

Procedures by Serving Model for Breakfast in Classroom

Serving Model	Advantages	Challenges	Line Set up	Counting & Claiming Process	Trash Collection Process
Grab n Go (Cafeteria)	<p>Best Accountability</p> <p>Easy to Implement</p> <p>No additional equipment needs</p>	<p>The entire class must go to the cafeteria dining room to pick up breakfast.</p>	<p>Students pick up their pre-packed hot breakfast item in the cafeteria off the serving line</p> <p>Student get an appropriate utensil package, i.e. straw kit or spork kit, and wet wipe</p> <p>Wet blue towels and trash liners are sent into the classroom,</p> <p>OVS is allowed</p>	<p>Students enter their ID numbers directly in the POS unit</p> <p>If the students are staged by classroom the cashier can claim using the sale by homeroom feature on the POS unit @ES</p> <p>Students can be claimed using the classroom rosters</p>	<p>Trash is dropped at a central trash drop or into a trash liner in the room</p> <p>The trash bag is placed outside the classroom door and picked up by staff before 9:00AM @ ES</p> <p>No food can be left in the classroom</p>
Into Classroom	<p>Students are served breakfast during the first period</p>	<p>More labor intensive to implement</p> <p>Teachers are responsible for the counting reimbursable meal</p> <p>Requires closer monitoring by cafeteria staff</p>	<p>Cafeteria staff delivers pre-packed breakfast to the classroom for each student and the teacher in hot and cold bags.</p> <p>Complete meal must be sent for each student</p> <p>Deliver utensil package and wet wipe for each student</p> <p>Blue bags are labeled with the number of servings and classroom number</p> <p>Wet blue towels and trash liners are sent into the classroom.</p>	<p>Class rosters are sent to the classroom daily. The roster must be placed in the slot on the top of the blue bag</p> <p>All menu items must be served to the students. OVS is not allowed</p> <p>Teachers must mark the roster according to the key at the bottom of the roster</p> <p>The roster must be returned each day. Cashiers must enter students in the POS according to their meal code.</p> <p>Count leftovers and recorded on the production record</p> <p>Serve LO milk on same day lunch</p>	<p>Trash is dropped at a central trash drop or into a trash bag in the rooms</p> <p>The trash bag is placed outside the classroom door and picked up by staff before 9:00AM @ES</p> <p>Blue bags are be returned to the cafeteria and cleaned daily</p> <p>No food can be left in the classroom</p> <p>Dispose of leftovers or return them to stock according to HACCP procedures</p>
Hallway/Kiosk	<p>Very Accountable</p> <p>Students can be served breakfast during first period at the beginning of the day.</p>	<p>Students go to the kiosk as a classroom to pick up breakfast</p> <p>Planned serving location for each grade</p>	<p>FSD Staff will take breakfast carts to the designated hallway locations.</p> <p>All equipment must be label with the number of serving for hot and cold food and the distribution location</p> <p>Student will get utensil package and wet wipe with the meal</p> <p>Wet blue towels are sent into the classroom to clean surfaces</p>	<p>Students enter their ID number in the POS. If the students are staged by classroom the cashier can use the sale by homeroom feature on the POS</p> <p>Alternate methods: The students are claimed according to the classroom roster by the teacher or cafeteria staff</p> <p>OVS is allowed</p>	<p>Trash is dropped at a central trash drop or into a trash bags</p> <p>The trash bag is placed outside the classroom door and picked up by staff</p> <p>All equipment must be cleaned daily</p> <p>No food can be left in the classroom</p>

Best Practice is to stage students somewhere in the building and bring them to the serving line by classroom. Student can be staged in the cafeteria, the auditorium, or outside their classroom door until it is time for meal service. Into the classroom model: **Teacher meals should be claimed on the roster under the staff meals.