



FOOD SERVICE CHECKLIST MONITORING FORM

Record Keeping:

- **Attendance** for Meal counts on ChildPlus (AM, PM & Full Day) completed and documented on a daily basis;
- Menu Record Book (meal counts) logged on a daily basis and filed at the center;
- Freezer, refrigerator and dry storage temperatures (if storing food in cupboards) taken and documented on a daily basis; reviewed & filed back at the center;
- Water temperatures taken and documented daily, reviewed & filed back at the center;
- Nutrition Education approval, and documentation for each month is submitted to Nutrition Assistant on a monthly basis, reviewed and approved, then filed at the center

Space and Equipment:

- Dining space adequate for the number of children enrolled;
- Oven-range working properly;
- Refrigerator-freezer (if applicable) working properly;
- Sink available for hand washing separate from the dish washing sinks

Sanitation:

- Food Service Cleaning Schedule posted (2 pages are laminated);
- Sanitary procedures followed by all adults in the classroom;
- 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 posted (kitchen/bathroom) and followed;
- Hair restrained and a clean apron being worn during food service;
- Use poly gloves when handling food and when transferring the food to the serving dishes and to the eating area.

Food Service:

- Food Buying Guide used by Nutrition Assistant;
- Menu posted in the classroom for parents to read;
- Meals follow the menu for the day;
- Children serve themselves with assistance from adults;
- Children are involved in setting the tables and cleaning up;
- All of the required components served for each meal: 3 at breakfast/ 2 at snack/ 4 at lunch;
- Leftover food is properly stored in airtight containers/zip storage bags, labeled and dated;
- Monitoring of waste is documented on Fridays (teachers) and as needed on food holding log form. Is the waste on a plate high, moderate, or low is documented by Nutrition assistant during frequent monitoring visits at the centers;
- The Head Start form for special diet accommodations is posted confidentially?
Form name: “**Diet Plan** - 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 documents on File at the Center:

- Written Nutrition Plan on file (Food Service responsibilities);
- Monthly menus on file after month the month is over;
- Other Nutrition Forms on file: monthly nutrition experience, classroom temperature and food transportation/holding logs, and meal counts:

License, Food Permits and Mandated Postings:

- Food Permit/license 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: MyPlate in Spanish and English etc.