



DO'S AND DON'TS FOR SITE SUPERVISORS



- Prepare or order only the number of meals needed.
- Count the meals as they are received.
- Check the meals to be sure you have received all the menu items and that none of the items are damaged or spoiled. Note any problems directly on the delivery receipt and sign the receipt.
- Clean the site before you serve the meal.
- Put up the approved "And Justice for All" poster in a visible location.
- Serve the meal only during the assigned time period.
- Prepare and serve the meal according to State and local health and safety standards.
- Serve the children in an organized manner at mealtimes.
- Count meals at point of service and record the number of complete meals once all components have been served.
- 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 children, weather, and animals.
- If possible, organize site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in changes in attendance by the children. When this happens, you and your site are at a disadvantage.
- Plan the staff members' time so they may sit with the children while they eat.
- Encourage the children to try new foods.
- Clean the site after the meal.
- Have fun!



- Serve second meals until all children at the site have been served one complete meal.
- Serve meals with missing components, unless your site is approved to serve "offer versus serve" (OVS) meals.
- Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- Allow any part of the meal to be taken offsite, unless your sponsor allows a fruit, vegetable, or grain to be taken off site.
- 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 disability.
- 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.

