

10 Steps to Serving Afterschool Meals

1. Complete all of the items on the **Food Delivery Checklist**
2. Verify all paperwork and signage is present (And Justice for All poster, Building for the Future flyer, backup meal count sheets, temp log, menu). Visit the “Documents and Downloads” section of the portal at <https://pittsburghfoodbankportal.org/> to print anything you need.
3. **Take temperatures** of all food items listed on your temperature log a second time within 15 minutes prior to serving the meal. **Sanitize** ALL surfaces you are serving from and that kids are eating on.
4. Check the clock to ensure that you **serve within your mealtimes**:
My dinner time is _____ - _____
My snack time is _____ - _____
5. Ensure everyone who is serving kids obtains FBI, Act 33 & Act 34 clearance and **receives training** either by the Food Bank or the site supervisor.
6. **Use Link2Feed** for every meal by clicking “Kid’s Café” then “School Year” to start your meal service. Be sure to count all kids at Point-of-Service, which means all meals and snacks should be logged in the time between the child receiving and finishing the meal.
7. When serving, make sure all kids are OFFERED all components of the meal and snack, and that they take at least **3/5** components of dinner and **ALL** components of snack
8. Serve meals to **all kids equally**. All kids should be served the same regardless age, sex, race, color, national origin, religion, disability or sexual orientation (including gender identity). If any kids require a substitution due to a disability, notify the Food Bank.
9. **Follow the leftover and seconds meal policies** according to your meal type
10. Contact the Food Bank with any issues at 412-745-6508