DO . . .

- Order/prepare only one meal for each child for each meal service.
- Count the meals as they are received.
- Check the meals to be sure you have received all menu items and that none of the items are damaged or spoiled, and sign the delivery receipt.
- Clean the site before you serve the meal.
- Put up the approved nondiscrimination poster.
- Serve the meal only during the assigned time period.
- Prepare and serve the meal according to State and local health and safety standards.
- Serve each child all menu items at one time.
- Count the meals as they are given out.
- Count second meals separately, if your sponsor allows seconds. Second meals must be served as complete units.
- Complete the daily records in a timely manner. Keep them in a safe place away from the children and the weather.
- Clean the site after the meal.
- Encourage the children to try new foods, and minimize food waste.
• Serve second meals until all children at the site have been served one complete meal.

• Serve meals with missing components.

• Serve meals to parents or other adults from the community, unless allowed by your sponsor.

• Sign meal receipts until all meals are carefully counted and checked.

• Allow discrimination against any child because of race, color, national origin, sex, age, or handicap.

• Forget to have each meal service supervised by a person trained in the operation of the program.

• Hesitate to contact your sponsor if you have concerns.