

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject:	SATELLITE SCHOOL REPORTS
For Action By:	FOOD SERVICE MANAGERS, SATELLITE ASSISTANTS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

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

- Manager's Meal Authorization Lists
- Deposit Log
- Day End Deposit Reports
- Daily Food Used for Outside Lines Report (if applicable)
- Tally Sheets (if applicable)
- Completed Cash Register Correction Reports
- Daily Attendance Bulletins
- Field Trip Forms (if applicable)
- Special Program Forms (if applicable)
- Weekly Menu (Breakfast and Lunch)
- Daily Cold/Dry Storage Temperature Records
- HRS Inspection Reports
- Sign-in Sheets for B Payroll Personnel
- Coordinator Visitation Reports (electronic or hard copy)
- Base School Manager's Visitation Reports
- End-of-Day-Reports (Computer Desktop File)
- Meal Service Temperature Records
- Production and Menu Records (if applicable)
- Storeroom Issue Reports (if applicable)
- After School Snack Forms (if applicable)
- HACCP Food Safety Plan
- HACCP Food Safety Checklists