



Best Practices in Food Services/Cafeteria

Taken from American School Food Service Association

AFSA offers online courses, manuals and other resources to train school food service professionals in the best practices listed below. To access these courses, go to:

http://www.asfsa.org/childnutrition/keys/express_app/frmResources.asp

Courses and resources are offered in these areas:

- o Administration
- o Communications & Marketing
- o Nutrition & Nutrition Education
- o Operations

Administration

- 1: The school food and nutrition program has written short-range goals that are communicated and evaluated annually.
- 2: The school food and nutrition program has written long-range goals that are communicated and evaluated annually.
- 3: Written policies and procedures cover key areas and are kept up to date.
- 4: Policies and procedures are communicated and available to the school community.
- 5: Operational policies and procedures are put into practice.
- 6: The budget includes input from school food and nutrition management staff.
- 7: Income and expenditure projections are evaluated regularly and amended as needed.
- 8: Financial and management practices are reviewed on an ongoing basis.
- 9: Internal controls ensure accountability.
- 10: Recruiting and hiring procedures meet requirements.
- 11: Staffing meets needs.
- 12: The food and nutrition program offers competitive and equitable wages, salaries, and fringe benefits.
- 13: Training and employee orientation are available to school food and nutrition workers, and the training responds to the district's goals and workers' needs.
- 14: Internal communications are open and ongoing.
- 15: Performance standards are clear and are followed.
- 16: A performance evaluation system is followed.
- 17: School food and nutrition personnel are encouraged to join and participate in professional associations.
- 18: The school food and nutrition program meets Child Nutrition Program regulations.

- 19: The district's strategic plan or mission statement reflects that the school food and nutrition program plays an integral role in the learning readiness of children.
- 20: The local board of education has adopted a written policy that commits to student health.
- 21: School food and nutrition personnel are accepted as partners in education.
- 22: The school food and nutrition program provides consistent and reliable nutrition information to all grades.
- 23: Nutrition standards are established for food and beverages sold on campus.
- 24: Students have enough time to eat meals.
- 25: Dining areas are designed to meet students' health and social needs.
- 26: The school food and nutrition program and the administration encourage a positive dining experience in many ways.
- 27: Information technology is used in the school food and nutrition program.
- 28: The district office and school sites coordinate efforts.

Communications & Marketing

- 1: The school food and nutrition management staff works with the school community to increase participation.
- 2: Reimbursable meals are promoted as the meal of choice.
- 3: The school food and nutrition management staff works with the school community to increase participation.
- 4: School food and nutrition management staff develops opportunities to extend programs to meet school and community needs.
- 5: School food and nutrition program management staff works with these groups to promote good nutrition.
- 6: School food and nutrition program management staff has industry partnerships to support and promote the program.
- 7: School food and nutrition program management staff has relationships with commercial and nonprofit foodservice operations.
- 8: School food and nutrition program management staff advocates for the health and education of children.

Nutrition & Nutrition Education

- 1: School meals and snacks meet the nutritional needs of students.
- 2: The school food and nutrition program identifies and addresses competitive food activities.
- 3: Standards have been established that provide an appealing and healthy variety of foods and beverages.
- 4: The school food and nutrition program, including à la carte offerings and vending machine sales, complies with standards.
- 5: School food and nutrition personnel provide opportunities to reinforce classroom nutrition education.

Operations

- 1: Planned menus and standardized recipes are used.
- 2: Student preferences are considered when planning menus.
- 3: Recipes used achieve appropriate levels of fat, sodium, sugar, and fiber.
- 4: Written purchasing practices for foods and beverages cover quality, safety, nutritional value, customer acceptance, and cost.
- 5: Written purchasing practices for equipment, supplies, and services cover quality, safety, costs, and needs.
- 6: An objective evaluation of quality, safety, conditions, service, and cost guides purchasing decisions.
- 7: Products are checked upon receipt.
- 8: An accurate inventory is tracked and maintained.
- 9: Daily operations for food production and service are planned in advance.
- 10: School food and nutrition personnel are trained in food production, service and safety.
- 11: Standardized procedures for food preparation and handling are implemented and monitored.
- 12: The dining and serving areas are clean and attractive.
- 13: Food set up and service options are provided so that students are able to get their food quickly.
- 14: Food is served in a way that encourages healthy choices.
- 15: School food and nutrition program personnel make an effort to show concern and interest in students.
- 16: School food and nutrition program staff follows food safety health regulations.
- 17: The school food and nutrition program maintains a plan for food safety.
- 18: Procedures are in place and accessible to school food and nutrition program personnel to ensure a safe working environment.
- 19: School food and nutrition program personnel work to improve waste management and water and energy conservation practices.