

DOÑA ANA COUNTY HEAD START

FOOD SERVICE CHECKLIST MONITORING FORM

Record Keeping

- Menu Record Book logged on a daily basis;
- Grocery lists completed on a weekly basis;
- Substitution form completed, if needed;
- Freezer, refrigerator and dry storage temperatures taken and documented on a daily basis;
- Water temperatures taken and documented on a weekly basis;
- Meal counts on ChildPlus (AM, PM & Full Day) completed and documented on a daily basis;
- Nutrition Education approved, documented, and submitted to Nutrition Assistant on a monthly basis.

Space and Equipment:

- Dry storage available for food items;
- Dining space adequate for the number of children enrolled;
- Oven-range working properly;
- Refrigerator-freezer working properly;
- Sink available for hand washing.

Sanitation:

- Food Service Cleaning Schedule posted;
- Sanitary procedures followed by Food Service Attendants;
- Follow the three-step procedure if no dishwasher is available;
- All insecticides and cleaning supplies stored in an area that is not accessible to children;
- Kitchen swept and mopped daily;
- Hand washing technique followed;
- Hair restrained and a clean apron being worn;
- Use poly gloves when handling raw meats and when transferring the food to the serving dishes and to the eating area.

Food Service:

- Food Buying Guide used;
- Menu posted in the classroom for parents to read;
- Meals follow the menu for the day;
- Children serve themselves;

- Involve children in setting the tables and cleaning up;
- All of the required components served for each meal;
- Is the waste on a plate high, moderate, or low?
- Do you have Head Start form for special diet accommodations?
Form name: "Diet Prescription for Meals at Child Care". You need one per child who is being accommodated. You also need (stapled behind the Head Start form) doctor's orders for all except cultural preferences

Food Service Blue File Box:

- Written Nutrition Plan on file;
- Food Service Job Description on file;
- Monthly menus on file
- Other Nutrition Forms on file.

License, Food Permits and Mandated Postings:

- Food Permit posted;
- New Mexico Environment Department current "Survey" copy on file;
- Child Care Operator's License posted;
- Non-discrimination poster posted;
- Nutrition Posters posted in eating area.