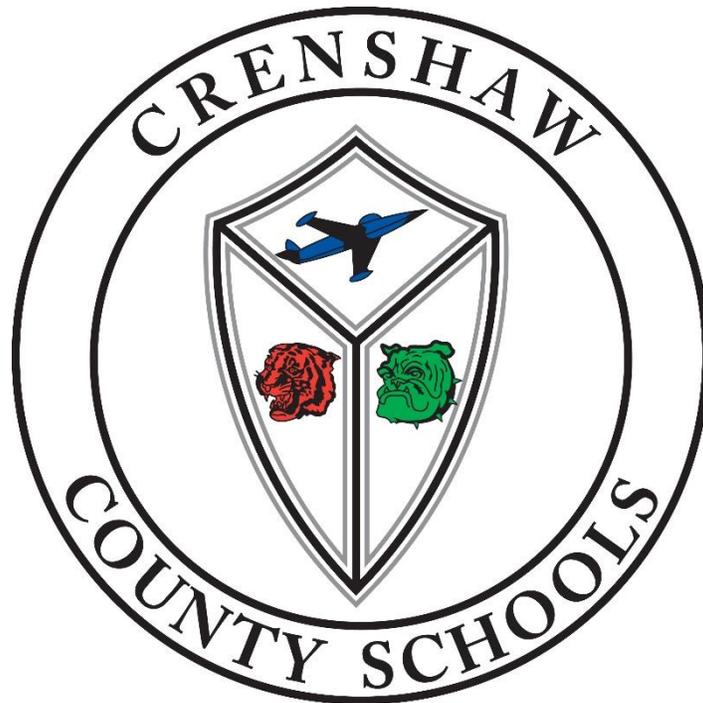


# CHILD NUTRITION PROGRAM MANAGER PROCEDURES MANUAL



*Excellence Through Innovation, Inspiration, and Motivation*

COMMUNICATE - PLAN – EXECUTE

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## MENU CHANGES

**ALL MENU CHANGES MUST BE APPROVED IN WRITING BY EMAIL BEFORE YOU MAKE THE CHANGE**

**No Exceptions!!!**

## MENUS – POSTING

Must be posted in dining room for students to read.

## STANDARDIZED RECIPES

- Use recipes (MOSAIC) to order and prepare all food
- Review recipes before giving them to staff. Go over the recipe with staff before they start preparing.
- Use the recipe converter/calculator to calculate the correct amount of food for your lunchroom Contact CNP Director with any questions or concerns about the recipes
- Determine if the finished product is of best quality both in flavor and appearance **BEFORE** it is served

## PORTION SIZES

**Serve ALL Students the correct portion sizes according to the production records**

## DAILY – END OF DAY

- Make sure that you are ONLINE
- Print Register Money Report & compare it to Drawer balance(s) **if it doesn't match call RUTH – DO NOT CLOSE REGISTER**
- Follow Steps For Closing the Drawer
- **(DO NOT LOG OUT OF Point of Sale)**
- Wait 3 minutes and look to see if it has synced (Only if you have worked offline during the day)
- Scan & email reports to Ruth
  - Reports to send:
    - Daily Deposit Report & Daily Deposit Slip (Hand Written)
    - Meal Counts by Day Report
    - Register Money Report

## DAILY – EQUIPMENT

CHECK ovens, steamers, warmers, freezers, coolers, etc. first thing in the morning

## DAILY – PRODUCTION RECORDS

- Use for planning menus & controlling inventory
- Use in determining what to PLATE
- Refer to Production Records Procedures
- Make sure the Production Record is filled out with menu items and how much is needed for the daily count
- Ensure that everyone is filling out the Production Record
- Record Snack & Supper information on Production Record

### Serve ALL Students the correct portion sizes according to the production records

- Use of production records for planning and controlling food production is a basic management tool in any foodservice operation.
  - Production Records are **required** to document that reimbursable meals served meet requirements for components and serving sizes. (Lack of production records for documentation can mean a reclaim of reimbursement.)

#### *Time Frame:*

- *Must keep current year Production Records; and*
- *Four (4) additional years of production records*
- *TOTAL of 5 years of production records.*

*Disposal of Production Records: Must be shredded or burned.*

*Use as “daily tool” for staff.*

- *An excellent planning and forecasting tool for a successful food service operation.*
- *Provides a written history that can be used to evaluate customer preference and improve menu planning:*
  - *Minimizes overproduction and food waste; and*
  - *Identifies trends and tracks participation*
  - *Provides a daily written history of the foods planned, prepared and served.*
    - *Who is responsible for completion of the production records?*
  - *Menu planner (CNP Director) prepares original form.*
  - *Production staff*
  - *Meal servers*
    - *When should production records be completed?*
  - *Majority is completed prior to the day of meal service.*
  - *Remainder is completed on the day of meal service.*

## DAILY – DATES

**Check the dates of all of your items in Inventory** – let’s discuss the use of items on our menus if we need to work things out. Remember that all changes must be approved in writing by me.

- \*\*\*\*\*MILK\*\*\*\*\* Check your dates for daily and weekly meals!

## WEEKLY - TIMESHEETS

- Send to Ruth on Monday for the previous week

## DAILY / WEEKLY / MONTHLY / ANNUALLY – INVENTORY

- Use Production Records, notes, Contribution Reports, etc. to complete the daily inventory on your Google Document (PERPETUAL INVENTORY)
  - LAST DAY OF MONTH
    - have everyone do a physical count of inventory – use this to correct the Inventory Spreadsheet
    - Report to Director that it is completed by the 3<sup>rd</sup> of each month.
    - Print Spreadsheet & Sign (attach to hand written inventory counts)
    - Send a signed copy to Ruth by the 3<sup>rd</sup> working day of the month
  - LAST DAY OF THE SCHOOL YEAR (MAY)
    - Same as monthly inventory procedures
  - LAST DAY OF FISCAL YEAR (SEPTEMBER 30)
    - Same as monthly inventory procedures
- SNACK & SUPPER – record on Monthly Inventory Spreadsheet items that are used for snack & supper

**Check the dates of all of your items in Inventory** – let’s discuss the use of items on our menus if we need to work things out. Remember that all changes must be approved in writing by me.

- \*\*\*\*\*MILK\*\*\*\*\* Check your dates for daily and weekly meals!

## DAILY / WEEKLY / MONTHLY / ANNUALLY – RECORD KEEPING

- Refer to [HACCP](#) manual for the REQUIRED Record Keeping Forms for safety and protection of food, equipment, & facilities
- [INVENTORY](#) – refer to procedures listed above and in the procedures manual
- [PRODUCTION RECORDS](#) – see procedures
- [TEMPERATURES](#) - Keep a physical log of all temperatures
  - Freezers
  - Coolers
  - Refrigerators
  - Dry storage
  - Etc.

## **PRODUCE – Monday**

Send Produce orders to Ruth & Fran on Monday

- Fran will place the order and send you an email with the copy of the purchase order attached
  - a. FRAN: DELIVERY DATE must be correct on the PO
  - b. CAFETERIA: Use the PO to check in the produce

## GROCERY ORDER – Wednesday

- Order Groceries
  - (USE THE CONTRIBUTION REPORT & PRODUCTION RECORD) on the
  - Online CNP Website
    - CNP Forms
    - SWP
    - Order Entry
    - Delivery Site: Select your school from the drop-down box as the Delivery Site
    - Delivery Week: Select the MONDAY date of the week of DELIVERY
    - Example: If you are placing an order to come on Wednesday, February 27 or Thursday, February 28 - then you will select the date **February 25, 2019**
    - Enter your order
    - Scroll to the top of the page and select **CHECK OUT**
    - You will see the word Print (in blue) at the top of the order if you would like to print the order for review.
    - Review your order
    - Fran or I will approve the order on Wednesday afternoon and send you an email with the PO # / Approval Code
    - Thursday morning print the PURCHASE ORDER - Requisition Report with General Ledger Detail located under SWP Reports
    - Use this report to compare with the invoice at the time of delivery.

### MINIMUM ORDER AMOUNTS

- USDA Donated Food – 10 cases (unless placed with a purchased foods order)
- \$500 Purchased Foods

## ORDER CHANGES/CANCELATIONS

**MANAGERS WILL CONTACT RUTH OR FRAN IF AN ORDER NEEDS TO BE CANCELED OR IF THE DON'T NEED ANY OF THE COMMODITIES AVAILABLE**

- Canceling Orders:
  1. Email [SWP@alsde.edu](mailto:SWP@alsde.edu) for Purchased Foods
  2. Email [FoodDist@alsde.edu](mailto:FoodDist@alsde.edu) for USDA Foods
  3. Include Dates
  4. Include Approval Codes
- USDA Foods Transfer Requests:
  1. Email [FoodDist@alsde.edu](mailto:FoodDist@alsde.edu)
  2. Include the USDA Material
  3. Include the Sales Order #
  4. Include Case Quantity

## **SNACK & SUPPER - Monday**

Scan & Send SNACK & SUPPER Reports to Ruth

Daily Record of Snack (only needed by 21<sup>st</sup> Century – can use menu calendar)

Afterschool Roster and any other Roster for sports, band, etc.

Daily Tally Sheet & Roster (list of names) for Virtual Bags

## **BREAD – Weekly**

Call & do a Bread Order

## **MILK – Weekly**

Call & do a Milk Order

## **DELIVERIES – Receiving**

- Refer to HACCP manual for procedures on receiving food
- Manager **MUST** sign ALL invoices, orders, etc. **NO EXCEPTIONS**

# Kelly's Absences & Substitutes Procedures

## **Email Ruth & Fran the following**

- Employee Name
- Date (s) of absences
- Absence Reason (This needs to be listed on the timesheet, also.)
  - J - Jury Duty
  - Military
  - PL - Personal
  - PR - Professional
  - S - Sick
  - V – Vacation
- Time
  - Full Day
  - Half-Day AM
  - Half-Day PM
  
- Substitute Name

All absences will be recorded by the Ruth/Fran in Kelly's system even if there isn't a sub available. Please send this information as soon as possible to create the substitute request.

## **Fill out Employee Leave Request**

Crenshaw County Schools Website @ <https://www.crenshaw-schools.org/>

Staff – Forms – Employee Leave Request

[Employee Leave Request](#)

## **Complete the Sign-In Sheet**

1. Send a copy to Ruth by email on MONDAY for the previous week.
2. Send a copy to the school office secretary each week.

## REFUNDS

ALL REFUNDS MUST BE APPROVED BY CNP DIRECTOR & FINALIZED THROUGH RIGHTNOW.

**Never do this at the POS (Point of Sale)**

### **CAFETERIA/LUNCH ROOM**

#### **Refunds of \$5.00 or more**

1. Print form and have the parent or employee complete and sign.
2. Manager signs and has the principal complete and sign the form.
3. Send the form to the CNP Director for processing.

#### **Refunds of \$5.00 or less**

1. Print form and have the parent or employee complete and sign.
2. Manager signs and has the principal complete and sign the form.
3. Send the form to the CNP Director for further instructions.
4. CNP Director will authorize refunds from your cafeteria as needed.
5. Enter account and process refund.
6. Print the REFUND RECEIPT and send a copy to Ruth at the Central Office
7. This process must be done BEFORE closing the drawer. Money will be refunded out of money collected for the day.
8. CALL RUTH WITH QUESTIONS

### **CENTRAL OFFICE**

9. Cut check through McAleer
  - Run check using account#:
    - ❖ 12-2-0271-000-00CC-5101-0-0000-0000
10. Mail check to Parent at current address.
11. When BALANCING:
  - Debit Cash:
    - ❖ 12-1-0111-000-00CC-5101-0-0000-0000 (D)
  - Credit Def. Revenue:
    - ❖ 12-2-0271-000-00CC-5101-0-0000-0000 (C)

When the refund is completed in RightNow, the refund automatically affects Deferred Revenue and Cash Receipts. Central office uses the Deferred Revenue account to have a paper trail of the refund for auditing and tracking purposes.

## **ADJUSTMENTS**

**\*\*\*\*ADJUSTMENTS – ALL adjustments must be done at the Central Office**

Send an email to Ruth with detailed information for the reason of the adjustment. This includes moving money between accounts.

## **CHARGE POLICY**

In order to better serve our community, Crenshaw Co Public Schools allows students to charge reimbursable breakfast and lunch meals.

All employees are expected to follow the Charge Policy as stated.

All grade levels - Charge limit of \$10.00

Manager will send charge letter to student's family when a negative balance is reached weekly

Parent or Guardian may request a refund in writing for the remaining money on their student's account if they are withdrawing or graduating from CCBOE by using the Refund Form.

**Adults and visitors are not allowed to charge.** Purchases must be paid for at time of service. Every ECS employee has an account set-up in the Point of Sale (POS) system. Encourage district employees to deposit money in their account.

**PRINCIPAL ACCOUNT IS NOT TO BE USED FOR ADULTS.**

## **HACCP**

- Review the SOP's (Standard Operating Procedures) for yourself and your staff.
  - Use checklist daily to assist you in running your cafeteria.
  - Train each employee on the HACCP manual
- Use GOOGLE to find training topics that relate to the SOP's

## **ALLERGY LIST**

- Be sure that on Shrimp or Fish day that we have good procedures

- NO CROSS CONTAMINATION
- All food for allergy students shouldn't be touched by anyone serving the fish or shrimp
- CHANGE gloves and serving utensils
- Keep them SAFE

## TRAINING

- All CCBOE Employees will be required to complete the following training each year
  - Civil Rights Training
  - HACCP
  - Erin's Law
  - Jason Flatt Act
  - Code of Alabama (1975) §26-14-3 Child abuse or neglect
  - Code of Alabama (1975) §16-28B-8(11) Harassment Training
  - Anaphylaxis Training
  - Managing Diabetes in the School Setting, Tier I and II
  - McKinney-Vento Act
  - Technology Acceptable Use Agreement
  - All Professional Development announced during the year
- **Subs must be trained on Civil Rights & HACCP**
- Send the sign-in sheet to CNP Director
- Conduct training on the Point of Sale for ALL employees who will be using it during the year. This must be done every year.  
Send the sign-in sheet to CNP Director
- **WEEKLY** training of duties, HACCP, equipment, etc. must be conducted.
- Send the sign-in sheet to CNP Director
- Assist and train employees on all jobs-
  - Show them HOW to do their jobs.
  - If you are unsure, ASK CNP Director or other Managers
  - Let your staff know to ASK you if they are unsure

## CIVIL RIGHTS POSTER

Must be posted in dining room & office at all times.



## **ACCIDENTS**

- Immediately report to the Principal
- Send employees to the Nurse if needed
- Call the CNP Director
- Complete the Incident Report (HACCP MANUAL)

## **FOOD DISPOSAL**

- Should be kept to a minimum
- Record all disposed food on the production records
- Any large quantity of food discarded **MUST BE** reported to CNP Director before discarding.
  - Out of date
  - Spoiled
  - Contaminated

## **SECURITY**

**LOCK ALL FOOD AND STORAGE AREAS AS WELL AS EXTERIOR DOORS**

## **ROTATION**

- Send the CNP Director an email with your rotation schedule for the year.
- Post the rotation schedule in the kitchen or staff notification area that allows, your staff, substitutes, the principal, and CNP Director to always know where an employee is working and when.

## **MAINTENANCE**

- Send ALL maintenance request to CNP Director
- Send CCBOE Inventory ID # if available on all equipment maintenance request ( the little white sticker on the equipment)

# GUIDELINES FOR FOOD SAMPLES

Child Nutrition Program, Crenshaw County Schools

1. Save the required food samples on a tray or plate that has been identified by day and date with indelible ink. You may use the student tray, Styrofoam plate or Styrofoam tray with lid; be sure the tray or plate is covered with plastic wrap or aluminum foil.
2. All samples must be preserved in a cooler, never in a freezer.
3. Samples must be kept for one week (7 days) and then destroyed. Rotation of the samples should be a part of the daily routine (last Monday's tray replaced with this Monday's, Tuesday's, replaced with Tuesday's, etc.)
4. Amounts to be saved will depend on the item as described below.
5. Food that must be saved are those that are potentially hazardous items; the items are as follows:
  - Entrees (not in a sandwich): Save 5-6 ounces of the meat portion or the entrée. For pre-portioned entrees save two (2) servings, except for pizza, save one(1). Two servings of a breakfast entrée should also be saved.
  - Entrees (served as a sandwich): save one (1) portion of sandwich as it is eaten by the student, i.e. meat patty in the bun or ham and cheese sandwich. The portion of protein food(s) on the sandwich which is sufficient, do not save extra ounces. Items that are served with sandwiches, that are optional, such as lettuce, tomato, pickles, condiments, do not have to be included on the sandwich that is saved.
  - Other Meat/Meat Alternates: Meats, meat salads, pasta salads, cheese, eggs served on salad bars or otherwise: Save 5-6 ounces of the item.
  - Vegetables, Cooked: Save 5-6 ounces of all vegetables. These may be spooned on the tray or placed in the 5-1/2 ounce Styrofoam containers. If placed on the tray or plate, be sure the food does not co-mingle with another food.
  - Vegetable, Raw & Salad Bar: None of these items have to be saved.
  - Vegetable or Fruit Salads: (containing mayonnaise or mayonnaise-type products, i.e. salad dressing, coleslaw). Save 5-6 ounces of the item.
  - Salad Dressing: (school-made from scratch or dry mixes made from mayonnaise or buttermilk). Save 5-6 ounces each day it is used on the serving line or salad bar.
  - Fruit/Juices: No fruits or juices have to be saved.
  - Breads: No breads have to be saved except the bread items in the sandwich entrees.
  - Desserts: No desserts have to be saved.
  - Milk: Save a carton of each type of milk served (Low Fat (1%), Fat Free, and Flavored Fat Free) per expiration date for seven days.
  - Purchased Packaged Foods: These do not have to be saved.

Follow all guidelines as assigned by the Alabama Department of Public Health

## GOOGLE DOCS & SHEET INFORMATION

Creating & Using Google Docs & Sheets

<https://gsuite.google.com/learning-center/products/docs/get-started/#/>

<https://gsuite.google.com/learning-center/products/sheets/get-started/#/>

Above are links for Google Docs & Sheets information.

Hopefully this will help with creating and maintaining documents/spreadsheets in Google.

To share a document with me

*Importing a file is simple as well. You can either import directly into the current spreadsheet, create a new spreadsheet, or replace a sheet (i.e. an individual tab) with the imported data.*

*The most common files you'll import are CSV (comma separated values) or XLS and XLSX (files from Microsoft Excel). To import a file from outside of your Google Drive, go to the FILE > IMPORT > UPLOAD menu.*

Please save your INVENTORY spreadsheet in Google Docs. (CALL ME AND I WILL HELP YOU)

SHARE your file with me (File - Share - my email address - SEND) (CALL ME AND I WILL HELP YOU)

GREAT THING ABOUT GOOGLE DOCS AND SHEETS - It saves it automatically and you don't lose information.

## OFFER VS SERVE – NSLP & SBP

### OVS at Lunch

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

### OVS at Breakfast

At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items, one of which must be ½ cup of fruit or vegetables for OVS.

## OFFER VS SERVE – SUMMER FEEDING (SFSP)

### Terms to Know •

Food Component - One of the food groups that comprise a reimbursable breakfast, lunch, or supper. Food components include milk, fruit and vegetable, grains, and meat/meat alternate.

Food Item - Foods that are part of a food component. For example, broccoli is a food item in the fruit and vegetable component. •

### How Does OVS Work?

#### **Breakfast Offer four food items, one from each component:**

Milk  
Fruit & vegetable  
Grains  
Meat/Meat alternate, or fruit/vegetable, or grains

All food items offered must be different from each other. For example, a flaked cereal and a puffed cereal are two types of cereals that are not identical, but they are the same food item.

A child must take at least 3 different food items out of the 4 food items offered.

#### **Lunch or Supper Offer five food items from the four food components:**

Milk  
Fruits & vegetables  
Fruits & vegetables  
Grains  
Meat/Meat alternate

All food items offered must be different from each other. For example, orange slices and orange juice are two types of oranges that are not identical, but they are the same food item. A child must take at least 3 food components out of the 5 food items offered.