

**AIMS Daily Step by Step Requirements for Food Service**

**2018-2019 School Year**

Lunch Service Support:Ms. Dalia & Ms. Marissa

Questions? Need Help? Email, Text or Call!

* Ms. Tiffany Tung (tiffany.tung@aimschools.org)
* Ms. Laila Ahmad (laila.ahmad@aimschools.org
* Mr. Alex Lee ([alexander.lee@aimschools.org)](mailto:alexander.lee@aimschools.org))
* Ms. Marisol Magana (marisol.magana@aimschools.org)

**Daily Step-by-Step Checklist for Lunch Food Service**

ARRIVAL (Marissa or Dalia)

* Document BOTH Cooler Temperatures on Temperature logs
* Do milk count and document on Production Records – close up milk cooler

DELIVERY RECEIPT (Marissa or Dalia)

* Receive order and double count - ensure ALL items on order are received and milk is a good date
  + IF NOT - contact **LunchMaster** Immediately
    - Email: pritika@thelunchmaster.com  
      CC: tiffany.tung@aimschools.org, laila. [ahmad@aimschools.org](mailto:ahmad@aimschools.org)
    - [ted@nobhillcatering.com](mailto:ted@nobhillcatering.com), lauren@schoolfoodsolutions.org
* Ensure that driver recorded DEPARTURE temperatures and sign off on delivery invoice.
* You need to Record arrival temperatures and sign off
* Ensure the hot boxes are plugged in

LUNCH SET-UP

* WEAR GLOVES
* Put out Fruits and Veggies
  + Tongs for edible skins
* Put out Condiments
* Put out Utensils
* Do your Beginning Count fill out production records with the “Amounts Prepared/Planned”
* Look at production record so you know what the MINIMUM items student needs to take for a reimbursable meal - Ms. Dalia or Ms. Marissa
* Put refrigerated items out no more than 5 minutes before students arrive
* Take the hot entrees out no earlier than 5 minutes before students arrive
* Take service temperature and RECORD on production records

LUNCH SERVICE

* Each person receives the SAME menu options in the SAME amount
  + The last student in line should have all of the same options as the first student in line.
* Ensure students are taking 3 components and at least 1 fruit OR 1 veggie serving (minimum)
  + They CAN take everything if they choose
* If needed, replenish milk so that BOTH types are always available to all students in line

AFTER LUNCH

* Count ALL leftovers and record on production records
  + Entrees
  + Fruits/Veggies
  + Milks
* Print out the Daily Operations Summary from MealTime and file in binder
  + Ensure the meal counts match the amounts you served according to the production record
* Throw away necessary leftovers