

# FOOD SERVICE MANAGER/SATELLITE ASSISTANT OPENING OF SCHOOL TASK GUIDE

DATE	TASK
<b>August 7 thru August 8</b>	<ul style="list-style-type: none"> <li>• 2024-2025 POS Opening of Schools Procedure, per email from Patty Prida.</li> <li>• Assess the condition of your kitchen(s) and facility(ies).               <ul style="list-style-type: none"> <li>○ Facility work orders must be called in by School Site Administrator and reported to Region Food Service Supervisor.</li> </ul> </li> <li>• Turn on all equipment in the kitchen: computer, registers, and keypad/scanners.               <ul style="list-style-type: none"> <li>○ Call in work orders needed for cooking equipment to F&amp;N Repair Center 786-275-0500.</li> <li>○ Call in work orders needed for computers and registers to the F&amp;N Help Desk 786-275-0415 (Caridad Pando); or 786-275-0417 (Jenny Pierre-Louis).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Contact employees with return-to-work date.               <ul style="list-style-type: none"> <li>○ Satellite Assistants and Assistant Managers must start work on Thursday, August 8.</li> <li>○ Part-time employees must work a maximum of 4 hours starting Wednesday, August 14, and one additional day deemed by FS manager.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Assess your inventory of food and supplies. Discard expired items.               <ul style="list-style-type: none"> <li>○ Complete a Paper Goods Usage/Pick Break Spoil report (<a href="#">Creating Paper Goods Usage Desk Aide</a>).</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Complete the <a href="#">Opening of School Checklist: Sanitation-Facilities-Equipment</a> for all kitchens and facilities (PLCs, MLCs, Annexes, etc.). Email to FS Supervisor and Jaqueline Rodriguez at rodriguez.jaquelinec@dadeschools.net</li> </ul>
<b>August 9 7:00 a.m. – 2:45 p.m.</b>	<ul style="list-style-type: none"> <li>• Attend Food and Nutrition’s District Opening of School Meeting Southwest Miami Senior High School 8855 SW 50<sup>th</sup> Terrace Miami, FL 33165</li> </ul>
<b>August 12</b>	<ul style="list-style-type: none"> <li>• Part-time employees return to work site, if deemed by FS manager.               <ul style="list-style-type: none"> <li>○ Part-time employees work a maximum of 4 hours</li> </ul> </li> <li>• Conduct Opening of School Meeting and Training with <a href="#">Part-Time Staff Agenda</a> provided at District Meeting on 8/9; or view <a href="#">Civil Rights Compliance webinar</a> with staff.</li> </ul>
<b>August 13</b>	<ul style="list-style-type: none"> <li>• Part-time employees return to work site, if deemed by FS manager.</li> <li>• Conduct Opening of School Meeting and Training with <a href="#">Part-Time Staff Agenda</a> provided at District Meeting on 8/9; or view <a href="#">Civil Rights Compliance webinar</a> with staff.               <ul style="list-style-type: none"> <li>○ <b>Submit <u>two</u> Professional Standards Training Rosters to Food Service Supervisor and Elena Rosas at elenarosas@dadeschools.net via email by end of day:</b> <ul style="list-style-type: none"> <li>▪ <b>Opening of School Meeting/HACCP</b></li> <li>▪ <b>Civil Rights</b> (<a href="#">click here to view webinar</a>)</li> </ul> </li> </ul> </li> </ul>
<b>August 14</b>	<ul style="list-style-type: none"> <li>• Part-time employees must work a maximum of 4 hours.</li> <li>• Finish cleaning the kitchen and follow-up on work orders.</li> <li>• Prepare menu items for first day of school meal service.               <ul style="list-style-type: none"> <li>○ Assortment of fresh fruit (at least two different types) &amp; cupped/canned fruit</li> <li>○ Side salads &amp; Entrée salads</li> <li>○ Cold sandwiches/wraps</li> <li>○ Low fat milk, fat free milk (Skim if pre-k) and juice</li> </ul> </li> </ul>

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<b>August 7 thru August 14</b>	<p>Complete the following items:</p> <ul style="list-style-type: none"> <li>• <a href="#">School Information Sheet</a> <ul style="list-style-type: none"> <li>○ Submit to <a href="mailto:Yeisels@dadeschools.net">Yeisels@dadeschools.net</a> and your Food Service Supervisor via email by <b>Wednesday, August 14, 2024</b></li> <li>○ Post in manager/satellite assistant office</li> </ul> </li> <li>• <a href="#">Employee Work Schedules</a> <ul style="list-style-type: none"> <li>○ Post in manager/satellite assistant office</li> </ul> </li> <li>• <a href="#">Cleaning Schedules</a> <ul style="list-style-type: none"> <li>○ Post in kitchen or locker room</li> </ul> </li> <li>• <a href="#">School Site Delivery Schedule</a> <ul style="list-style-type: none"> <li>○ Post in manager/satellite assistant office</li> </ul> </li> <li>• <a href="#">Description of Program Overview and Facility</a> <ul style="list-style-type: none"> <li>○ File in HACCP Notebook</li> </ul> </li> <li>• <a href="#">Staffing Worksheet</a> <ul style="list-style-type: none"> <li>○ Submit to Region Food Service Supervisor via email</li> </ul> </li> <li>• <a href="#">Items for Posting</a> <ul style="list-style-type: none"> <li>○ Post items in kitchen or manager/satellite assistant office</li> </ul> </li> </ul>
<b>Starting August 15</b>	<p>The following items must be completed daily:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Daily/Cold Dry Storage Hot Water Temperature Record</a></li> <li>○ <a href="#">Meal Service Temperature Record</a></li> <li>○ <a href="#">Production Schedule</a></li> <li>○ <a href="#">HACCP Checklist</a> <ul style="list-style-type: none"> <li>▪ Complete daily</li> </ul> </li> <li>○ Production &amp; Menu Records</li> </ul>