

Weekly “Help the Kitchen Shine Walk-Through” Checklist

(15 minutes)

Bring this with you. If any item is unclear or missing, follow up the same day.

Food Safety & Kitchen Readiness

- **Cleanliness & readiness:** Would this kitchen pass a health inspection if the inspector walked in with you today?
- **Temperature control:** Holding and cooling logs complete, accurate, and signed; thermometer calibration documented.
- **Handwashing & sanitizer:** Sinks stocked; sanitizer test strips used and results logged; gloves available and used correctly.

Meal Pattern & Documentation

- **Production records complete:** Every box filled—planned/served portions, recipes/credits, substitutions, leftovers, etc.
- **Meal pattern compliance:** All components offered/served as required; Offer vs. Serve applied correctly where applicable.
- **Menus & signage:** Daily/weekly menus post-ed; required meal signage visible and accurate for students.

If **you or the cook are unsure** what belongs in a production record box or how a food item credits: **call the Child Nutrition office immediately (1-701-328-9566)**

Staffing & Efficiency

- **Staffing check-in:** Are tasks balanced? Any bottlenecks or idle time? Do staff need ideas for efficiency?
- **Phones & downtime:** Are personal devices put away during work? If there's downtime, is there a productive task list?
 - **Professional Standards training progress:**
Director: **12 hours/year** → ~**1 hr 20 min/month** or **20 min/week**
 - Track hours and topics; plan micro-trainings during slower periods.

Monthly “Help the Kitchen Shine” AR Meeting Agenda

Meet formally with the foodservice director/manager each month. Bring reports.

1. Budget Review

- Are we over, under, or on target for the year?
- Any unexpected spikes in food, labor, or supply costs?
- Are nonprogram food revenues covering costs appropriately?

2. Procurement & Planning

- Has procurement for the current and upcoming school year been completed or scheduled?
- Any upcoming product changes or forecasting needs?

3. Meal Pattern & Documentation

- Spot-check production records: are recurring gaps being addressed?
- Are substitutions documented with proper crediting?

4. Training & Professional Standards

- Are staff on pace to meet their required annual hours?
- Any training support needed from the State Agency?

5. Food Safety & Equipment

- Review HACCP logs, corrective actions, and any findings from recent inspections.
- Are equipment repairs or replacements needed?

6. Staffing & Workflow

- Any staffing shortages, scheduling issues, or cross-training needs?
- Are efficiency challenges showing up in prep, service, or cleanup?

7. Program Marketing & Parent Communication

- Review menu communication: Are parents receiving accurate, timely information via website, app, or newsletters?
- Discuss feedback from parents, students, or staff and plan small improvements.
- Explore opportunities to highlight nutrition education, taste-testing events, or celebrations like National School Lunch Week.