



Site Supervisor's Pocket Reference Guide **Summer Food Service Program for Children**

Food That's In When School Is Out!

DO . . .

- Order/prepare **only** one meal for each child for each meal service.
- Count the meals as they are received.
- Check the meals to be sure you have received **all** menu items and that none of the items are damaged or spoiled, and sign the delivery receipt.
- Clean the site before you serve the meal.
- Put up the approved nondiscrimination poster.
- Serve the meal **only** during the assigned time period.
- Prepare and serve the meal according to State and local health and safety standards.
- Serve each child all menu items at one time.
- Count the meals as they are given out.
- Count second meals separately, if your sponsor allows seconds. Second meals **must** be served as complete units.
- Complete the daily records in a timely manner. Keep them in a safe place away from the children and the weather.
- Clean the site after the meal.
- Encourage the children to try new foods, and minimize food waste.

DON'T . . .

- Serve second meals until **all** children at the site have been served one complete meal.
- Serve meals with missing components.
- Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- Sign meal receipts until **all** meals are carefully counted and checked.
- Allow discrimination against **any** child because of race, color, national origin, sex, age, or handicap.
- Forget to have each meal service supervised by a person trained in the operation of the program.
- Hesitate to contact your sponsor if you have concerns.

Sponsor's Name

Sponsor's Telephone Number

Food Supplier's Name

Food Supplier's Telephone Number

Site Supervisor's Name

United States Department of Agriculture
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