



WHAT DO YOUR STUDENTS SEE, SMELL AND TASTE?

Before each day's service begins, conduct a "walk about" to check all systems are go!

Complete this checklist. Rotate the assignment so everyone on staff takes a turn at completing.

Note any corrective actions taken for items checked with "NO."

SERVICE AREAS		Check one for each item	
		YES	NO
1	The area is clean and free from litter.		
2	Menu items for the day are posted in entry area.		
3	Trays/silver/napkin dispensers are full.		
4	Visible areas of the kitchen are clean and organized.		
5	Serving lines and counters are clean.		
6	Area is decorated with colorful posters or other merchandising techniques are used.		
7	Each food item is identified with a professional looking label.		
8	Staff wear clean, professional attire/aprons. (See "Communication Attire Virtual Audio Visual)		
9	Staff are friendly and offer suggestions to students.		
10	Food is fresh and attractively presented with garnishes used.		
11	Self-service bars are monitored.		
12	Service time is under 10 minutes.		

DINING AREAS		Check one for each item	
		YES	NO
1	Dining area and furnishings are clean.		
2	School logos or colorful posters decorate the walls.		
3	Floors and tables are cleaned as needed.		
4	Tray return area is clean and orderly.		
5	Tray return is located away from dining area.		
6	Sufficient garbage containers are readily available.		
7	Sufficient seating is available.		
8	Appealing food aromas permeate the air.		
9	Water hydration station is available.		

Corrective Actions: _____

Completed By (Signature): _____ Date: _____