

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: SITE SUPERVISOR

www.sde.ok.gov/sde/summerfood



OBJECTIVES

- What you can expect from your sponsor
- Your responsibilities as a site supervisor
- The meal pattern requirements for the meals you serve
- Safety rules to keep in mind
- Some do's and don'ts while running your site



GOAL

To serve fresh, well-balanced meals that are appetizing to children, come rain or shine.



Site Supervisor Responsibilities

- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Receive and account for delivered meals
- Ensure that children eat all meals on-site
- Plan and organize daily site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service



Pre-operational Training

- Kind of meal service
- Types of meals the site will serve
- Times meals are delivered and served
- Proper method for counting meals



PRE-OPERATIONAL TRAINING

- Record-keeping requirements for your site's food service
- Who, when, and where to call about problems
- Local health and sanitation standards
- Local security and safety considerations
- Nondiscrimination policy



WHAT YOU MUST DO FOR YOUR SPONSOR

- Attend the training session provided by Sponsor
- Order or prepare only the number of meals that you need
- Check with sponsor on delivery of meals
- Count the number of meals delivered, and check them thoroughly each day
- Keep a copy of the delivery receipt and meal count record with your daily report
- Count meals at the point of service



WHAT YOU MUST DO FOR YOUR SPONSOR

- Make sure the meals served meet the meal pattern requirements
- Serve one complete meal to each child, unless instructed differently by your sponsor



WHAT YOU MUST DO FOR YOUR SPONSOR

- Serve only one meal per child during the approved meal time
- Be sure that children eat the entire meal at the site
- Do not allow parents to eat any portion of the child(ren)'s meal
- Serve meals to children 18 years of age or younger



WHAT YOU MUST DO FOR YOUR SPONSOR

- Never serve spoiled food or incomplete meals to children.
- Allow all children equal access to services and facilities at your site.
- In a prominent place, display a nondiscrimination poster provided by your sponsor.
- Make program material provided by your sponsor available to the public upon request.
- Comply with any guidance provided by the monitors.



RULES OF THE SFSP

Participants must understand the rules of SFSP

- Who may eat at the site?
- When the meals are served?
- Where the meals will be served in bad weather?
- What type of meals will be served?
- Why meals must be eaten on site?



MEAL PATTERN REQUIREMENTS

- The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help maintain their nutrient and energy needs
- Breakfast, Lunch, Snack must contain
- Meals served at the site must meet meal pattern requirements



FOOD SAFETY RULES

- Food temperature danger zone 40 degrees to 140 degrees
- Avoid holding foods in this temperature danger zone
- Remember you cannot determine food safety by site, taste, odor or smell



SFSP RULES

- Prepare only the meals needed
- Check meals to make sure items are not spoiled
- Clean site before you serve the meals
- Serve meals only during designated time
- Follow state and local health and safety standards
- Count and record the number of complete meals
- Count complete second meals separately if your sponsor allows
- Complete all daily records in a timely manner
- Encourage children to try new foods
- Clean site after the meals



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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