**Summer Fun Café**

**DAILY Key Reminder List**

**Daily**

* Record milk cooler temperature
* Accept milk/juice delivery (Hollandia) , sign invoice, both first and last name.
* Accept food from SDUSD – Count and record – Tracking Report
* Prepare to serve food – take temp of each food item & record – Tracking Report
* Serve meals – record each child receiving a reimbursable meal – Weekly Meal Count Sheet and total on the Tracking Report
* Clean-up; throw away hot food; return other leftover food to appropriate containers.
* Serve snack - record each child receiving both items - Weekly Meal Count Sheet and total on the Tracking Report
* Count left over milk and juice – record on Tracking Report
* Complete daily numbers on Weekly Meal Count Record.
* Sign Tracking Report
* Put Tracking Report and Dairy Invoice in pocket on thermal container.
* Record milk cooler temperature

**End of Week**

* Scan and email to [summerfuncafe@sandi.net](mailto:summerfuncafe@sandi.net) or fax (858) 565-6378 your Weekly Meal Count Record and your Daily Meal Count Sheet. Total of 3 pages.

**No Service on JULY 4**