**DOÑA ANA COUNTY HEAD START**

**NUTRITION SERVICES AND CLEANING SUPPLY ORDER**

Name of Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Ordered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cleaning Supplies & Paper Goods**

**Quantity Item Description**

|  |  |  |
| --- | --- | --- |
|  | Paper towel roll for drying hands | Brown roll used in dispenser – 6” diameter |
|  | White paper towel roll | White roll used in dispenser – 8” diameter |
|  | Paper towels for drying hands | Long, flat, folded – used in dispenser |
|  | Small folded dinner napkins | used at meal time – 7” long / 250 count |
|  | Sporkes (spoon/fork combo) | 5.75 inches long – plastic cutlery |
|  | Small foam plates | 6 inches |
|  | Large foam plates | 9 inches |
|  | Small foam bowls | Circle size – 5 ounces and 16 ounces |
|  | Solo plastic cups | 5 ounces  |
|  | Bleach | 1 gallon |
|  | Clear film | Plastic wrap 18” x 100 feet  |
|  | Blue dish soap | Liquid gallon |
|  | Pine disinfectant | Concentrated liquid gallon |
|  | Food service gloves | Circle size - small /medium / large |
|  | Chlorine test strips | 100 strips per tube |
|  | Hair net | Food safety/serving |
|  | Gallon size zip-lock bags | For food storage |
|  | Quart size zip-lock bags | For food storage |
|  | Trash can liner – black  | Large black roll for garbage  |
|  | Trash can liner – white  | Large white roll for garbage |
|  | Household paper towels | White roll for drying hands  |
|  | Alcohol swabs | For cleaning food service thermometers |
|  | Hand soap | For handwashing in kitchens and bathrooms |
|  | Wash cloths | For green bucket and red bucket |
|  | Toilet paper | For bathroom dispensers |
|  | Food service thermometers | For temping food items and milk |
|  | Post-it notes / sticky notes | To label food items in the refrigerator  |
|  | Ketchup | Large bottle |
|  | Mustard | Small bottle |
|  | Ranch dressing | Large bottle |
|  | Picante salsa | Large bottle – mild or medium  |
|  | Other: | Note:  |

**Nutrition Services and Cleaning Supply Order Form/Nutrition/ 5.01 2.02 6.06 4.10 4.11 9.13 10.13 8.16 Reviewed 7.15 Revised 6.17**