



## **TRAINING CHECKLIST FOR ADMINISTRATIVE STAFF**

For training sponsor administrative staff, including office assistants, clerks, bookkeepers, area supervisors, and monitors.

### **1. General explanation of the Program:**

- A. Purpose of the Program
- B. Site eligibility
- C. Recordkeeping requirements
- D. Organized site activity
- E. Meal requirements
- F. Nondiscrimination compliance

### **2. How the Program operates:**

- A. How meals will be provided
- B. The delivery schedule, if applicable
- C. What records are kept and what forms are used

### **3. Special duties of Monitors (include if separate training is not held for monitors):**

- A. How to conduct site visits and reviews
- B. Sites for which each monitor is responsible
- C. Monitoring schedule
- D. Reporting procedures
- E. Office procedures

## **TRAINING CHECKLIST FOR MONITORS**

1. Sites they will be responsible for
2. Conducting site visits and reviews
3. Monitoring schedules
4. Reporting and recordkeeping procedures
5. Follow-up procedures
6. Office procedures
7. Local sanitation and health laws
8. Civil rights
9. Reporting racial/ethnic data
10. Personal safety precautions, if necessary

## **TRAINING CHECKLIST FOR SITE STAFF**

### **1. General explanation of the Program**

- A. Purpose of the Program
- B. Site eligibility
- C. Importance of accurate records especially meal counts
- D. Importance of organized activities at sites

### **2. How sites operate**

#### **A. For vended sites**

- 1. Types of meals to be served and the meal pattern requirements (provide planned menus)
- 2. Delivery schedules (give exact times)
- 3. Adjustments in the number of meals delivered
- 4. Facilities for storing meals
- 5. Who to contact about problems (name and phone number)
- 6. Approved level of meal service

#### **B. For self-preparation sites**

- 1. Meal pattern requirements
- 2. Inventory (use inventory forms)
- 3. Meal adjustments (use production records)
- 4. Meal preparation adjustments

### **3. Recordkeeping requirements**

- A. Daily recordkeeping requirements
- B. Delivery receipts (provide sample forms)
- C. Seconds, leftovers and spoiled meals
- D. Daily labor – actual time spent on food service and time and attendance records
- E. Collection of daily record forms
- F. Maintain copies of meal service forms

### **4. Monitors' responsibilities (use site visit and review forms)**

- A. Duties and authority
- B. Introduce monitors and discuss areas of assignment

### **5. Civil Rights requirements (use Site Supervisor's Guide)**

### **6. Other policies/issues**

- A. What to do in inclement weather and alternate service areas
- B. How to handle unauthorized adults trying to eat meals
- C. How to handle discipline
- D. Review equipment, facilities, and materials available for recreational activities
- E. Review trash removal requirements
- F. Discuss corrective action
- G. Nutrition education