

ORIENTATION CHECKLIST

FOOD SERVICE STAFF ORIENTATION CHECKLIST

- Job Description
- Food Handler's Card/First Aid/CPR
- USDA/CACFP regulations and procedures for cooks (See Work Plan-USDA Centers)
 - Copy of USDA Centers Work Plan given
 - Documentation of changes/substitutions in the monthly menus; Vits. A/C
 - Non-allowable, non-creditable foods and foods to be used in limited amounts
 - Emergency menu
- USDA/CACFP forms
 - Required number of components for each meal/snacks
 - Portion sizes
 - Buying Guide
 - Menu Planning Sheets
 - Standardized Recipes
 - Shopping List and receipts
 - Meal Reimbursement Report
 - Monthly Feedback form
- Paperwork due dates & issuance of meal checks from the Fiscal office
- Monthly menus
- Food safety issues
 - Thawing of meat in refrigerator
 - Meal preparation, service and clean-up
 - Leftovers-throw out
 - Sanitizing liquid (labeled with "HAZARD" label and changed daily)
 - Use of Food Service gloves
-And Justice For All poster and discrimination complaint procedure
- Purchase of non-food items needed for meal preparation
- UMCHS, Inc. policies and procedures (dress code, leave requests, time sheets, dual supervision, etc.)
- Work Schedule
- 4 Hours On-Site Training

Comments:

Food Service Staff _____ Date _____

Supervisor _____ Date _____