

USDA/Child and Adult Care Food Program Procedures for Food Service Staff

Food service staff play an important role in ensuring that nutritious, well balanced meals meeting all CACFP, Head Start and UMCHS regulations are served to all infants/children participating in the Umatilla-Morrow Head Start/Early Head Start programs. The responsibilities of food service staff include the following:

1. Use menus distributed and/or approved by the Nutrition Services Director.
2. If required by USDA Manager, complete a menu planning sheet for each meal prior to the purchase of food items utilizing the buying guide.
3. Use agency approved Standardized Recipes for combination foods.
4. Use the menu planning sheets and Standardized Recipes to make a shopping list.
5. Receive meal monies each month and safeguard the money from theft or loss.
6. Purchase the required amounts of food and record total amount of purchases on meal reimbursement report. Purchase food only from approved sources.
7. Prepare and serve at least the minimum portion required for all infants, children and adults in attendance using fresh and wholesome ingredients.
8. Follow appropriate food safety and sanitation procedures.
9. Assist as needed in recording of meal counts at the point of service.
10. Submit Cook's Choice menu to the UMCHS Nutrition Services Director for approval at least one week in advance.
11. Submit shopping list, receipts and meal reimbursement report to the Fiscal Office by the due date assigned by the Fiscal Director for each month.
12. Submit new Standardized Recipes, menu planning sheets(if required) and/or menus with changes written to the USDA Manager at the end of each month