

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

E16

Subject: **SATELLITE SCHOOL REPORTS**

PURPOSE

The purpose of this procedure is to list all required reports for satellite schools.

PROCEDURE

The following reports and documentation must be kept on file in each satellite school:

- End-of-Day-Reports (computer desktop file)
- Daily Attendance Bulletins
- A La Carte Sales Record (if applicable)
- Field Trip Forms (if applicable)
- Special Program Forms (if applicable)
- Weekly Menu (Breakfast, Lunch and Snack)
- Meal Service Temperature Records
- Daily Cold/Dry Storage/Hot Water Temperature Records
- Department of Health Inspection Reports
- HACCP Food Safety Plan
- HACCP Food Safety Checklists
- Description of Program Review and Facility
- Payroll Sign-in Sheets
- Supervisor Visitation Reports (electronic or hard copy)
- Base School Manager's Visitation Reports
- Analysis of Meals Served Report/Edit Checks (if applicable)

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- Manual Edit Check for Special Centers (if applicable)
- After School Meal/Snack Forms (if applicable)
- Professional Standards Training Rosters/Agendas (if applicable)

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Revised: August 1994(1st), July 2006, July 2009, June 2014, July 2015, July 2020, July 2022, July 2023
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