



MASTER PLAN

FOOD AND NUTRITION SERVICES

2020

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DEPARTMENT(S): Food and Nutrition Service

Course Group #: 10454599

RATIONALE

Individuals involved in preparation and service of meals to the public must have education and training which meets both state and federal requirements assuring understanding and knowledge so one always adheres to safe food service principles (Chapter 64E--11, Florida Administrative Code). Additionally, individuals providing food service through federally funded food service programs must be educated regarding specifics of implementation of these programs (42 U.S.C 1751 et seq.). Finally, development of culinary skills relating to preparation and service of food enhances the food service program offered to students and staff.

The school cafeteria serves as a learning laboratory to teach and practice good nutrition (BCPS Policy 5314). Food and Nutrition Services employees enhance student knowledge of nutrition through proper implementation of school meal programs. Through the Food and Nutrition Services professional development program, Food and Nutrition Services Employees attain knowledge, skills and aspirations to implement behaviors which provide nourishing meals to support student achievement and lifelong healthy life styles.

INDIVIDUAL				
1.1. DESIRED OUTCOME: Contributes to the production of quality meals for students and staff.				
LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
<p>Follows HACCP SOP from food delivery to service.</p> <p>Able to perform in all production positions and prepare and “prep” all foods.</p> <p>Maintains quality on serving line throughout meal period.</p>	<p>Able to complete HACCP daily and weekly surveys and logs.</p> <p>Learns additional positions for food preparation and service.</p> <p>Assures serving line looks attractive to customers and replaces food as necessary.</p>	<p>Stores food correctly and able to complete HACCP temperature documentation</p> <p>Follows work schedule with increasing complexity.</p> <p>Follows a standardized recipe. Utilizing cooking/ preparation techniques including use of food service equipment.</p> <p>With direction, sets up line based on batch cooking and service.</p>	<p>Wears hair coverings, uses gloves and Appropriately protects food from contamination.</p> <p>Follows routine work schedule including food preparation or “prep” and seeks guidance when necessary.</p> <p>Sets up and maintain cafeteria line attractively and assures maintenance of appropriate temperature.</p>	<p>Is not knowledgeable about required attire to protect food.</p> <p>Is not familiar with food service work schedules and how to “prep” or prepare food.</p> <p>Is not knowledgeable of line set up or temperature maintenance.</p>

2.1 DESIRED OUTCOME: Serves meals in compliance with USDA regulations.				
LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
<p>Accurately completes production sheet documenting food prepared and food served.</p> <p>Sets up and maintains food line according to Offer Versus Serve Guidelines.</p> <p>Completes day end recording of meals service.</p>	<p>Accurately documents on the production sheet food prepared</p> <p>Sets up food line with some direction and is able to maintain the line during the meal time.</p> <p>Increases speed when functioning as a cashier while continuing to recognize reimbursable meal.</p>	<p>Provides counts of number of food portions served.</p> <p>Sets up food line with some direction according to Offer Versus Serve.</p> <p>Functions as a cashier recognizing a reimbursable meal and correctly identifying student.</p>	<p>Utilizes correct utensils for serving the right amount of food.</p> <p>Sets up food line as directed.</p> <p>Encourages student selection of necessary components.</p>	<p>Not knowledgeable of portion control and correct usage of utensils.</p> <p>Does not demonstrate ability to attractively set up food display and student trays.</p> <p>May not be familiar with designated meal components.</p>
3.1 DESIRED OUTCOME: Provides good customer service.				
LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
<p>Provides on-going feedback to staff on food/supply needs.</p> <p>Provide cashier function quickly.</p>	<p>Backs up line maintaining attractive display.</p> <p>Greets customers by name and able to cashier.</p>	<p>Sets up line providing an attractive display.</p> <p>Smiles and greets customers.</p>	<p>Sets up served trays attractively on line for customer selection.</p> <p>Dresses appropriately according to uniform requirements.</p>	<p>Is not familiar with attractive set up of food on a student tray.</p> <p>Does not know appropriate uniform requirements.</p>

4.1 DESIRED OUTCOME: Teach students about good nutrition through example and promoting the cafeteria as a learning laboratory for good nutrition.				
LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
Provides teachable moments to students in the serving line.	Participates in nutrition education promotions.	Encourages students to select all 5 meal components.	Discusses the nutritional value of foods served with others. Displays a good example of healthy eating on the job.	Does not articulate discussion about the nutritional value of food.

5.1 DESIRED OUTCOME: Involved in minimal incidents with self or others.				
LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
Employee safely uses all equipment.	Employee safely uses more equipment (slicer, oven, steamer, etc.	Employee practices safe work habits (lifting, serving, movements, etc.	Employee safely uses basic equipment (knives, steam tables, etc.)	Employee may not know how to operate equipment.

Data Collection Plan

End Goal of plan:

Nourishing meals are provided for students and staff which support student achievement and lifelong healthy life styles.

What type of data needs to be collected?	What sources of data will help the investigation?	Are the data available or do new data need to be collected?	Where are these data located?	Who will be responsible for collecting these data?	When will these data be collected?
Health inspector reports	FDOH, Broward County	Available	School site And assigned District location	FNS Manager / Assigned District clerical staff	On--going Throughout the year
Meal accounting data	Day End reports	Available	On---site reviews Manager office	FNS manager	Daily
Meals and portions served, quantity prepared, quantity left over	Preplanning and Production Sheets				
	Coaching logs	Available	On---site District office	FNS manager Area supervisor	On--going
Employee performance Reviews					
Work comp incidents	Work comp reports	Available	Department Work Comp Designee office	Work Comp Department	On--going

Area of Impact	Formative Measures	Summative Measures
Teacher Practices		
Leadership Practices	Observations Meeting/class agendas Coaching logs Annual evaluation	On site reviews Department of Health reports
Collaboration Practices	District staff development	Federal and state audits
Student Learning	Classroom training on Offer Versus Serve One on one training/ reinforcement in cafeteria line	Review of student trays

Master Plan Self---Assessment Tool

(For use by implementers of the Plan)

Please review the innovation configuration components, desired outcomes, and described behaviors. Identify for each desired outcome the level that most closely describes your current practice. Place an x in the box for the appropriate level.

Component 1 Desired Outcome 1.1					Component 2 Desired Outcome 2.1					Component 3 Desired Outcome 3.1					Component 4 Desired Outcome 4.1					Component 5 Desired Outcome 5.1				
Level 5	Level 4	Level 3	Level 2	Level 1	Level 5	Level 4	Level 3	Level 2	Level 1	Level 5	Level 4	Level 3	Level 2	Level 1	Level 5	Level 4	Level 3	Level 2	Level 1	Level 5	Level 4	Level 3	Level 2	Level 1
	x					x						x					x				x			

What do I need to move to the next level?

Employees who demonstrate proficiency in Food and Nutrition Services skills are encouraged to advance to additional positions (cook, assistant manager, intern manager). The positions of assistant manager or intern manager require passing the TABE Test at the 11.0 level in reading, math and language. Individuals interested in the assistant manager or intern manager position may contact the program manager for nutrition education and training for more information.