



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)
- 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
 - 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