust pan are provided. An appropriate amount of trash cans and bags are provided.	Wash, rinse and sanitize all kitchen food prep surfaces.
Trash cans emptied and contents have been properly disposed.	Mop bucket with clean water and mop are provided.	Pick up and dispose of any debris dropped on the kitchen floor.
Spills on floor spot mopped.	Check daily to ensure the cafeteria, kitchen and restrooms are clean and ready for use for Breakfast the following day. Floors have been spot mopped. (as needed)	Pull garbage cans used in the kitchen during the supper program to cafeteria for Expanded Learning to empty.

CLASSROOMS

Trash is picked up off the floor and trash cans are emptied		
Classroom is back to original configuration		
No food items have been left in classroom		

CUSTODIAL EXPECTATIONS





- ❖ Team Lead communicates with Site Staff Program Lead to designate a place for meal pick up, roster drop off, and any other expectations.
- ❖ Check your email for student counts
- ❖ Bag lunches with your site staff– cold meal (product delivered by supper)
- ❖ Site provides milk and condiments and utensils and places it in each bag for every student meal
- ❖ Team Lead temps product at the time its placed into cooling unit and records it on the production sheet
- ❖ Team Lead collects rosters and completes production records and puts them in supper folder for pick up.
- ❖ Issues/Complaints/Questions – contact your Field Supervisor for assistance

SATURDAY SCHOOL CHECKLIST



Manager's Cheat Sheet



Emergency Meals



Special Diets



Inventory

ORDERING FOR SUPPER



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- ▶ Keep Frozen Foods Frozen
- ▶ Use up leftover foods before they expire
- ▶ Hold food at the proper temperature. Cold foods below 41 degrees. Hot foods above 135 degrees.

PROPER FOOD HANDLING



MEAL COMPONENTS

- ❖ Meat/Meat Alternate – 2 servings
 - ❖ Grain/Bread – 1 serving
 - ❖ Vegetable – ½ cup serving
 - ❖ Fruit – 1/4 cup serving
 - ❖ Milk – 1- 8oz serving
-
- **These are minimum requirements**
 - **All components must be offered for the meal to be reimbursable!**



- ❖ **Must** offer milk with every meal or it is not reimbursable.
- ❖ Check your milk inventory immediately after lunch to make sure you have enough for supper.
- ❖ If you are running short communicate with your Team Lead or contact your Field Supervisor so we can find product and arrange delivery **before** service.

MILK

Supper Transport/Production Sheet

Menu Subject to Change

Preparation Kitchen: _____							Total Milk Served		
Date Meal Served: December 3rd 2019									
Program Name: Twin Rivers Supper Program							A Program Students Served		
Cycle Week : Week 3 Tuesday							B Non-Program Students Svd		
*Planned serving size refers to the intended contribution to the meal requirements for each grade group served. Required for Offer Vs. Serve menu choices or portion adjusting.							A+B Total Students Served		
							Program Adults Served (No More than 4)		
Menu Item	Servings Per Purchased Unit	Number of Servings Sent	Received	Number of Servings Prepared	Receiving Temperature	Serving Temperature	Planned Serving Size*	Servings Leftover	All Cooked Food Must Be Discarded at the End of Service T= Tossed S= Saved 2= Seconds
880-Chicken Nuggets	107/cs						5Each = 2 Meat, 1 Grain		
27-Baked French Fries	38.71 srv per bag						2.06 oz = 1/2c Veg		
129-Applesauce Cup	96/cs						1 Cup= 1/2 c Fruit		
Ketchup Packet	1000/cs						2 each		
BBQ Sauce	200/cs						1 each		
Milk, 1% White, Fat Free Choc	50/CS						8 oz		
Signature of Individual Receiving Meals:			Signature of Individual Serving Meals:						
X			X						

Receiving Site - verify number of servings sent (received), record leftover servings, verify that leftover food was saved or disposed of, and sign.
Transport sheets must be completed and sent back with the Supper delivery driver on the next delivery day.

- ❖ Servings Prepared vs. Servings Sent
- ❖ Forecasting
- ❖ Substitutions
- ❖ Leftovers
- ❖ Tossed, Saved, or Seconds
- ❖ Accountability sheets for nonstudents and volunteers
- ❖ Rosters

MENU PRODUCTION SHEET



MISSING
TEMPERATURES



MATHEMATICAL
ERRORS



NOT WRITING IN
REPLACEMENT ITEMS

COMMON PAPERWORK ERRORS



- ❖ Always have all component options available for your students!
- ❖ If you run out of an option have an alternate available and make sure to document it on your paperwork.
- ❖ Communicate with your Team Lead or contact your Field Supervisor if you need product or have an immediate need.

DON'T ZERO OUT!

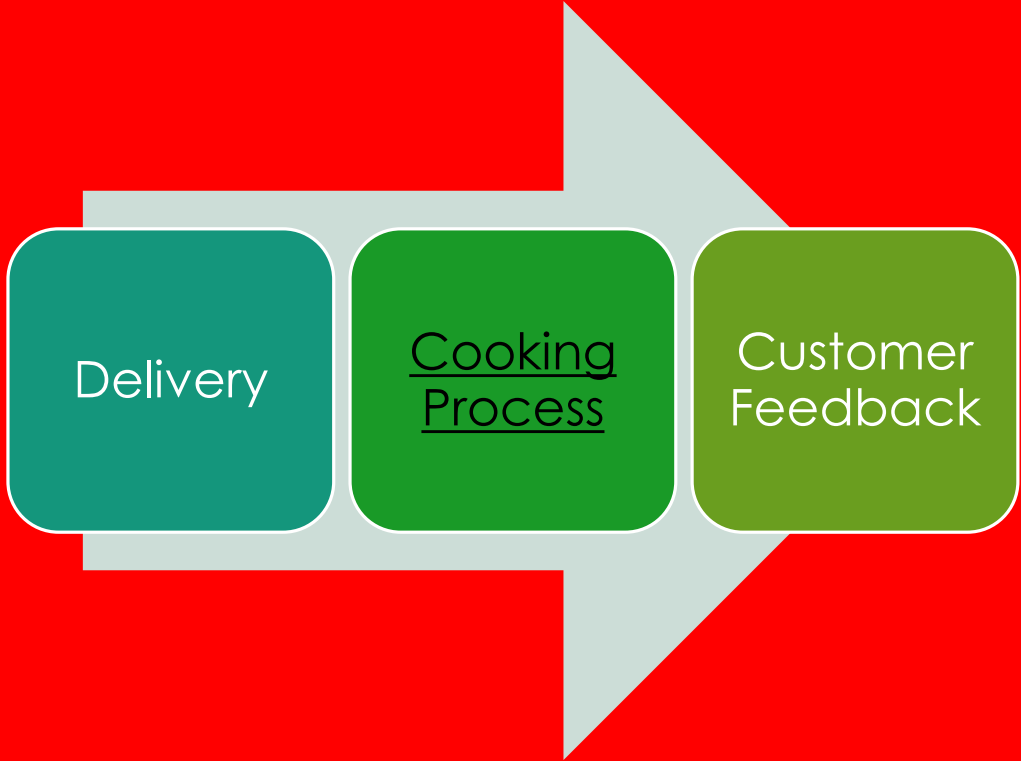


- ❖ Prepare only what you need.
- ❖ Save excess food for another day.
- ❖ Cut back when you can.
- ❖ Have cold options available if needed.
- ❖ Save leftover nonperishables.
- ❖ Use leftover inventory for NSLP.



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STOP FOOD WASTE!



NEW PIZZA!



**Thank you for all
that you do for our
students!**



REFERENCES

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http://2.bp.blogspot.com/-OStYqHBnC-U/TfP0KNa4Pal/AAAAAAAAADHI/nac4D_1Almc/s1600/Goldfish_Jump_Out_Of_Bowl_2_-_expectations.jpg

<http://images.memes.com/meme/tile/870228>



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