Preparing for Summer Checklist

Food Storage
____ Plan menus to utilize as much food as possible so that you will have to store as little as possible over the summer.
____ Send all foods left at satellite kitchens back to the base kitchen. Try to use up food supplies if possible.
____ Inventory all food/non-food items and keep the inventory in a secure place.
____ Inventory all equipment at the base kitchen and satellite kitchens and keep the inventory in a secure place.
____ Dispose of any food in bulging, leaking packages. Keep only food in good condition.
____ Label and date all food items and use these first next fall.
____ Thoroughly clean all storage areas (dry storage, refrigerators, and freezers) before storing food for the summer.
____ Store food items on shelves with a 1-2” space left between walls and food containers to ensure proper air circulation.
____ Store food on pallets at least 6” off the floor, never directly on the floor of walk-ins or storerooms.
____ Keep all storage areas secured.

Dry Storage
____ Maintain storeroom temperatures at 50°-70° F. If storeroom temperatures will be warmer than 70° F, make arrangements to move dry goods and canned goods to refrigerators/ freezers.
____ Ensure storerooms are well ventilated.
____ Keep the storeroom free of rodents and insects. Make arrangements for a licensed exterminator to spray your kitchen and storeroom, if necessary.

Freezer/Refrigerator Storage
____ Ensure all refrigerator/freezer units to be used for summer storage are operating properly and are in good repair. Clean condenser coils to keep cold holding unit running properly.
____ Fill freezer/refrigerator units as much as possible without overcrowding. The units work more efficiently when they are full. You may want to fill them with empty boxes.
____ Make provision for daily inspection of freezer/refrigerator units to ensure:
   • Proper temperatures are maintained (refrigerator temperatures at 32°-40° F, freezer temperatures at 0° F or below).
   • Temperature gauges are working properly (check inside the unit).
   • Daily log of temperatures is maintained (date, time, temperature and the signature/initials of the person making the check).
____ Flour, flour mixes, cornmeal, cornstarch and other dry products should be frozen or refrigerated over the summer. Once dry items are refrigerated, they may have a shorter shelf life due to the moisture they have collected during refrigerated storage. Use these items directly from the refrigerator next fall.
____ Check refrigerators/freezers after all power outages or electrical storms to ensure compressors are working properly. Some compressors are water-cooled and if water or power is disrupted, the compressor must be restarted.
____ Establish policies to follow if refrigerator or freezer units malfunction. The person who discovers a malfunctioning unit will need to know where to locate thermometers for taking food temperatures and may need to know how to calibrate thermometers. Where will food items that are safe to eat be moved? Who will determine if foods are safe to eat?
Facilities/Equipment

___ Prepare a list of maintenance projects needed over the summer. Communicate now with maintenance staff to ensure these projects will be completed as needed for the agreed upon cost.

___ Unless you are planning to wash all pans, utensils, trays, etc. before using them in the fall, cover them and store in a secure area.

___ Make arrangements to repair equipment and have knives sharpened as needed over the summer. Do mixer bowls need to be re-tinned? Should the dish machine be serviced or repaired?

___ To make cleaning under cafeteria tables easier next time, place wide masking tape along the edges on the bottoms of the tables. Instead of scraping off gum next year, you can just pull off the tape.

___ To keep plastic items from getting sticky and dusty, wrap them in plastic bags and store on counters or in the walk-in refrigerator.

___ Clean hoods. Hood filters and floor mats can be cleaned with power washers at the car wash.

___ Use a power washer to clean the trash room/cans.

___ Wash electric fan blades and grills in the dish machine.

___ Label small wares with an engraver (i.e. SBHS Kitchen). Things can be easily identified that way, even though they may have wandered off over the summer.

___ Cover large equipment as needed (one school even covers the ovens in cardboard and duct tape).

___ Store as much as possible in covered containers/bins.

Management

___ Complete and return the program renewal documents to KSDE.

___ Register for training events – Administrative and Menu Planning Training, Child Nutrition Management Academy, Food Safety Basics and/or Professional Development classes.

___ Clear computer accounts in electronic software for students who won’t be returning next year. Refund money for students who won’t be returning to the district and transfer money to other schools in the district where the student will be attending next year.

___ Complete employee evaluations and determine labor needs for the next school year.

___ Review recipes and make any updates/revisions necessary.

___ Set fall cleaning schedule with staff before they leave at the end of the year.

___ Visit with building principals and other administrators.
   - Discuss any food service goals for the upcoming year. Seek their input on any goals you have for the food service and find out what goals they may have.
   - What is the anticipated enrollment? Are principals planning to change meal times or the number of students served per shift? Will there be any changes in previous policies, such as how staff will be compensated for snow days? Will you have any input in the changes? When will final decisions be made and how will you be notified?

___ Summarize maintenance needs and vendor status with appropriate administrators.

___ Make arrangements for recruiting and hiring new staff members, if needed.

___ Review and revise HACCP Food Safety Plan.

___ Complete Wellness Impact Tool.

Vendors/Purchasing

___ Contact milk company to pick up any milk left in the coolers.

___ Prepare menus and production records for the first weeks of the new school year.

___ Communicate with vendors to establish the dates for sending bids, awarding bids and when products will be delivered. Prepare product specifications, request bids, and award contracts for fall.

___ Communicate any plans to use different products to all potential vendors and administration.