

FOOD SERVICE MANAGER/SATELLITE ASISSTANT OPENING OF SCHOOL TASK GUIDE

DATE	TASK
August 9, 2023	<ul style="list-style-type: none"> • Assess the condition of your kitchen(s) and facility(ies). <ul style="list-style-type: none"> ○ Facility work orders must be called in by School Site Administrator and reported to Region Food Service Supervisor. • Turn on all equipment in the kitchen: computer, registers, and keypad/scanners. <ul style="list-style-type: none"> ○ Call in work orders needed for cooking equipment to F&N Repair Center 786-275-0500. ○ Call in work orders needed for computers and registers to the F&N Help Desk 786-275-0415 (Caridad Pando); 786-275-0417 (Caresa Delancy); 786-275-0412 (Mercedes Leon).
	<ul style="list-style-type: none"> • Contact employees with a return-to-work date. <ul style="list-style-type: none"> ○ Employees must work on Wednesday, August 16th to clean and prepare for meal service on Thursday. ○ Another day must be scheduled for training and deliveries.
	<ul style="list-style-type: none"> • Assess your inventory of food and supplies. Discard expired items. <ul style="list-style-type: none"> ○ Complete a Paper Goods Usage/Pick Break Spoil report (Creating Paper Goods Usage Desk Aide).
	<ul style="list-style-type: none"> • Complete the Opening of School Checklist: Sanitation-Facilities-Equipment for all kitchens and facilities (PLCs, MLCs, Annexes, etc.).
8/10/2023	<ul style="list-style-type: none"> • Attend Region Food Service Supervisor Opening of School Meeting <ul style="list-style-type: none"> ○ Submit completed checklist to Region Food Service Supervisor at meeting.
8/11/2023 9:30 a.m. – 2:30 p.m.	<ul style="list-style-type: none"> • Attend Food and Nutrition’s District Opening of School Meeting Hialeah Gardens SHS 11700 Hialeah Gardens Boulevard Hialeah Gardens, FL 33018 9:30 a.m. – 2:30 p.m.
8/14/2023	2023-2024 POS Opening of Schools Procedure per email from Patty Prida
8/15/2023 Or 8/16/2023	<ul style="list-style-type: none"> • Conduct Opening of School Meeting and Training with Part-Time Staff Agenda provided at Region Supervisor Meeting on 8/10/2023. • View Civil Rights Compliance webinar with staff. <ul style="list-style-type: none"> ○ Submit two Professional Standards Training Rosters to Region Food Service Supervisor via email by end of day on 8/15 or 8/16: <ul style="list-style-type: none"> ▪ Opening of School Meeting/HACCP ▪ Civil Rights (click here to view video)
8/9/2023 thru 8/16/2023	<p>Complete the following items:</p> <ul style="list-style-type: none"> • School Information Sheet <ul style="list-style-type: none"> ○ Submit to Region Food Service Supervisor via email by Tuesday, August 16, 2023 ○ Post in manager/satellite assistant office • Employee Work Schedules <ul style="list-style-type: none"> ○ Post in manager/satellite assistant office.

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DATE	TASK
8/9/2023 thru 8/16/2023 (continued)	<p>Complete the following items:</p> <ul style="list-style-type: none"> • Cleaning Schedules <ul style="list-style-type: none"> ○ Post in kitchen or locker room. • School Site Delivery Schedule <ul style="list-style-type: none"> ○ Post in manager/satellite assistant office. • Description of Program Overview and Facility <ul style="list-style-type: none"> ○ File in HACCP Notebook. • Staffing Worksheet <ul style="list-style-type: none"> ○ Submit to Region Food Service Supervisor via email. • Items for Posting <ul style="list-style-type: none"> ○ Post items in kitchen or manager/satellite assistant office.
Starting 8/17/2023	<p>The following items must be completed daily:</p> <ul style="list-style-type: none"> ○ Daily/Cold Dry Storage Hot Water Temperature Record ○ Meal Service Temperature Record ○ Production Schedule ○ HACCP Checklist <ul style="list-style-type: none"> ▪ Start on Monday and complete one or two sections each day to complete by Friday. ○ Production & Menu Records