**2012 YMCA Summer Food and Recreation Program**

**Operations Checklist**

**Family Registration Forms**

* Welcome Letter (Spanish/English)
  + Medical Statements if Applicable (Spanish/English)

**Programmatic Considerations**

* First week, have extra staff on hand for deliveries
* Schedule food times at the same time everyday
* Ensure nutrition education/outreach is provided
* Staff participate in pre-service Record Keeping and Food Safety training (2 hr)
* One staff on-site participates in on-line ServeSafe Training (1.5 hr)
* Assistant Director/Director is responsible for administration, civil rights complaints intake, and execution of food program

**Documentation/Posting Requirements**

* Send to sponsor representative the field trip locations, dates, times one week prior for waiver approvals
* Post in public view for parents and children the Civil Rights and Non-Discrimination Poster (11x17)
* Post your site menus and update as needed
* **The following will be collected during the summer as needed**:
  + Racial/ethnicity information During the First Week of Operation
  + County Health and Safety Audits
  + Any medical statements
* **All programs must collect, keep copies of, and submit weekly in courier by Tuesday to the Association Office**
  + *Delivery Receipts (Signed by vendor/sponsor, Temps, and Quantity)*
  + *Copy of Daily Attendance Reports Bundled By Week*
  + *Refrigeration & Food (Milk) Temps*
  + *Daily Meal Counts and Weekly Meal Summary for Each Meal Type/Site*
  + *Menus*
* Snack Rules must be posted (Spanish and English)

**All paper documents must be kept at AO in a file for 3 years**

**Food Requirements**

* ***All* staff** must attend SFSP training
* Staff must wear gloves at all times during food service
* Meal counts taken at **Point of Service and complete meals must be served**
* Food must be properly stored 6” off the ground
* In the event you have to transport cold meals, do so in an ice chests or insulated food carriers with ice or ice packets
* Food must be served at 1 hour after delivery if not refrigerated
* Milk must be kept in a refrigerator at 41° F or below. Temperature must be recorded daily and logged (food and temperature of fridge & freezer/coolers). Hot foods must be kept hot at
* Temperature gauges calibrated in an ice bath randomly throughout the summer, use alcohol wipes to disinfect in between use
* Children & Staff must wash hands before every meal
* Acquire refrigerated food storage for milk delivery (Revolution Foods can lend)
* On-line ordering Counts for Ordering and Delivery Times, Schedules:
  + **Food vendor orders will be placed Tuesday by 7 pm, be sure to print your menus for the following week.**

**Fiscal Requirements**

* ***Any meals unaccounted for, not served as a completed meal or food items not meeting the SFSP requirements cannot be claimed***