

**END OF YEAR TASK/RESPONSIBILITIES SCHEDULE  
2023-2024**

DATE	ACTION
<b>Monday 6/3/2024</b>	<ul style="list-style-type: none"> <li>Assign specific tasks from the End of Year Sanitation/Facilities Checklist (EOYS/FC) to each employee with scheduled completion dates (Monday through Thursday). Review progress daily.</li> </ul>
<b>Tuesday 6/4/2024</b>	<ul style="list-style-type: none"> <li>Review progress of tasks accomplished from the EOYS/FC to ensure that completion is on schedule.</li> <li>Conduct staff meeting to review uniform requirements and return to work schedule for the 2024-25 school year.</li> <li>Discard all expired items and document by completing a Paper Goods Usage – Pick, Break, Spoil Report in TrakNOW.</li> <li>Finalize organization of all storage areas (dry, frozen, and refrigerated).</li> <li>Finalize pending Production and Menu Records, and input snack counts and any CRCR’s needed.</li> </ul>
<b>Wednesday 6/5/2024</b>	<ul style="list-style-type: none"> <li>Review progress of tasks accomplished from the EOYS/FC to ensure that completion is on schedule.</li> <li>Finalize pending Production and Menu Records, and input snack counts and any CRCR’s needed.</li> </ul>
<b>Thursday 6/6/2024</b>	<ul style="list-style-type: none"> <li>Ensure all tasks from the EOYS/FC have been accomplished.</li> <li>Follow POS End of Year Instructions (sent by separate email), which included printing of the Student Balance Report, and keep it on your desk.</li> <li>Discard leftovers and perishable foods and document by completing a Paper Goods Usage – Pick, Break, Spoil Report in TrakNOW.</li> <li>Finalize grocery order revisions for F01 through F05, and paper goods for F01, F03, and F05.</li> <li>Finalize pending Production and Menu Records, and input snack counts and any CRCR’s needed.</li> </ul>
<b>Friday 6/7/2024</b>	<ul style="list-style-type: none"> <li>Ensure there are no expired items (dry, refrigerated, or frozen).</li> <li>Submit your completed EOYS/FC <b>signed by a school administrator</b> to your Supervisor via email <b>by 10:00 a.m.</b></li> <li>Ensure your Maintenance Log of work orders is posted in a visible place (e.g., outside of office door) for ease of reference during summer months.</li> <li>Ensure pending Outgoing Control Forms are posted on the equipment to be removed or available in the front office.</li> <li><b>Submit Inventory if site is going to be closed or site is receiving production center summer meals.</b></li> <li>Leave all school keys with the Principal or administrative designee, if site is closed or you are not working for summer.</li> </ul>



